

Oklahoma State University College of Osteopathic Medicine

Student Handbook 2025-2026



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<https://medicine.okstate.edu/>

An Equal Employment Opportunity/Affirmative Action Institution

The Oklahoma State University College of Osteopathic Medicine, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination. Oklahoma State University College of Osteopathic Medicine is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disability, religion, marital status, or veteran status with regard to employment, educational programs and activities, and/or admissions.

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OSU-CHS 2025-26 ACADEMIC CALENDAR

FALL 2025

July 4	July 4th Holiday
July 7	Class of 2028 rotations begin (3rd/4th years see detailed schedule from Clinical Education)
July 28 – July 31	MSI Required Orientation (see detailed schedule)
Aug. 1	White Coat Ceremony – Tahlequah Campus
Aug. 2	White Coat Ceremony – Tulsa Campus
Aug. 4	First Day of Class
Aug. 12	Last day for 100% refund on withdrawal
Aug. 18	Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)
Sept. 1	Labor Day Holiday
Nov. 4	Last day to withdraw from all courses with automatic “W”
Nov. 27-28	Thanksgiving Holiday
Nov. 19	Last day to withdraw from all courses with assigned “W” or “F”
Dec. 5	Last day of class
Dec. 8-11	Finals
Dec. 16	Final grades due from faculty

SPRING 2026

Jan. 6	First Day of Class (Yes, on a Tuesday)
Jan. 14	Last day for 100% refund on withdrawal
Jan. 19	Martin Luther King holiday
Jan. 20	Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)
March 16-20	Spring Break
April 7	Last day to withdraw from all courses with automatic “W”
April 10	Last Day MS II Regular Classes
April 13-16	MS II Finals
April 22	Last day to withdraw from all courses with assigned “W” or “F”
May 8	Last Day MS I Classes
May 9	Graduation
May 11-14	MS I Finals
May 19	Final grades due from faculty
May 25	Memorial Day
June 19	Juneteenth Holiday
June 26	End of MS II Semester

Introduction

Welcome to the Oklahoma State University College of Osteopathic Medicine (OSU-COM or the “College”)! This is an exciting time as new students arrive on campus to begin their medical school studies at the College and as students return to continue their medical training. As part of this significant moment, we want to welcome you to OSU-COM!

General Educational Goals

The primary educational goal at OSU-COM is to educate qualified students to become osteopathic physicians, imbued with the philosophical principles and palpatory and manipulative skills of osteopathic medicine. It is the stated mission of the College to educate osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma. The synopsis of the curriculum and description of courses can be found in the College Catalog at <https://medicine.okstate.edu/site-files/documents/catalog-fnl.pdf>. As you pursue your training, we encourage you to take advantage of the resources on campus, many of which are described in this Handbook, to help you reach your goals.

Purpose of Student Handbook

The Student Handbook is published to familiarize students with pertinent policies and procedures, campus resources, and student organizations. As student-related policies and procedures change, we will attempt to notify the student body. For information on academic policies, please refer to the 2025-2026 Academic Standards Handbook at <https://medicine.okstate.edu/com/academics/index.html> as well as the policies section found at <https://medicine.okstate.edu/com/academics/policies.html> where various policies can be found. OSU-CHS Administration expects all students to review the Academic Standards Handbook and Student Handbook as part of their matriculation. Administration, faculty, staff and students of the OSU-College of Osteopathic Medicine must adhere to the American Osteopathic Association's Code of Ethics adopted by the College in 2008. As student members of the osteopathic profession, OSU- COM expects its students to comply with the AOA Code of Ethics, which can be found at <https://medicine.okstate.edu/com/code-of-ethics.html>

Provisions in this handbook will guide the operation of the Office of Campus Life during the 2025-2026 academic year and apply to all students. The College is not responsible for any misrepresentation of its requirements or provisions resulting from editorial or printing errors in the preparation of this Handbook or from official changes in college policy approved after the printing of this Handbook.

Should students have questions, please contact the Assistant Dean for Campus Life or the Associate Dean for Enrollment Management.

Administrative Services

- Angela Bacon, EdS, M.S., Assistant Dean for Campus Life & Wellness
- Jeffrey B. Hackler, J.D., M.B.A., Associate Dean for Enrollment Management

Oklahoma State University College of Osteopathic Medicine
1111 West 17th Street
Tulsa, Oklahoma 74107-1898
(918) 582-8421
<https://medicine.okstate.edu/>

Communication/Messages for Students

The Office of Enrollment Management maintains students' use of OSU email for official communications only. It is each student's responsibility to update their contact information via their student okey self-service account at <https://apps.okstate.edu/okey/>

Please be aware that the official form of communication to students for school-related matters is the student's okstate e-mail account. If a student's e-mail box becomes full, the Office of the Registrar will notify the student of this situation and request that space be made available so that designated e-mails can be received. Students who do not comply with this request may be required to meet with the Associate Dean of Enrollment Management to assist in resolution.

Bookstore

The OSU Center for Health Sciences Bookstore is located in Founders Hall in Tulsa and near the main entrance to campus in Tahlequah. It stocks medical supplies, lab coats, and scrubs. The Bookstore does offer personalization of scrubs and lab coats for students, residents, staff and faculty. The Bookstore also carries various sundry items and collegiate license apparel. The staff strives to accommodate its students and will make special orders for titles not in stock at the cost of staff or students. Customers may also visit the Bookstore website:

<https://medicine.okstate.edu/bookstore/> to view a items available. The Bookstore may be contacted at 918-561-1170 (Tulsa) or 918-525-6361 (Tahlequah) or by email at chs.store@okstate.edu.

Building Hours

The campus is open from 6:00 a.m. to midnight seven days/week, except for specially designated hours around the final examination period. Most entry doors on campus require a student ID swipe card to access. All students are expected to exhibit professional behavior when using campus buildings and equipment.

Study Space

Breakout rooms, study carrels and the library area are designated as quiet zones to facilitate individual study. Breakout rooms must be reserved through the online room reservation system. Students who do not follow proper protocol are subject to others using the room that have followed the reservations process. Conference rooms are not for single/group study and will not be granted permission for student reservation.

Security

The College is protected by security services 24-hours a day, seven days a week. Campus Security personnel patrol the campuses and affiliated clinics on a random rotation. Security personnel are available to walk students to their cars and assist in any other security measures. Suspicious or unusual circumstances should be reported to Campus Security immediately. Dialing 918-561-1234 will connect you directly to the Tulsa OSU-CHS Campus Security. Dialing 918-453-3572 will connect you directly to Tahlequah OSU-CHS-CN Campus Security. If property or the safety of others is being threatened, call Tulsa OSU-CHS Security at 918-561-1234 or Tahlequah OSU-CHS-CN Campus Security at 918-453-3572 for immediate assistance. In extreme emergencies, call 911; if using a college phone from within the campus, you must first dial "9" to get an outside line. Dialing 9-911 from a campus phone will connect you directly to a 911 dispatcher. Under no circumstances are locked external doors to be propped open in order to gain entrance for the sake of convenience. This allows access to individuals who have no legitimate business at the College. College parking lots are monitored by security cameras. Vehicles must be securely locked with valuables kept out of sight or locked in the trunk. The College has an excellent, low-incidence crime record. Copies of crime rate reports are available upon request from Campus Security Department by calling 918-561-1234 or the

Tahlequah OSU-CHS-CN Campus Security at 918-453-3527.

OSU Photo Identification

To create a safe environment for working and learning, employees, students, vendors and visitors are required to wear an official OSU photo identification card while on campus and at other campus-affiliated buildings and clinics. The photo ID should be clearly visible at all times and must be presented upon request of management personnel or other public safety officials. The photo ID issued by OSU-CHS Campus Security is the official OSU-CHS ID. Only the individual to whom the ID is issued is authorized to wear or possess his/her ID. Employees and students who loan their ID or attempt to use another's ID will be disciplined accordingly. The ID is the property of the OSU-CHS and must be relinquished upon termination from employment or student matriculation.

If you have any safety concerns while on campus, you may also call 918-561-1234 for immediate assistance. For students who remain on campus in the evening hours, please be aware of your surroundings upon exiting the building. Security officers will be available to safely escort you to your vehicle. Tulsa officers can be reached at 918-561-1234 and Tahlequah officers can be reached at 918-453-3572, allowing 15 minutes for advance notification.

ID Issuance and Replacement

Upon admission or employment and completion of all necessary orientation and paperwork, all employees (full-time and part-time) and students will be issued an ID. The loss of a photo ID must be immediately reported to the Security Office. A replacement card and any subsequent fees will be made for lost, stolen or damaged cards. The Security Officer located at the Phoenix Building, right next to the main campus in Tulsa, or at the entrance of the Tahlequah campus will issue a one-day temporary ID should any employee or student fail to wear his/her ID to campus. Campus Security will verify identity and employment status before issuing the temporary ID. Should it be determined that a person is a habitual user of the temporary system, their name will be given to the appropriate supervisor or Assistant Dean of Campus Life for potential disciplinary actions.

Vendors/Visitors

Vendors and visitors are required to obtain a guest ID by checking in with Security at the Phoenix Building. Visitors and vendors are required to wear their visitor ID in a clearly visible manner while conducting business on OSU-CHS property. Vendors and visitors who do not comply will be escorted off campus.

Children

Unattended children are prohibited in the building. Children are also prohibited from attending class or from being in college buildings on a regular basis during class time.

Fitness Center

Student, faculty, and staff membership at the Fitness Center is free of charge (a current OSU ID is required at time of enrollment). The Fitness Center operates from 5 a.m. to midnight every day of the week. More information can be found at <https://medicine.okstate.edu/wellness/index.html>.

Lost and Found

Unclaimed items may be deposited and stored in a locker located at each Campus Security office. After 90 days, unclaimed items are disposed/donated.

Non-Discrimination Statement

The Oklahoma State University Center for Health Sciences, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, ethnicity, national origin, sexual orientation, genetic information, gender, gender identity or expression, marital status, disability, veteran status, or other protected category with regard to employment, educational programs and activities, and/or admissions.

Students with grievances relating to alleged discrimination may seek redress. Complaints may be handled through the grievance procedure published in the "Student Grievance" section of this handbook or through the Office of Student Conduct/Title IX Coordinator, as appropriate.

Sexual Violence Prevention Training

In an effort to comply with the Violence Against Women Act and the Office of Civil Rights federal guidelines, all students will be required to be trained in sexual violence prevention. The College will notify students of the resource to access to comply with this requirement. Failure to complete this training, as specified, will result in a delay in enrollment for the upcoming academic term. Additional information can be found at <https://health.okstate.edu/hr/1is2many/index.html> or by contacting the Office of Campus Life, Room 202. For questions about compliance with this training, please contact the Registrar's Office or Assistant Dean for Campus Life and Wellness at 918-561-1880.

Sexual Harassment

Oklahoma State University-Center for Health Sciences takes acts of sexual harassment, including sexual violence, seriously and believes that 1 victim is 2 many. For information on resources, reporting options, policies, and the student conduct process please visit: <https://health.okstate.edu/hr/1is2many/index.html>) Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at OSU-CHS. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations, or other academic opportunities.
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual.
3. Such conduct is sufficiently severe, pervasive, or persistent and objectively offensive that it has the effect of creating an intimidating, hostile, or offensive situation that negatively affects an individual's academic or employment environment.

It is possible for sexual harassment to occur at different levels: Between faculty and students, between staff and students, or between students. Sexual harassment is expressly prohibited. Complaints can be addressed as follows:

Situations Regarding OSU-CHS Students

Tina Tappana, Title IX Coordinator
 Angela Bacon, Title IX Deputy Coordinator
 Adriana Livingston, Title IX Deputy Coordinator
 918-561-1950 room D-201, D-203
chssco@okstate.edu

Situations Regarding Faculty and Staff

Tina Tappana, Title IX Coordinator
 OSU-Tulsa, Main Hall 1405
 918-594-8222
Tulsa.titleix@okstate.edu

Student Rights and Responsibilities

Students are expected to always conduct themselves in a professional and ethical manner. The student is expected to be familiar with the policies and regulations governing students enrolled at the Oklahoma State University College of Osteopathic Medicine. Students, faculty, and administration share responsibility for maintaining an effective learning environment. Academic dishonesty will not be tolerated. Refer to the Academic Standards Handbook for the policy and procedure regarding academic dishonesty, which applies to all students at the OSU Center for Health Sciences. Students with complaints can refer to the "Student Grievance" section of this Handbook for additional information.

Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSU-CHS student has the right to:

1. Inspect and review information contained in his or her educational records.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record if the outcome of the hearing is unsatisfactory.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

Definitions

- "Educational Record" refers to those records that are directly related to a student and are maintained by an educational institution.
- "Directory Information" includes:
 - student's name (including chosen or preferred first name)
 - local and permanent addresses or hometown
 - institutional electronic mail address
 - telephone number
 - year of birth
 - major field of study
 - dates of attendance at Oklahoma State University
 - degrees, honors, and awards granted or received, and dates granted or received
 - academic classification such as first year, second year, third year, etc.

- most recent educational institution previously attended
- dissertation or thesis title
- advisor or thesis/dissertation advisor
- participation in officially recognized organizations, activities, sports, and weight and height of student participating in officially recognized sports parents' names and addresses (city and state only)

**Directory information can be released upon request, unless the student has specially requested that such information not be disclosed. Students wishing to withhold directory information should visit the Registrar's Office.*

- “School official” is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative, or professional, and the staff such school officials supervise.
- “Legitimate educational interest” is defined as an interest that results from the duties officially assigned to a school official and that is related to such a school official’s responsibility for facilitating the student’s development.

Withholding Disclosure of Information

Currently enrolled students may withhold disclosure of directory information. A student may file with the Office of the Registrar a written request not to release directory information. The university assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

Access to Records

No other information regarding students’ educational records may be disclosed to anyone without written consent of students, except to “school officials” who have a “legitimate educational interest” in the student.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Students, or parents of dependent students, may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records will be allowed.

Parking

Students are required to register their vehicle with campus security and display an OSU-issued parking permit in their car in order to park in campus allotted spaces. While parking on campus grounds, students must occupy only one parking stall, and must not park in the fire lanes, reserved spaces, or areas reserved for OSU vehicles. Only those with bona fide disabled tags on hangers are authorized to park in those stalls marked for their usage. Parking fees for violation may apply.

Photography

OSU Center for Health Sciences Marketing and Communications Services takes photos and videos during classroom exercises, simulations, special events and other university activities. Students are advised that photos or video taken by OSU Center for Health Sciences staff or designee of COM students participating in university-related activities may be used in media relations, advertising or promotion of the college including but not limited to newspapers, websites, social media, videos, and/or print. Students may opt out by contacting campus life at chs-campuslife@okstate.edu.

Room Arrangements



Students who need to reserve building space for non-academic functions should contact the Office of Campus Life at chs-campuslife@okstate.edu, located in the Kern-Headington Student Center and at the Cherokee Nation campus office number 3043. For student club functions, the Student Government Administrative Vice Presidents at each campus will assist with making plans. Club officers will need to submit an Event Registration Form via the Student Engagement site Involve. Please provide the following information when requesting use of campus facilities: Date, time, space desired, type of meeting, person in charge, and special arrangements, if any. Please remember to plan ahead to allow for the appropriate approvals and arrangements to be made. Attempts will be made to honor requests; however, the priorities established by the college policy must govern approval.

Tobacco Use

Smoking and the use of smokeless tobacco is prohibited on all campus grounds, in all College buildings and in college vehicles. Individuals who violate this policy will be subject to disciplinary action.

BACKGROUND POLICY AND PROCEDURES

Purpose

Oklahoma State University Center for Health Sciences College of Osteopathic Medicine requires a background check on all of its students in order to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments, to adhere to applicable healthcare regulations, and to attest to affiliated clinical facilities and licensure entities regarding a student's background and eligibility status. The background check will determine whether there are incidents in an applicant's or student's history that would potentially pose a risk to patients or others. Medical licensure is controlled by state licensing boards. Admission to OSU-CHS College of Osteopathic Medicine does not guarantee eligibility for licensure in any jurisdiction.

Policy

All students accepted and enrolled in the Oklahoma State University College of Osteopathic Medicine must meet admission and technical standards. As part of the application process, all students accepted into the College of Osteopathic Medicine must submit required information to a criminal background investigation company identified by the college. All costs related to obtaining background checks are the responsibility of the student. Acceptance to Oklahoma State University College of Osteopathic Medicine is conditional on background check results that are acceptable to the College of Osteopathic Medicine.

Students enrolled in the Graduate College with provisional acceptance to the College of Osteopathic Medicine must submit to a background check at the time of acceptance and again prior to matriculating in the College of Medicine. Currently enrolled students must also submit to a background check prior to gaining eligibility to participate in any clinical activity. Failure to do so will result in the student's case being forwarded to the Academic Standards Committee for action. Additional checks will be performed when required by law or by affiliated clinical facilities. The Oklahoma State University College of Osteopathic Medicine also retains the right to require a student to submit to a criminal background check at any time during their medical school program.

In cases where a criminal record appears in the results of the background check, a copy of the report will be given to the prospective or current student and he/she will be allowed to respond to the information

contained within the report. The background check, and any student response, will be forwarded to the Background Check Review Committee of the College of Osteopathic Medicine for consideration and they will make a recommendation to the Dean and Provost.

The handling of all records and subject information will be strictly confidential and will adhere to the Family Educational Rights and Privacy Act (FERPA). Adverse findings that result in action taken by the Background Check Review Committee while a student is enrolled will become part of a student's academic record.

Definitions

"Background check" is defined as including, but not limited to, a combination of the following screening for every state and county of residence:

- Social Security Report (name/address search);
- County Criminal Record History;
- Statewide Criminal Records History;
- Federal Criminal Records History;
- National Criminal Database search;
- Office of Inspector General List of Excluded Individuals';
- General Services Admin. Excluded Parties Listing; and
- National Sex Offender Public Registry.

"Background Check Review Committee" is defined as a combination of employees from the Offices of Enrollment Management, Clinical Education, and Academic Affairs appointed by the Provost and Dean to review any adverse findings on criminal background checks and make recommendations to the Dean and Provost regarding any necessary actions.

Procedures

A. Permission to Conduct the Investigation

Prior to matriculation, students will be sent instructions on how to request their criminal background check. Any accepted student that fails to complete the required background check prior to the first day of class will not be allowed to begin the program until this requirement has been met, and may jeopardize their admission status at OSU-COM. Accepted students who receive notice of acceptance to OSU-COM within thirty (30) days of the start of class will have thirty (30) days from the date of acceptance to complete the required background check.

Current students will be notified by email, which will include instructions, when they are required to request their criminal background check and they will also have ten (10) business days from the time of the notification to request their criminal background check. The Assistant Director of Admissions may make exceptions on a case-by-case basis. Students must access the background check vendor's website and submit the appropriate information that allows a background investigation to be conducted via an arrangement with the outside vendor. Within the jurisdictions noted by the student, criminal records will be checked and the report may include arrests and convictions for all offenses of any type, including deferred judgments, records that have been expunged, and sealed juvenile records.

B. Admission Application Procedures

1. All students accepted into the College of Osteopathic Medicine will be required to submit to a background check. Accepted students will have until June 1 to access the vendor website and to submit to the background check. Accepted students who receive notice of acceptance to OSU-COM within thirty (30) days of the start of class will have thirty (30) days from the date of acceptance to complete the required background check.

2. The vendor will then conduct the background investigation.
3. The vendor will return results to the student and the College of Osteopathic Medicine.
4. In cases where no criminal records appear, the accepted student's record will reflect that the investigation was completed and satisfactory.
5. In cases where a criminal record appears in the results of the background check, the student will be contacted by email or certified mail.
 - a. The accepted student has the opportunity to submit a written response to the Background Check Review Committee within ten (10) business days of this notification. Such written response should be sent to the College of Osteopathic Medicine Background Check Review Committee, in care of the Assistant Director of Admissions. Any student who fails to provide a response that may be reviewed by the Background Check Review Committee prior to matriculation may have their acceptance rescinded by the College of Osteopathic Medicine.
 - b. The accepted student may contest the results directly with the vendor, but this must be completed within ten (10) business days of receipt of their notification.
 - c. The Assistant Director of Admissions shall submit the student's background report, the submitted written student response and any vendor response to the Background Check Review Committee within twenty (20) business days of the student's notification.
 - d. The Background Check Review Committee will review the information and will then make a recommendation to the Provost and Dean to allow matriculation or rescind admission to any student based on the timing, severity, number, and nature of any findings. In some cases, the conditionally-admitted student may be asked to meet with the Background Check Review Committee. The Committee shall make this decision on:
 - Number of convictions;
 - Nature, seriousness, and date(s) of occurrence of the violation(s);
 - Rehabilitation;
 - Relevance of the crime committed to medical profession standards;
 - State or federal requirements relative to the medical profession;
 - All known information regarding the accepted student, including the written explanation; and
 - Any other evidence demonstrating an ability to perform academic and clinical expectations competently and free from posing a threat to the health and safety of others.

Any identified misrepresentation, falsification, or material omission of information from the application discovered during the criminal background review process may result in a recommendation to rescind the admission of the student.

- a. The College of Osteopathic Medicine will notify the student in writing of its decision within 10 days of its meeting.
6. No student will be allowed to matriculate until a background check is completed and approved by the College of Osteopathic Medicine with the exception of late admits who may have a deadline after the date of matriculation.

C. Continuing Student Procedures

1. Continuing students will be notified when they are required to submit to another background check. The fee for the background check is the responsibility of the student.

2. The vendor will then conduct the background investigation.
 3. The vendor will return results to the student and the College of Osteopathic Medicine.
 4. In cases where no criminal records appear, the accepted student's record will reflect that the investigation was completed and satisfactory.
 5. In cases where a criminal record appears in the results of the background check, the student will be contacted by email.
- a. The student has the opportunity to submit a written response to the Background Check Review Committee within ten (10) business days of this notification. Such written response should be sent to the College of Osteopathic Medicine Background Check Review Committee, in care of the Associate Dean of Enrollment Management or the Associate Dean of Clinical Education.
 - b. The student may contest the results directly with the vendor, but this must be completed within ten (10) business days of receipt of their notification.
 - c. The Associate Dean of Enrollment Management or the Associate Dean of Clinical Education shall submit the student's background report, the submitted written student response and any vendor response to the Background Check Review Committee within twenty (20) business days of the student's notification.
 - d. The Background Check Review Committee will review the information and will then make a recommendation to the Provost and Dean for action. In some cases, the student may be asked to meet with the Background Check Review Committee. The Committee shall make its decision on:
 - Number of convictions;
 - Nature, seriousness and date(s) of occurrence of the violation(s);
 - Rehabilitation;
 - Relevance of the crime committed to medical profession standards;
 - State or federal requirements relative to the medical profession;
 - All known information regarding the student, including the written explanation;
 - Any other evidence demonstrating an ability to perform academic and clinical expectations competently and free from posing a threat to the health and safety of others.
 - e. Any identified misrepresentation, falsification, or material omission of information from the application discovered during the criminal background review process may result in dismissal of a student from the medical school program.
 - f. The College of Osteopathic Medicine will notify the student in writing of its decision within 10 days of its meeting.

D. Frequency of Background Checks

Background checks will be conducted once following acceptance and prior to matriculation. Students must also have a background check conducted prior to beginning clinical rotations. Once a student matriculates within the College of Osteopathic Medicine, the student is responsible for notifying the Associate Dean of Enrollment Management of any misdemeanor or felony arrests/indictments. Failure to do so will result in action, including possibly dismissal, by the College of Osteopathic Medicine.

SUBSTANCE ABUSE POLICY

Purpose

This policy outlines the Drug Screening requirements for Accepted Applicants and Student Doctors in the Oklahoma State University-College of Osteopathic Medicine (OSU-COM).

Definitions

For the purpose of this policy:

1. "Accepted Applicant" is defined as an individual that has been accepted to OSU-COM but has not yet started the first year of the program.
2. "Clerkship Program" is defined as the time in which Student Doctors complete clinical rotations during years three and four of the OSU-COM program.
3. "Controlled Substance" is defined as a drug or substance that is listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812). To lawfully take a prescription drug, a student must be under the direct medical care of the licensed health care professional. Although medical marijuana is legal in the State of Oklahoma, marijuana is a Schedule 1 Controlled Substance under 21 U.S.C. § 812 and continues to be a prohibited substance for purposes of this policy even with a valid prescription or license.
4. "Diluted Specimen" is defined as a sample that cannot be accurately tested based on the standards of the Vendor's laboratory and the conclusions of the Medical Review Officer.
5. "Drug Screen" is defined as a laboratory test administered for the purpose of determining the presence or absence of a Controlled Substance or its metabolites.
6. "Medical Review Officer (MRO)" is defined as the licensed physician, an employee of the Vendor, who is responsible for receiving, reviewing, and certifying the results of Drug Screens.
7. "Positive Drug Screen" is defined as any result, which has been reviewed and certified by the Medical Review Officer, which indicates the presence of a Controlled Substance in the submitted specimen.
8. "Pre-Clerkship" is defined as the time between completing all second year requirements and the beginning of the Clerkship Program in year three.
9. "Random" is defined as the unannounced and indiscriminate selection of student(s) by a process designed to ensure that selections are made in a nondiscriminatory manner without conscious decision of which student(s) are selected.
10. "Reasonable Suspicion" is defined as suspicion of use or possession of a Controlled Substance by a Student Doctor or Accepted Applicant based upon specific and objective grounds, as a justification to conduct a Drug Screen on a Student Doctor or Accepted Applicant.
11. "Student Doctor" is defined as all students currently enrolled in years one through four of the OSU-COM programs.
12. "Vendor" is defined as the company that has been contracted by OSU-COM to provide Drug Screening services.

Rationale

- The mental and physical health and well-being of students is vital to the success of the OSU-COM and is necessary to maintain the high standards of healthcare provided to the general public. OSU-COM has the right and obligation to provide students with a safe, healthy, efficient, and effective learning environment free from outside influences, which includes the illegal use and/or distribution of Controlled Substances.
- Although under the supervision of qualified faculty and/or adjunct faculty, Student Doctors are responsible for the health, safety, and welfare of patients. Student Doctors regularly have access to confidential and sensitive information, which requires the exercise of ethical behavior. Required and Random Drug Screenings of students and Accepted Applicants is an important component in assessing their suitability to function in a clinical setting.
- Increasingly, clinical facilities are implementing Drug Screening policies and procedures as required by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Furthermore, clinical facilities are increasingly requiring that OSU-COM review and certify each student's Drug Screening results prior to the beginning of each rotation through specific and explicit clauses within affiliation agreements.

Voluntary Requests for Treatment

OSU-COM strongly encourages Student Doctors who illegally use Controlled Substances to seek help from the College's Student Assistance Program by contacting the Office of Enrollment Management or following the directions established in the OSU-COM Student Handbook. Any Student Doctor that voluntarily seeks

treatment will receive confidential assistance; provided, however, that a Student Doctor seeking treatment after the Student Doctor's selection for a Drug Screen, either based upon a Random Drug Screen or Reasonable Suspicion, does not constitute voluntarily seeking treatment and will result in corrective action should a Positive Drug Screen Result.

Vendor and Drug Screening Information

OSU-COM will select a qualified third-party Vendor to provide the Drug Screening service, as well as the Medical Review Officer for this policy. Results from any company or government entity other than those designated by OSU-COM will not be accepted; provided, however, exceptions may be made in very limited instances in which circumstances would reasonably prevent Accepted Applicant from utilizing OSU-COM's Vendor. Exceptions must be requested by Accepted Applicant prior to the Drug Screening, and OSU-COM reserves sole discretion regarding whether to approve such request. Any Drug Screening of an Accepted Applicant that is not completed by OSU-COM's Vendor must be performed by a licensed physician performing medical review officer services who is trained and certified by the American Association of Medical Review Officers (AAMRO) and The Medical Review Officer Certification Council (MROCC) to complete their Drug Screening. Accepted Applicants who are granted an exception to using OSU-COM's Vendor will be solely responsible for payment for any Drug Screening not conducted by OSU-COM's Vendor. Any Drug Screening conducted by a Medical Review Officer other than OSU-COM's Vendor must be an 8-panel Drug Screen identical to the one conducted by OSU-COM Vendor and the Drug Screening must comply with all provisions of this Policy.

Any appeal right of a Positive Drug Screen rests solely between the Student Doctor or Accepted Applicant, the Medical Review Officer and the qualified third-party Vendor.

OSU-COM will require that all Accepted Applicants and Student Doctors complete an 8-panel Drug Screen, which tests for:

1. Amphetamines/Methamphetamines;
2. Barbiturates;
3. Benzodiazepines;
4. Marijuana;
5. Cocaine;
6. Opioids (including opiates);
7. Phencyclidine; and
8. Methadone.

Drug Screening Timing and Procedures

An Accepted Applicant's or Student Doctor's written and/or oral consent is not required to put the terms of this policy into effect, as consent is an implicit condition of enrollment in the OSU-COM program.

Accepted Applicants

The OSU-COM Office of Admissions will provide all Accepted Applicants with the procedural requirements for completing their pre-matriculation Drug Screen. Accepted Applicants must complete the required Drug Screen at least fourteen (14) days prior to matriculation to allow sufficient time for the following steps to be completed before the first day of classes:

- Vendor to complete the laboratory specimen test;
- The Medical Review Officer (MRO) to review and certify the Drug Screen results; and
- Review of the MRO's report by the Office of Admissions.

Accepted Applicants who receive notice of acceptance to OSU-COM within thirty (30) days of the start of class will have fourteen (14) days from the date of acceptance to complete the required Drug Screen. Accepted Applicants may begin the first year of medical school at OSU-COM if Drug Screen results have not been received by OSU-COM except that any Accepted Applicant who received their offer of admission

more than fourteen (14) days prior to the start of class and fails to complete the required Drug Screen prior to the first day of class will not be allowed to begin the program until this requirement has been met, and may jeopardize their admission status at OSU-COM.

Student Doctors

All Student Doctors are required to complete a Drug Screen prior to beginning the Clerkship Program in year three. The OSU-COM Office of Clinical Education will provide all Student Doctors with the procedural requirements for completing their Pre-Clerkship Drug Screen. Student Doctors must complete this required Drug Screen during Transition Week to allow sufficient time for the following steps to be completed before the first day of classes:

- Vendor to complete the laboratory specimen test;
- The Medical Review Officer (MRO) to review and certify the Drug Screen results; and
- Review of the MRO's report by the Office of Clinical Education.

Any Student Doctor who fails to complete the required Drug Screen prior to the first day of the third year will not be allowed to begin the Clerkship Program until this requirement has been met.

Any Student Doctor who takes a leave of absence or withdrawal that is six (6) months or longer is required to complete a Drug Screen prior to returning to educational activities and/or clinical rotations. Testing costs will be borne by the student and testing will be done in accordance with the procedures outlined in the OSU-COM Drug Screening Policy.

Random Testing

OSU-COM reserves the right to conduct Random, unannounced Drug Screenings of all Student Doctors currently enrolled at OSU-COM. The Dean or designee may determine the dates of Random Drug Screen(s) and the total number of Student Doctors, up to and including all Student Doctors at OSU-COM, that OSU-COM will Randomly Drug Screen. The Associate Dean for Enrollment Management and the Assistant Dean of Campus Life will randomly select students for designated Random Drug Screens. A Student Doctor who is selected for a Random Drug Screen is required to report to a designated testing laboratory within 36 hours after receiving notice of being selected for a Random Drug Screen, for collection of a urine and/or blood sample to conduct a Drug Screen. The Student Doctor may request that a blood sample be collected in addition to a urine sample. Testing cost for Random Drug Screenings will be borne by OSU-COM and testing will be done in accordance with the standard testing procedure outlined in this policy.

Any Student Doctor who refuses to consent to a Random Drug Screening, fails to immediately report to the designated testing laboratory within a reasonable time after receiving notice of being selected for a Random Drug Screen, or fails to provide an adequate specimen (as determined by the MRO) may be subject to corrective actions pursuant to this policy up to and including dismissal.

Testing for Reasonable Suspicion

OSU-COM may require a Student Doctor to submit to a Drug Screen based upon a Reasonable Suspicion of the unauthorized use or possession of a Controlled Substance. Reasonable Suspicion may be based upon, but is not limited to, the following:

- Direct observation of unauthorized use or possession of a Controlled Substance;
- A pattern of abnormal or erratic behavior consistent with unauthorized use of a Controlled Substance;
- Observation of physical symptoms indicative of the unauthorized use of a Controlled Substance;
- Arrest or conviction for a drug related offense; and/or
- Report(s) of unauthorized use or possession of a Controlled Substance that has been corroborated by additional evidence.

All persons reporting activity or behavior that causes Reasonable Suspicion of unauthorized use or

possession of a Controlled Substance under this policy shall document the exact reason(s) for these suspicions, including relevant details such as date, location, witnesses present, and the symptoms or actions of the Student Doctor. All such reports shall be made to the Dean or his/her designee, who will conduct an investigation of the reported activities or behavior, including obtaining corroborating statements from other administrators, faculty, employees, Student Doctors or witnesses where reasonably possible. The Dean or his/her designee shall determine, based on his or her investigation, whether cause exists to request a Drug Screening.

Upon a Drug Screen for Reasonable Suspicion, all results of any such test shall be provided by OSU-COM's Vendor MRO to the Dean or his/her designee. Until the results of the Drug Screening are received, the Student Doctor may be suspended from all training or activities involving clinical work, laboratory work or patient contact. The student may be permitted to continue participating in lectures; however, the Dean or his/her designee retains sole discretion to suspend the student from all activities if the continued participation of the Student Doctor in such activities presents a danger to the personal safety or threatens the health and welfare of the individual, patients/clients, students, faculty and/or staff of OSU-COM.

When a determination to test for Reasonable Suspicion has been made, the Student Doctor will be asked to submit to a Drug Screening. The Student Doctor will report immediately to the designated testing laboratory after receiving notice of a Drug Screen for Reasonable Suspicion for collection of a urine and/or blood sample to test for a Controlled Substance. The Student Doctor may request that a blood sample be collected in addition to a urine sample. Testing cost will be borne by OSU-COM and testing will be done in accordance with the Drug Screen procedure.

Any Student Doctor who refuses to consent to a Drug Screening for Reasonable Suspicion, fails to immediately report to the designated testing laboratory within a reasonable time after receiving notice submitting to a Drug Screen for Reasonable Suspicion, or fails to provide an adequate specimen (as determined by the MRO) will be deemed to have submitted a positive Drug Screen result and may be subject to corrective action pursuant to this policy up to and including dismissal from OSU-COM.

OSU-COM Drug Screen Review Committee Structure, Meetings and Membership

OSU-COM Drug Screen Review Committee Structure

In order to facilitate a formal and efficient process, the Drug Screening policy outlined in this document will be administered by the Drug Screen Review Committee (here after "Committee"). Upon implementation of the OSU-COM required Student Drug Screening policy, it is the responsibility of the Committee to ensure that all OSU-COM materials are updated to include necessary information regarding Drug Screening, including, but not limited to:

- Handbook(s);
- Website(s);
- Admissions Documents; and
- Other print and/or electronic items as determined by the Committee.

OSU-COM Drug Screen Review Committee Meetings

The Committee is required to convene a formal meeting upon receipt of a Positive Drug Screen or Diluted Specimen result that is not cleared by the MRO for Accepted Applicants and Student Doctors. In the case in which the Committee is in receipt of a Positive Drug Screen or Diluted Specimen result for a Student Doctor that is not cleared by the MRO, the responsibilities of the Committee and its members are to:

- Ensure prompt action by formally removing the Student Doctor from their current course;
- Formally contact the Student Doctor and provide a date, time, and location for their meeting with the Committee;
- Review the results of the MRO report with the Student Doctor;

- Provide an opportunity for the Student Doctor to make a formal presentation and provide information to the Committee; and
- Discuss, formulate, construct, and deliver the Committee's recommendation(s) for the Student Doctor to the Dean or his/her designee.

The recommendations submitted to the Dean or his/her designee by the Committee are nonbinding. The final decision for adjudication in these cases lies solely with the Dean or his/her designee.

The Committee must also meet to approve policy change proposals, which must be referred to the Dean or his/her designee for review and action.

OSU-COM Drug Screen Review Committee Membership

The required, voting, members of the Committee are:

- Assistant or Associate Dean of Enrollment Management (Committee Chair);
- Assistant or Associate Dean of Campus Life and Wellness;
- Assistant Director of Admissions; and
- Director of Clinical Education.

Committee membership and participation is required for the individual employees that serve in the above listed positions. Changes in Committee membership, other than those that occur through normal personnel transitions (i.e., promotion, retirement, resignation, etc.), are at the sole discretion of the Dean or his/her designee.

Reporting of Drug Screening Findings

The Vendor will provide the Office of Enrollment Management and the Office of Clinical Education with a list of Accepted Students and Student Doctors that the MRO has certified as passing the Drug Screen. Each student will receive the results of the Drug Screening report from the Vendor, as well. Student Doctors and Accepted Applicants who provide a Diluted Specimen may be subject to immediate re-testing until an adequate Specimen is received by the Vendor. Adequacy of each specimen shall be determined solely by the Vendor and MRO.

Accepted Applicants and Student Doctors that receive a Positive Drug Screening will have the opportunity to present valid medical explanations directly to the MRO who will decide if the Accepted Applicant/Student Doctor is cleared. If, after review by the Vendor's Medical Review Officer, there is a valid medical explanation for the screening results, the Vendor will notify OSU-COM of a clear test. If, after review by the Medical Review Officer, there is not a valid medical explanation for the Positive Drug Screen, then the Drug Screen results will stand. Any appeal right of a Positive Drug Screen rests solely between the Student Doctor or Accepted Applicant, the Medical Review Officer and the qualified third-party Vendor.

Adjudication of Positive Drug Screen and/or Diluted Specimen Results

Accepted Applicants

Accepted Applicants who receive a Positive Drug Screen result or a Diluted Specimen result that has not been cleared by the MRO will not be allowed to begin the first year of medical school at OSU-COM. Accepted Applicants who receive their notice of acceptance less than fourteen (14) days prior to classes beginning may begin the first year of medical school at OSU-COM prior to OSU-COM receiving the results of their Drug Screen. Upon receipt of a positive drug screen from any Accepted Applicant, OSU-COM may rescind the Accepted Applicant's admission, defer the Accepted Applicant's admission to the following academic year, or take other action based upon the circumstances. Accepted Applicants with a Positive Drug Screen who eventually enroll at OSU-COM will be considered to have had their first Positive Drug Screen under this policy.

Student Doctors

Any Student Doctor with a Positive Drug Screen or Diluted Specimen that are not cleared by the MRO will automatically be referred to the OSU-COM Drug Screen Review Committee, which will submit nonbinding corrective recommendations to the Dean or his/her designee. Student Doctors with a first Positive Drug Screen or Diluted Specimen may face corrective action up to and including suspension for the remainder of the semester and administrative withdrawal from all courses and/or suspension for the following semester. Student Doctors who are suspended may not be able to progress to the next semester based on specific program requirements. Student Doctors with a Positive Drug Screen who are in their third or fourth year of medical school will be immediately removed from clinical rotations and may not return to rotations until approved by the Drug Screen Review Committee and the Dean or his/her designee.

After a Student Doctor is found to have a Positive Drug Screen, additional scheduled Drug Screenings may be required by OSU-COM for the remainder of the Student Doctor's enrollment at OSU-COM as a condition of continued enrollment. OSU-COM reserves the right to impose additional reasonable sanctions on Student Doctors for a Positive Drug Screening or Diluted Specimen. Student Doctors who receive a Positive Drug Screen or Diluted Specimen result and are not cleared by the MRO will not be allowed to begin the Clerkship Program.

Any Student Doctor who has a second Positive Drug Screen will be dismissed from OSU-COM.

Falsification of Information

Falsification of information will result in immediate removal from the Accepted Applicant list or dismissal from OSU-COM.

Confidentiality of Records and Retention of Records

Drug Screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations. Reports and related records are retained in a secure location and are maintained for the following timeframes, or longer as required by law:

- Current Student Doctors: 5 years after Drug Screening
- Accepted Applicants: 2 years after Drug Screening (provided no legal complaint)

WELLNESS

The OSU Center for Health Sciences Department of Wellness mission is to care deeply, listen openly, and act purposefully, striving to create lasting change and brighter futures for those we serve.

Wellness Support Team

The Wellness Support Team (WST) can quickly triage students, residents, and employees, utilize defusing techniques, and provide immediate assistance by offering helpful resources and arranging plans for support through a time of need. If you're worried about a friend or colleague, please complete the anonymous referral form at <https://medicine.okstate.edu/wellness/student-wellness/resources.html>. Self-referrals are also accepted. For more information, feel free to contact us at wellnesssupportteam@okstate.edu.

Behavioral Health Services

All students have access to 24/7 confidential counseling services through BetterHelp. The Department of Wellness and University Counseling Services have partnered with BetterHelp to offer virtual and/or message-based counseling services for OSU CHS students. Information about these services can be found at <https://medicine.okstate.edu/wellness/student-wellness/resources.html>

On Campus Support

University Counseling Services are available on both the Tulsa and Tahlequah campuses. Free, on-site, confidential counseling sessions are available to all students. Counselors are available to meet with students in person or via telehealth. Students are welcome to contact university counselors by stopping by the office, via phone or scheduling an appointment online. All counseling services will be available during our normal business hours for both Tulsa and Tahlequah campuses, Monday through Friday from 8am to 5pm Central Standard Time. Evening virtual appointments are also available each week.

Services are available to all students participating in programs through the Center for Health Sciences Tulsa Campus, including COM and graduate program participants that reside in Oklahoma, and for the College of Medicine at the Cherokee Nation campus in Tahlequah.

If you have any questions about scheduling or services provided, please feel free to contact university counseling via email at osuchs.counseling@okstate.edu or through the following platforms:

- **Tulsa:** 918-561-1822
 - Room number 442
- **Tahlequah:** 918-525-6350
 - Room number 3050
- **Online:** <https://chscounselingservices.as.me/schedule.php>

Virtual Campus Support

BetterHelp provides around the clock behavioral health services to all students at OSU CHS. Offering virtual and/or message-based counseling services, the BetterHelp partnership allows up to six free sessions for our students. Following the six free sessions, further discounted services with BetterHelp will be offered. To access these services, please visit <https://medicine.okstate.edu/wellness/student-wellness/resources.html>

OSU-Tulsa Counseling Clinic

The OSU-Tulsa Counseling Clinic is available to see students and residents for five free counseling sessions. Additional sessions are \$5 per session. Appointments can be made by calling **918-594-8568**. The OSU-Tulsa Counseling Clinic is located on the OSU-Tulsa campus at 700 N. Greenwood in Main Hall room 2419. <https://tulsa.okstate.edu/counselingcenter/>

Community Resources

There are also a variety of community resources that students may wish to access independent of the services provided by OSU. Click on the hyperlink(s) for [Tulsa Community Resources](#) for the Tulsa campus or [Tahlequah Community Resources](#) for the Tahlequah campus.

Immunizations and Tuberculosis Testing

Entering students are required to provide evidence prior to matriculation of immunization for or immunity to tetanus Tdap within the last 10 years, polio, measles, mumps, rubella, varicella, hepatitis A, and hepatitis B. If the immunization series has not been completed prior to matriculation, they must be completed during the first year at the student's expense. Any series must be started prior to matriculation. Students must also provide evidence of a 2-step TST Tuberculosis test done within the last year prior to matriculation. After matriculating, students are required to update their tuberculosis and other immunizations every year. Students must also be fitted annually for a mask.

Health and Hospitalization Insurance

All students are required to maintain an active comprehensive, major medical health insurance policy with

minimum essential coverage (MEC) as defined under the Affordable Care Act while enrolled at the OSU College of Osteopathic Medicine. Students are required to provide proof of insurance with MEC within 60 days of matriculation, and they are required to maintain it throughout their course of study. Students must provide documentation of this coverage annually. Documentation must be dated within 30 days of the beginning of the academic year. OSU-COM recognizes proof of coverage as documentation from the insurance company that includes a description of the insurance coverage, the student's name, and a statement of active enrollment or the period of coverage.

Students who are members of a federally recognized tribe may receive health care through their tribe(s) or Indian Health Services (IHS). However, Indian health care is not considered health insurance. Students who receive tribal or IHS health care are required to obtain health insurance in addition to this care. Health care sharing programs are also not forms of insurance and are therefore not accepted under this policy. OSU recommends students research health insurance options and potential subsidies through the Health Insurance Marketplace at healthcare.gov. Students may participate in the OSU Student Health Plan. Information may be found at <https://hr.okstate.edu/benefits/student-health.html>. Insurance information and applications may also be obtained from the Office of Campus Life and/or the OSU Medical Clinic.

Student Health Service Fees

This fee does not replace the requirement for students to obtain health insurance coverage. See College Catalog for a listing of fees. The following services **are covered** under the student health fee:

Behavioral Health Support Services - On Campus

Students who are interested in campus behavior health and support can contact OSU- CHS Counseling Services:

- Telephone 918-561-1822 with confidential voicemail.
- Via email at: osuchs.counseling@okstate.edu
- Or schedule virtual/in person visits directly at: <https://CHSCounselingServices.as.me/>
- Licensed mental health providers are on staff to provide free in person or virtual services Monday through Friday, 8 a.m. to 5 p.m.

Behavioral Health Support- Off Campus/Virtual

- BetterHelp support offers 24/7/365 virtual and/or message-based counseling for all students.
- All students also have access to 6 free counseling sessions.
- To use this service, visit <https://medicine.okstate.edu/wellness/student-wellness/better-help.html>

Physical Health Support Services - Virtual

All students have access to urgent care services 24-hours a day, 365 days a year, accessible in all locations where students receive education from OSU-COM through virtual medical consultations from Warren Clinic 24/7 Virtual Urgent Care. If the student is located in a state where Warren Clinic does not have a licensed provider, Warren Clinic will direct the student to the nearest emergency room or urgent care in order to receive care.

- Virtual services provided by Warren Clinic are accessible 24/7/365 and cover a wide range of acute illnesses and/or non-emergency conditions.
- To access services, please visit <https://medicine.okstate.edu/wellness/student-wellness/university-health-services.html>.
- Please note this service is for OSU students only and does not extend to family members.
- This service is also limited to virtual services only and does not cover in-person visits to clinic locations.
- In the event of an emergency, please call 911 or go to your local Emergency Center.

Lab Services

Students may access services at the Student Health Clinic at the Healthcare Center:

- a. Staffed from 8-4:30pm with Student Health Nurse to schedule covered services (see below) by appointment only. Student Health Nurse will work with student to get scheduled at primary care clinic as needed. Students should disclose to the Office of Academic Affairs or the Office of Clinical Education any therapeutic relationship with a provider who may participate in their education so a proper recusal can be documented.
- b. Student Health Clinic will have resources to direct students to urgent care, primary care clinics, dental offices, and other health needs.

Tulsa Student Health Nurse: Ph. 918-281-2755, email: CHSstudhealth@okstate.edu

Tahlequah Student Health Nurse: Ph. 918-822-4914, email: CNstudhealth@okstate.edu

Other Covered Services

- Services covered under the student health fee include:
 - Initial titers
 - Flu shots
 - Immunizations needed after matriculation due to non-immune titer results
 - Follow up immunizations if titers show not immune
 - Annual TB screening
 - Mask fittings
 - Lab tests or treatment following an inadvertent needle stick or exposure during the course of training.

Any other service is the responsibility of the student and/or his or her insurance. If a student chooses to be seen by OSU-CHS to obtain immunizations, or for any other treatment, students must make an appointment through the OSU-CHS Student Health Nurse.

The following services **are not covered** by the student health fee and will be the responsibility of the student and/or his or her insurance:

- Any service not outlined in this Handbook, unless approved by Safety or HR
- Specialty care, procedural fees or hospitalization, unless related to an exposure during training
- Fees associated with a pregnancy
- Prescriptions and over-the-counter medication
- Radiology services, unless required due to training exposure
- Supplies (crutches, etc.).

If a student chooses to be seen by an OSU Medicine Physician to obtain immunizations, or for any other treatment, students must make an appointment with an OSU Physician and follow the normal check-in procedures for patients.

Americans with Disabilities Act Accommodations

The Oklahoma State University College of Osteopathic Medicine will provide reasonable accommodations to medical students with disabilities as defined by the Americans with Disabilities Act (ADA) and /or Section 504 of the Federal Rehabilitation Act. The purpose of providing students with such accommodations is to assure equal access to educational opportunities, not to assure academic success. Reasonable accommodations provided to students must not pose an undue hardship on OSU-COM, result in a fundamental alteration in the nature of the academic program or activity, or result in an undue financial or administrative burden on OSU-COM. All medical students at OSU-COM must meet the Technical Standards of OSU-COM and fulfill the requirements of the Academic Program in a reasonably independent manner with or without approved accommodations.

The Student Accessibility Committee serves both the Tulsa and Tahlequah campuses and is responsible for the review and approval of student requests for accommodations related to disabilities. The Interim Assistant Dean of Campus Life & Wellness or designee will serve on the Committee, and will provide administrative support for the Committee, including coordination of activities and communications with regard to student requests for accommodations of disabilities.

Further information about accommodations can be found at <https://medicine.okstate.edu/com/student-life/disability-services.html> or by contacting the Office of Campus Life. To inquire or request accommodations, please contact:

Brenda Davidson, DHA, MA
Assistant Dean for Access and Community Impact
brenda.davidson@okstate.edu

Academic Affairs

Academic Standards

The Academic Standards Committee was established to maintain the highest standards of professional and academic conduct within the college. The Academic Standards Handbook offers all the information regarding academic standards set by the committee. For details regarding advancement and promotion, probation, attendance, withdrawal, remediation procedures, and standards for graduation, etc., please refer to this handbook, found at <https://medicine.okstate.edu/site-files/documents/com/academic-standards-handbook.pdf>

Appeal of a Final Grade Not Involving Allegation of Dishonesty or Misconduct

A student may appeal a grade if the student believes the grade awarded is inconsistent with the announced grading policy. The student must follow the Grade Appeal Policy and Procedures available on the OSU-COM website (academic policy number COM2-0205a) when submitting an appeal. If the student has questions concerning the filing of an appeal, the student should contact the Associate Dean for Enrollment Management. The Grade Appeal Policy can be found in the Academic Standards Handbook and at: <https://medicine.okstate.edu/site-files/documents/com/academic-affairs/policy-grade-appeal.pdf>.

Allegation of Academic Dishonesty or Misconduct

Academic dishonesty is neither condoned nor tolerated at Oklahoma State University College of Osteopathic Medicine. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. It includes, but is not necessarily limited to, the following types of cases: plagiarism, unauthorized collaboration on out-of-class projects, cheating on exams, unauthorized advance access to an exam, fraudulent alterations of academic materials, and knowing cooperation with another person in an academically dishonest undertaking (see Academic Standards Handbook).

Attendance Requirements

Students are expected to attend all lectures, laboratories, and clinical assignments. Attendance is required for all clinical assignments. There may be isolated instances when an individual must be absent, but the student who misses class is still responsible for the materials presented during the lecture or laboratory period. Refer to the course syllabus for individual course attendance requirements.

In accordance with current OSU attendance policy (see section 8 of *Clerkship Handbook* and section 7.2 of *Academic Standards Handbook*) one hundred percent attendance is required during clerkship. Any absence without prior authorization or timely notification of illness may result in an “N” non-cognitive grade.

When members of any religion seek to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first two weeks of classes.

Awards

At commencement, several awards are presented to outstanding senior students, including but not limited to Regents Award to the Outstanding Senior, Academic Excellence Award, Clinical Excellence Award, and the Leadership and Service Award. See *Appendix 2* for a complete listing of awards.

Military Commissioning

Each year during graduation week, the Oklahoma State University – Center for Health Sciences (OSUCHS) will host one military commissioning for both the Tulsa and Tahlequah campuses. CHSCOM Students are invited to attend the commissioning if they are rising in rank in the US Military. This is on a voluntary basis and is not required. Students are required to bring their own military officiant to participate in each of their respective commissioning processes. Students are welcome to bring guests at the direction and discretion of the Office of Campus Life. OSU-CHS is not involved in commissioning the students.

Native American Honoring Ceremony Policy

Each year during graduation week, the Oklahoma State University – Center for Health Sciences (OSU – CHS) will host an American Indian Honoring Ceremony alternating years on the Tulsa and Tahlequah campuses. Although OSU – CHS welcomes all students, staff, faculty, and administrators to attend the AIHC, only those who graduate from the COM and self-identify as American Indian will be recognized at the ceremony. During the honoring ceremony, the appropriate tribal official of a federally recognized tribe will recognize their citizens that graduate from the COM. Students are responsible for contacting the appropriate tribal official within their federally recognized tribe to request a tribal stole for graduation. OSUCHS will not be involved in determining which students will receive a tribal stole from their respective tribe.

Deans' Hour (MSI and MSII)

Academic administration is available to meet with students during pre-designated periods throughout the academic year. Dean's hours are coordinated by the Office of Campus Life and/or requested by student leadership.

Clinical Clerkship

The Clerkship Program, directed by the Office of Clinical Education and individual clinical departments of Oklahoma State University College of Osteopathic Medicine, is designed to provide the student with education and primary care training in the areas of Internal Medicine, Surgery, Obstetrics and Gynecology, Pediatrics, Emergency Medicine, Family Medicine, OMM, and Psychiatry. The program is organized to permit the greatest degree of educational exposure in a practical clinical environment to develop skills in the areas of patient diagnosis and management.

The Clerkship Program is divided into a sequence of 22, four-week clerkship rotations, including up to two four-week wellness rotations. Each student will be assigned required clerkship rotations by the Office of Clinical Education. The College reserves the right to make supervising physician and/or site changes when necessary. Each rotation is four weeks of actual clinical experience. Students should also refer to the Clerkship Handbook for any additional details regarding rotations. Any questions, concerns, or suggestions for the Clerkship Program should be directed to the clinical education staff member listed below. Students can refer to the College Catalog for a description of the clerkship curriculum for the traditional, rural, tribal, and urban underserved track programs.

Clinical Education Contact information is as follows:

Christopher C. Thurman, DO
Associate Dean of Clinical Education
Professor of Family Medicine
christopher.thurman@okstate.edu

Nancy Thornburgh, DHA
Director of Clinical Education
918-561-1181
nancy.thornburgh@okstate.edu

Melissa Goodell
Manager of Clinical Education
Melissa.goodell@okstate.edu

Office of Academic Success

The Office of Academic Success provides resources and support to promote academic and career success. Students are encouraged to schedule one-on-one meetings with members of the Office of Academic Success to discuss academic and/or career advisement. Referrals to the Office of Academic Success may also come from faculty advisors or the Academic Standards Committee.

Carrie Gilstrap D.O., FACR, FACOI
Associate Dean of Curriculum and Academic Success
918-561-1458
carrie.gilstrap@okstate.edu

Sara Bradberry, Ed.D.
Associate Director, Office of Academic Success
918-525-6349
sara.bradberry@okstate.edu

Amanda, Cain, D.O.
Assistant Director, Office of Academic Success
918-561-1828
amanda.cain@okstate.edu

Academic Counseling

The Academic Counselors in the Office of Academic Success are available to assist students on both the Tulsa and Tahlequah campuses in developing the study strategies essential for success in medical school. Services offered include administering and interpreting learning inventories and study assessments, creating individualized academic success plans, and working with students to identify which academic resources and strategies are most effective for their unique learning styles. For students seeking or referred for academic advisement, individualized learning plans are developed through a collaborative process between the student and the Office of Academic Success. Student engagement is key to both the development and implementation of these plans. The resources and services provided through the Office of Academic Success are designed to connect students early in the academic curriculum to provide timely support, monitor academic progress, and promote long-term academic success. More information can be found on the Office of Academic Success website at <https://medicine.okstate.edu/com/academics/office-academic-success.html> and in the Medical Advisement and Professional Skills (MAPS) courses in Leo.

Tahlequah Campus

Maddie Walker, B.S.

Academic Counselor

maddie.walker@okstate.edu

918-561-5731

Tulsa Campus

Luci Clark, M.Ed.

Academic Counselor

luci.clark@okstate.edu

918-561-1241

Kelli West, B.S.

Academic Counselor

kelli.v.west@okstate.edu

Career Counseling

The Career Counselors in the Office of Academic Success are available to support students with career planning and preparation for the residency application process. Services include both group and individual career advisement with a focus on career exploration and specialty decision-making, guidance on residency application timelines and resources, review and editing of residency application documents, and support throughout the residency match process. In addition, the Office of Academic Success hosts an annual Residency Fair, providing students with the opportunity to explore a variety of residency programs and connect with physicians across multiple specialties.

Tahlequah Campus

Jessica Langston, M.S.

Career Counselor

jessica.langston@okstate.edu

918-525-6174

Tulsa Campus

Tanya O'Grady, M.B.A.

Career Counselor

tanya.ogrady@okstate.edu

918-561-8273

Emergency Procedures**Emergency Alert System**

This handbook addresses general emergency conditions: tornadoes and severe weather, bomb threats, fire and explosions, hazardous odors, and hazardous materials spills. Each of these conditions presents the potential for property damage, personal injury, or even death. These instructions are designed to familiarize students with the basic actions to be taken in an emergency to minimize the danger to themselves and others at the College.

Students should register to receive emergency notifications using their O-Key account and password. The OSUA&M System provides an emergency notification system for all faculty, staff, and students. The system will be utilized during events that pose an imminent danger to the lives and safety of the OSUA&M community through emergency calls and text messaging broadcasts.

Tornado and Severe Weather

The College monitors National Weather Service broadcasts. Early severe weather warnings transmitted by the National Weather Service/Civil Defense enable College Administration to provide campus occupants with ample time to reach a designated tornado area of refuge. Campus Locations are notified of severe weather when the tornado sirens are activated by Civil Defense. When the sirens are activated, it is because there is reason to believe that a severe storm is imminent. The elevators will continue to function. However, when possible, students should use stairways to travel to lower levels in the case of power outage.

When the Civil Defense siren is activated, students should go directly to a designated tornado area of refuge. All areas of refuge are located on the ground floor and designated by signs next to the elevator. Remember to stay inside and away from windows. Areas of refuge can be reached from any building without going outside. Designated tornado shelter locations in our OSU-CHS buildings can be located here also be located on our webpage [Weather | Oklahoma State University](#).

Bomb Threat

The College, like any other public institution, is subject to telephone bomb threats. The majority of telephone bomb threats to public institutions are made in an attempt to disrupt the normal routine of the institution.

If a threatening call is received, listen carefully to the caller and immediately write down everything that is said. This will help to record the information needed by College Administration and bomb experts to assess the potential danger and take the appropriate action. Call Campus Security when the information is complete, and the officer on duty will notify the proper authorities. Do not talk to other people about the call. Cooperate with authorities to complete a safe and orderly evacuation.

Fire Procedures

Activate the alarm system if there is a fire within the buildings by pulling one of the red fire alarm switches or pull stations. The alarm system is designed to be activated automatically via smoke and fire detectors, but quick action will save valuable time in evacuating the buildings.

Exit the building immediately upon hearing the alarm. If possible, quickly take any belongings or keys and use the nearest exit. All fire exits are marked with illuminated signs

Do not use the elevators. They have been programmed to go directly to the ground floor and stay there when the fire system is activated. Once outside, move 300 feet from the buildings. Fire-fighting units arriving and other emergency equipment will need access to the building from all sides.

Hazardous Odors

Unpleasant odors of undetermined origin should be immediately reported to a security officer and/or physical plant engineer on duty. If it is determined the building should be evacuated, they will activate the alarm and direct the emergency operations.

Hazardous Material Spills

Report all emergency chemical, biological, or radiological spills to the Tulsa Campus Security Office at 918-561-1234 or CN Tahlequah Campus Security at 918-453-3572

If the spill presents an immediate danger, shut off equipment and lights, leave the area, warn others, and control entry to the spill site. Remove any contaminated clothing and flush skin/eyes

with water at least 15-30 minutes. NEVER assume gases or vapors do not exist or are harmless because of lack of odor. Do not allow anyone to resume work in the spill area until a survey is made and approval to return is secured.

Hazardous Release/Spill/Explosion Outside of Building

If a hazardous release, spill, or other emergency occurs outside of the buildings, students should follow the instructions of emergency personnel or Civil Defense Officials. If federal, state, or local officials have issued no such instruction, the students should shelter in place or seek shelter inside the buildings until further notice. Evacuation of the buildings will be based upon the threat to students within the structure.

Possible Heart Attack Victim

If an individual is encountered who may have experienced a heart attack, notify emergency personnel by calling 911 and Tulsa Campus Security at 918-625-8592 or Tahlequah Campus Security at 918-453-3572. Campus Security Officers are trained to perform Basic Life Support (BLS).

Student Services

Computing and Network Resources

At OSU-Center for Health Sciences, we understand the importance of Information Technology and the role it plays during a medical student's educational experience. Medical Students may connect to the OSU-CHS wireless network from any location on the CHS campus. As an OSU-CHS student, you have access to state-of-art- computing technology. Located in the Medical Library, students may use computers that give students access to Microsoft Office apps, Internet, and other productivity tools, as well as a variety of networked computer resources. Students are provided email accounts, access to free software including Microsoft Operating Systems and Office products, as well as Microsoft Forefront Client Security.

College resources are accessible from the Medical Library computer lab, computers throughout the College, the wireless network, and off-campus locations via the web. Students may use the Medical Library computers during library operating hours. Additional computers are available in the student breakout rooms. Students must supply their own storage media (CD~R/RW, DVD~R/RW, or USB Flash drive)

Medical Students have access to printing in the Medical Libraries in Tulsa and Tahlequah, in the Study Gym (A116) in Tulsa, and the Kern-Headington Student Center in Tulsa. Printers can be accessed from any of the student computers on campus or from your personal laptop via wireless. Instructions will be provided via e-mail following orientation and are available on Sharepoint.

OSU E-mail

Oklahoma State University issues an email account to every enrolled student. This email account will be available to students to use throughout their time enrolled at OSU CHS. In an effort to meet regulatory requirements, when a student graduates or separates from OSU CHS, their email account and content will no longer be available to the student; however, if a student graduates, they can request a separate @okstate.edu email account by contacting OSU's main IT department in Stillwater. Stillwater IT department will assist graduate students issue a new email account and they can be contacted at 405-744-4357 or by email at helpdesk@okstate.edu

To sign up for Cowboy Mail, you must create an account by the end of the current semester. To sign up, go to <https://okey.okstate.edu> and login, click on "E-mail Destination" on the left menu and choose your e-mail option.

New Students

In order to access student e-mail, your Orange Key account will need to be activated. Orange Key (O-Key) is OSU's Identity Management System. By activating your O-Key account, you are able to obtain your OSU username, password, email address, and more. In addition, O-Key profiles store emergency contact information (to be used in the event of a campus emergency, sent via email or text), confidential contact information (to be used by OSU Campus Police in the event that you are considered a missing person), and authorization to send password reset tokens to either your alternate email address or cell phone. OSU community members are able to activate from any internet-accessible computer. Please read these details on creating an O-Key account. Email can be accessed through one of the following platforms:

[Cowboy Mail](#) is the email service for OSU students and is hosted by Microsoft. It allows for greater flexibility, online file storage via OneDrive (25 GB of space), and increased e-mail storage capacity (50 GB).

[Office 365](#) (also known as Cowboy Mail) is the platform used by OSU faculty staff and students. There are a variety of ways to access your Office 365 mailbox. The Outlook client is available for installation on business workstations. Office 365 Web Access (<http://cowboyemail.okstate.edu>) is available from a web browser. Mac workstations have Office 2016 available in Office 365 software downloads, and you can set up cowboy Mail in your smart device (Android or iPhone), for more information about Cowboy Mail, visit the following link: [Cowboy Mail | Oklahoma State University \(okstate.edu\)](#).

Multi Factor Authentication

Securing OSU's computing environment is more important now than ever. Historically, one of the most often used methods to compromise computer systems is through individual user ID's and passwords. In an effort to increase security of our faculty, staff and students, OSU has implemented and requires that all users set up multi factor authentication to protect their Okey account.

Multifactor authentication is a method of enhancing the traditional user ID/password combination that has been used for years. DUO provides multifactor authentication (MFA). Multifactor Authentication increases the security of an account by requiring a user to provide multiple forms of authentication. This generally includes something you know (a password) and something you have (such as a mobile device). Because both are required for a successful login, this protects an account by reducing the likelihood of an attacker successfully logging in. The attacker would need to know the user's password and have access to a physical device that provides the secondary factor in order to complete a successful login. A student can log into the [OSU Duo portal](#) using their O-Key username and password. Once they log in they are able to sign up for Duo, add a new device, or manage existing devices.

Financial Aid, Loans, and Scholarships

Students who need financial assistance are encouraged to consider financial aid options available through the OSU College of Medicine Office of Financial Aid. These programs include scholarships, loans, and work-study.

Scholarship Programs

Oklahoma State University Center for Health Sciences annually offers scholarships to qualifying students each year. OSU-COM scholarships are awarded on the basis of academic achievement, academic potential, leadership, community service, financial need, and other factors. Awardees are selected by the scholarship committee. Scholarship opportunities may be viewed at:

<https://medicine.okstate.edu/com/financial-aid/scholarships.html>

Federal Aid Programs

Federal aid at OSU-COM is awarded on the basis of demonstrated financial need. Each student who wishes to be considered for federal aid should submit the Free Application for Federal Student Aid (FAFSA) as soon after October 1 as possible.

Students can apply for assistance by submitting the FAFSA electronically at <https://studentaid.gov/h/apply-for-aid/fafsa>.

The following is a list of federal aid programs available at OSUCHS:

- Federal Work-Study
- Federal Direct Unsubsidized Loan
- Federal Direct Graduate PLUS Loan

Return of Title IV Funds Policy

The OSU-COM Office of Financial Aid, in accordance with federal regulations, calculates the return of Title IV Funds for any student who receives Title IV aid and subsequently withdraws before the end of the enrollment period/term. A copy of the policy detailing the requirements is available in the Office of Scholarships and Financial Aid.

Satisfactory Academic Progress for Financial Aid Eligibility

Students enrolled in the College of Osteopathic Medicine must show satisfactory academic progress to remain eligible for financial aid. A copy of the policy detailing the requirements is available in the Office Financial Aid and on the website at: <https://medicine.okstate.edu/site-files/documents/com/financial-aid/policy-sap.pdf>.

Director of Financial Aid

Teri Cochran
918-525-6346
teri.cochran@okstate.edu

Tulsa Campus Financial Aid

Shannon Taylor, Coordinator of Financial Aid
918-561-1228
shannon.taylor11@okstate.edu

Tahlequah Campus Financial Aid

Danny Eastham, Coordinator of Financial Aid
918-525-6348
danny.eastham@okstate.edu

Business and Finance

Fee Payment

Students must meet their financial obligation to the College before the stated deadlines. Only students in compliance with the fee payment policy will be officially enrolled and:

- Receive classroom materials, including course syllabi and class schedules.
- Be listed on the class rolls.
- Be permitted to take examinations. Any examinations missed due to noncompliance with the policy may not be made up.
- Be officially enrolled in any scheduled senior clerkship rotation. The Director of Medical Education or Program Director will be notified of the student's status. The non-compliant senior student will not receive credit for this period. This time must be made up and could delay graduation.

Policy for Payment of Tuition and Fees

When you enroll as a student at Oklahoma State University Center for Health Sciences, you agree

to pay all charges on your account when due. You also acknowledge failure to make the required payment by the due date will result in the possibility of finance charges, inability to enroll in a future semester, and/or withholding of a credentials or diploma. Your student bursar account is a record of charges, payments, and applied financial assistance. Your student account number is your Banner ID number. The electronic billing statement is designed to make transactions easier to understand and provide previous months' billing information. A University Billing Statement notification will be sent by email. You must have an active O-Key email listed with Oklahoma State University to receive your notification. You can view your billing statement and make payments online through Banner at <https://my.okstate.edu>. Select the "STUDENT" tab and then "CHS Bursar Account Link" near the bottom of the page.

All students must pay fees and tuition or make arrangements for fees and tuition payment before September 15 for the fall semester and February 15 for the spring semester. Statement notifications are e-mailed monthly and payments are due upon receipt. Charges that appear on your billing statement that are still unpaid after the 15th of the month are subject to a 1.5% monthly finance charge. If you leave OSU with a balance, contact the Bursar Office to make payment arrangements. Any charges incurred by the University in an effort to collect on delinquent accounts will be assessed to and will be the responsibility of the account holder. Delinquent account information is disclosed to credit reporting agencies, which could endanger the student's credit rating on a local or national level.

Students may select one of the following payment options:

Pay fees and tuition by mail, online, or in person to the OSU-CHS Bursar before September 15 for the fall semester and February 15 for the spring semester. Notify the Bursar's Office by e-mail at tulsa.bursar@okstate.edu or in person before tuition is due if being paid by one of the following:

- Armed Forces;
- Indian Health Service;
- National Health Service;
- Regents Fee Waiver Scholarship; or
- Vocational Rehabilitation.

Any remaining fees or tuition that will not be paid by the funding agency must be paid by the student before the payment deadline for each semester. All loans are disbursed by Electronic Funds Transfer (EFT). OSU will deduct the fees and tuition owed and issue a refund for any overpayment. Refunds will be issued through the OSU Bursar and mailed to the local address specified by the student on a bi-weekly schedule. Loan EFTs not disbursed to a student within 2-3 days of receipt of the funds must be returned to the lender. Students can sign up for direct deposit by going online to <https://my.okstate.edu>. Select the "STUDENT" tab and then "CHS Bursar Account Link" near the bottom of the page. By participating in direct deposit, students will receive their refunds in their bank account within 72 business hours after the credit balance occurs on their bursar account.

Direct inquiries about this payment policy to:
Denise Ware-Marshall, Bursar Office OSU
CHS Tulsa and Tahlequah Campus
denise.ware10@okstate.edu
918-561-1565

Loan Disbursement and Repayment

The OSU-COM Office of Financial Aid is responsible for disbursing all financial aid. Once the promissory note is completed, the funds will be disbursed to the student's bursar account in

accordance with federal regulations. Requests for financial aid that exceed the calculated Cost of Attendance will be reviewed and approved on a case-by-case basis.

Loan repayment information is provided to the student during exit counseling which must be completed before graduation. All fourth-year students are required to complete exit counseling at <https://studentaid.gov/exit-counseling/>.

Work Study Program Opportunities

A limited amount of funds is available to qualified students under the Federal Work Study Program. For information, please contact the Office of Financial Aid at 918-525-6348.

Student Payroll

A student placed on the student payroll must complete all required payroll paperwork before starting a work-study position. Students should check in with HR/Payroll office to obtain and complete the required documents. Students are paid at an hourly rate and must submit a biweekly time sheet approved by their supervisor. Payroll disbursements are normally prepared and disbursed on a bi-weekly basis.

Registration and Enrollment

Only students who have been officially admitted to the College may register for, enroll in, and attend a course. Registration is an expression of intent to enroll in one or more courses. Enrollment is completed only upon full payment of fees. According to Oklahoma state law, students are not officially enrolled and cannot receive instruction or credit for attendance until all fees have been paid. Questions regarding arrangements for payment of fees should be directed to the Bursar's Office in Tulsa and Tahlequah by email at tulsa.bursar@okstate.edu or by telephone at 918-561-1563.

Transcripts and Records

Student records request forms may be obtained from the Office of Enrollment Management or downloaded from the CHS Registrar website. All requests for transcripts or other records must be made in writing and accompanied by a written signature. Students may also request transcripts electronically via their student account at my.okstate.edu. Electronic .PDF transcripts or expedited paper copies can be purchased via Parchment at <https://www.parchment.com/u/registration/33133292/account>.

A student's full legal name is to be used at all times so that all records, degrees, etc., will be legally correct. It is assumed that the name on the original application is the student's full legal name. If a student has a name change (i.e., marriage, divorce, and/or legal name change), he or she must provide the Registrar with a copy of the updated driver's license and social security card reflecting the change. Should a student have completed coursework at a foreign institution, be reminded that, per the foreign transcripts/coursework policy, the student is responsible for submitting a copy of the evaluation report to the Admissions Office for the student file (see College Catalog at: <https://medicine.okstate.edu/cme/online-course-catalog.html>). Additional information regarding student records can be found online at: <https://medicine.okstate.edu/com/registrar/index.html>

Medical Library

The Medical Library provides biomedical information and services to support education, research, patient care, and community outreach. The library has locations at OSU-CHS and OSUCOM-CN in Tahlequah.

OSU-CHS has one of the best biomedical collections in Oklahoma, consisting of more than 5,000 electronic journals, 4,300 electronic books, 3,100 print books, and a growing collection of rare

books and manuscripts. Additional resources can be purchased on demand or borrowed from other libraries. Research databases and support tools include ClinicalKey, Google Scholar, SciVal, Scopus, Embase, UpToDate, VisualDx, and Web of Science, among many others. See our website for a complete list of resources and services: <https://medicine.okstate.edu/library/>

Facilities

The Tulsa Medical Library provides eight reservable group study rooms that each include a computer and large TV monitor display (seating for 56). There is open seating for 30 and one standing desk. Additionally, the library offers two OMM tables, rolling skeletons, printers, and computers for student use. The Tulsa Library also contains a dedicated eight-station testing center for students taking exams and quizzes outside of the classroom setting.

The OSUCOM-CN Medical Library, located on the second floor, is surrounded by study carrels and group study rooms. Inside, the library provides a variety of open seating options, as well as standing workspaces for six. Users have access to two color and black-and-white printers, a poster printer, and a 3D printer. Additionally, two desktop computers are available for use in the library and ten laptops available for check-out. Finally, the library houses the Talking Leaves (JSTOR d5G5) print book collection.

- The libraries are open from 6 am to midnight, 7 days a week. Library staff are available Monday through Friday 8 AM to 5 PM (M-F) and 9 AM to 5 PM Saturday and Sunday. When OSU-CHS and OSUCOM-CN are closed (for holidays or otherwise), the libraries and testing centers are closed.

Borrowing Library Materials

Library materials may be borrowed by presenting a valid student ID to the front desk located near the entrance. All required textbooks are available electronically and/or in print. Popular books include board reviews and clinical rotation study guides.

Loan Periods

Textbooks: 14 days

All other Books: 30 days

Course Reserve Materials: 3 hours

Models, Realia: Same day

Bone Boxes: 3 days

Audiovisual: 7 days

Laptops: 7 days

Renewals

Renewals may be made via the online catalog, in person, by phone at 918-561-8449 (Tulsa Campus) or 918-525-6352 (Tahlequah Campus).

Interlibrary Loan

If a specific book or journal article is not available, it can often be ordered through our Interlibrary loan. Requests can be made on the library website or by emailing sheila.pete@okstate.edu.

Off Campus Access

Students, staff, and faculty have access to electronic books, journals, and databases via the library website using O-Key account credentials.

Research Profiles

View research profiles at scholars.okstate.edu and contact scott.murray@okstate.edu for edits or to request a new profile.

Work Study Positions

The number of positions available each fiscal year varies according to funding availability. The application period opens on May 1 and closes on May 31 each year. Please email linda.london@okstate.edu (Tulsa) or taylor.wright11@okstate.edu (Tahlequah) for more details.

Library Policies

Policies are available on the Library website. Feedback, questions, or concerns should be sent to Sonja Settle, Director, Medical Library, at 918-561-8451 (Tulsa Campus) or 918-525-6352 (Tahlequah Campus) and sonja.settle@okstate.edu

Study Carrel and Group Study Room Policies

Study carrels and group study rooms are provided to support a comfortable study environment. Prospective medical students, families of medical students, and other guests frequently visit these spaces. Keep these groups in mind when decorating study carrels. Openly displayed materials should be made in good taste and honor OSU and the AOA Code of Ethics. Please help maintain the cleanliness and organization of our study areas. The following policies apply to study carrels and group study rooms located on the Tulsa and Tahlequah campuses, as well as in Barson, North Hall, and Tandy Medical Academic Buildings. These guidelines are designed to ensure the longevity and comfort of both the study spaces and their furnishings.

Quiet Study Environment

- Keep voices at a low level to reduce distractions for fellow students. Cell phone use should be kept to a minimum or moved to a study room or outside the carrel rooms.
- Campus Life staff frequently receive feedback regarding noise levels in study areas. If you are speaking loudly, staff may request that you lower your voice. If noise disturbances continue after a warning, you may be required to leave the study carrel area.

Food and Drink

- Food and covered drinks are allowed.
- Food may not be stored and food wrappers and waste must be discarded when leaving.
- Students are responsible for disposing of their own trash and cleaning up spills and crumbs.
- Major spills must be immediately reported to the campus life

staff at chs-campuslife@okstate.edu.

Electronics and Facilities

- Study rooms can be reserved on the OSU-CHS website at <https://connect.eventpro.net/EP/Default.aspx?>
- Turn off lights, computers, and other electronics when not in use.
- Small electronics with low power requirements such as laptop computers may be used.
- Small appliances such as refrigerators, space heaters, and coffee makers may draw excessive powers from electrical circuits and pose safety hazards. They are not permitted.
- We encourage students to display class schedules, calendars, and academic study aids using pushpins on carrel walls.

Students using the study rooms agree

- to keep the sound of conversations or presentations confined to the room
- to keep the room neat and clean
- to keep feet off tables and chairs in all study areas
- to clean up spills/crumbs and dispose of trash
- to not store food or personal belongings in the room

Students who do not comply with these policies may lose the use of assigned carrels and/or study rooms.

RESEARCH

The Office of Research encourages students to participate in research projects conducted by various College faculty. Research at OSU Center for Health Sciences is divided into two broad categories. The first is clinical research, which has goals in disease prevention and treatment. The second area is broadly referred to as biomedical research in the basic sciences, where faculty engage in research programs using non-human models to answer questions related to the basic mechanisms of cell-cell interactions and cell biology/physiology. Students generally choose a project in a faculty member's lab or field of study that best complements their interests. Students are encouraged to present their work at OSUCHS's annual Research Week event as well as other state, regional, and professional society meetings.

Participation by a student in research provides a foundation for the future. The osteopathic medical profession and its academic centers need more broadly trained clinical faculty participating in educational development and research. Consistent with that goal, a dual D.O./Ph.D. program is offered for students who wish to pursue careers in medical research and/or academic medicine.

For more detailed information and specific policies and procedures, please refer to the Office of Student Research website located at <https://medicine.okstate.edu/research/students/index.html>.

STUDENT GOVERNMENT ASSOCIATION



The Student Government Association (SGA) is responsible for providing equal representation of all members of the student body on both the Tulsa and Tahlequah campuses to the faculty and administration. The SGA Executive Board includes the president, vice president, Tulsa administrative vice president, Tahlequah administrative vice president, secretary, and treasurer, who serve a one-year term of office and are elected by all four classes during early March before all other class/club elections. The SGA has direct access to the Dean for consideration of student concerns and works with the Student Affairs Committee on issues of mutual interest. The activities of the SGA are reported to the

students, the Office of Campus Life, and the Dean through minutes from each meeting. A more detailed description is included in the Student Government Constitution located in the [Campus Life Student Engagement Portal](#).

Class Officers

The class executive board is comprised of the president, vice president, secretary, and treasurer. The class board is responsible for providing equal representation to all the members of the respective classes on both campuses before the faculty, administration, and Student Senate. Class elections are held in August following SGA officer elections. The first-year class is presided over by the current MSII officers until new elections are held. For additional information, contact the SGA advisor:

Angela Bacon, EdS, M.S.
 Assistant Dean for Campus Life & Wellness
 Oklahoma State University Center for Health Sciences 1111 W. 17th
 Tulsa, OK 74107
 Office: 918-561-1880
angela.bacon@okstate.edu

Peer Review Committee

The Peer Review Committee was established to encourage and maintain a high level of student conduct, academic honesty, and professional behavior. The specifics of this committee are described in Article VIII, Section 2 of the constitution, which is in the [Campus Life Student Engagement Portal](#)

Committees with Student Representation

Learning Resources Committee

The Learning Resources Committee shall formulate and evaluate policies and procedures governing the academic services of the Library, Information Technology, Learning Technology Services, and other learning resources within the Center. Membership shall consist of four (4) members of the faculty, four (4) students, the Director of the OSU-CHS Medical Library, a representative from the Office of Educational Development, and the Director of Information Technology. Of the four (4) faculty, one (1) must have a D.O. degree, and one (1) must have a Ph.D. or other degree and represent graduate programs, and one (1) must be from the Cherokee Nation site. The term of service by the Cherokee Nation site faculty member may alternate by service term between having a D.O. degree and a Ph.D. or similar degree. Student representation from the Cherokee Nation site shall consist of one (1) MSI student and one (1) MSII student.

Student Affairs Committee

The Student Affairs committee shall monitor and recommend policies and procedures governing student activities and affairs, student guidance, student awards, student discipline, campus facilities for students, student health, student employment, student loans, student social and intramural activities, student scholarships, and similar matters.

Membership shall consist of: two (2) faculty; three (3) students recommended by the Student Government Association which shall include one (1) OMS1 representative from the Tulsa Campus, one (1) OMS1 representative from the Tahlequah campus, and one (1) dual degree graduate student representative; The Associate Dean for Enrollment Management; the Assistant Dean for Campus Life; the Associate Dean of Clinical Education and Simulation; the Assistant Vice President of Operations; the Student Government President; Student Government Executive Vice President. Of the two (2) faculty, one (1) must have a D.O. degree and one (1) must have a Ph.D. or similar degree representing graduate programs. The two OMS representatives will remain on the committee through the first and second year of their medical school curriculum. The dual-degree graduate student representative will serve a one-year term. The Student Government President and Executive Vice President will remain on the committee through the fourth year of their medical school curriculum.

Affirmative Action Committee

The Affirmative Action Committee acts as an advisory board in all matters concerning affirmative action. The general functions of the Committee are to review continually the content of the Affirmative Action Program and assess the progress being made; and to give policy advice to the Chief Academic Officer with respect to affirmative action/equal opportunity for all persons on campus.

Membership shall consist of the College Director of Affirmative Action, two (2) faculty members (one (1) from the clinical sciences faculty and one (1) from the biomedical sciences faculty), two (2) staff members, one (1) representative from either Enrollment Management or Campus Life, the President of the Student National Medical Association, and one (1) student who is a member of a different minority group than the President of the Student National Medical Association.

Curriculum Committees

Committees involved in addressing curricular issues for both the Tulsa and Tahlequah campuses include the Curriculum Advisory Committee, the Curriculum Oversight Committee, and the Curriculum Coordination Committees. Of the Curriculum Coordination Committees, students serve on the Years 1 & 2 Curriculum Coordination Committee, the Student Curriculum Committee, and the Years 3 & 4 Curriculum Coordination Committee (see table below).

College Committees

Curriculum Oversight Committee

The Curriculum Oversight Committee of the COM is a college-level committee responsible for the design, oversight, and evaluation of the four-year undergraduate medical curriculum to ensure that curricular objectives inherent in the mission of the COM are achieved. Within the areas of design, oversight, and evaluation, the committee shall 1) define goals and objectives of the medical curriculum; 2) assure that the medical curriculum meets accreditation standards and fulfills the mission and vision of the medical school; 3) coordinate curriculum to ensure vertical and horizontal integration; 4) keep informed of advances in medical education and serve as a forum for discussion of curricular trends; 5) ensure that the curriculum is delivered utilizing best practices in instructional methodology; 6) conduct ongoing review and evaluation of the curriculum vis-à-vis goals, objectives, and educational standards; recommend revisions as necessary; 7) conduct scheduled, systematic, comprehensive reviews of each course, system and clerkship and recommend revisions as necessary; 8) evaluate student outcomes; 9) coordinate with Academic Success to identify at-risk students and to develop strategy to remedy deficiencies; 10) recommend performance standards for instructors, course directors, coordinators, clerkship directors, and thread chairs; 11) approve changes in course descriptions and contact hours; 12) set course and exam schedules; 13) make suggestions regarding the appointment of course directors/course coordinators; 14) make recommendations about faculty development programs.

The Curriculum Oversight Committee will report to the Dean and receives input from the Years 1 & 2 Curriculum Coordination Committee, Years 3 & 4 Curriculum Coordination Committee, and the Student Curriculum Committee. The Curriculum Oversight Committee typically meets monthly but may meet more frequently as needed. The Curriculum Oversight Committee shall report and make recommendations to the Dean. The Curriculum Oversight Committee shall give a monthly report to the Faculty Senate. 6 elected members serving 3 year terms, 3 biomedical faculty and 3 clinical faculty with at least 2 from the CN campus. Representatives from:

- Years 1 and 2 Curriculum Coordination Committee
- Years 3 and 4 Curriculum Coordination Committee
- Office of Educational Development
- Assistant Director of the Office of Academic Success
- Chair, Learning Resources Committee
- Advisory IT
- Chair, Academic Standards Committee
- Chair, Biomedical Sciences Graduate Committee
- Invited Guests – Non-voting
- Associate Dean of Curriculum & Academic Success
- Associate Dean of Academic Affairs and Enrollment Management
- CHS Registrar
- Director of Medical Library Services
- Student Voting Members (1 CN, 1 CHS, and 1 OMS IV)
- Class of 2028, CN
- Class of 2028, Tulsa
- Class of 2026, CN

Invited Student Guests:

- OMSIV Class Pres (Tulsa)
- OMSIII Class Pres (Tulsa)
- OMSIII Class Pres (Tahlequah)
- OMSII Class Pres (Tulsa)
- SGA President Emeritus

All Curriculum Oversight Committee members are expected to contribute to the committee's activities and attend at least 2/3 of regular meetings.

National Student Representation

The Council of Osteopathic Student Government Presidents (COSGP) is comprised of Student Government presidents and officers from each of the osteopathic medical colleges. It represents the entire osteopathic medical student population to the American Association of Colleges of Osteopathic Medicine (AACOM). AACOM recognizes the Council of Osteopathic Student Government Presidents as the official voice nationwide of the osteopathic medical student. The Council has official representation and input in the following groups: The Federal Health Council Planning Commission, the National Board of Osteopathic Medical Examiners, the American Board of Osteopathic Medical Examiners, the American Osteopathic Association, the Committee on Postdoctoral Training, the Board of Student Affairs, the Council of Deans of the American Association of Colleges of Osteopathic Medicine, the National Osteopathic Foundation, the American Osteopathic Association House of Delegates, and the Oklahoma Osteopathic Association.

Campus Life**Student Organizations**

While the curriculum is designed to meet the academic needs of OSU College of Osteopathic Medicine students, student organizations help provide opportunities for leadership, professional development, wellness, social and cultural enrichment, and community service. The College encourages students to



become active in student organizations and to work with the organizations in providing services for the College, the community, and the profession. The procedure for forming a new student organization can be obtained from the Office of Campus Life. For more detailed and specific policies and procedures, please refer to the Campus Life Handbook located at: <https://medicine.okstate.edu/site-files/documents/student-life-handbook.pdf>. The student organizations are officially recognized by the College governing board and, therefore, are entitled to use College facilities for scheduled and approved functions. Additional student organizations may be developed in the future, with assistance from the Office of Campus Life. For a complete

list of student organizations available for both the Tulsa and Tahlequah campuses at the Oklahoma State University Center for Health Sciences, please check the website at

<https://medicine.okstate.edu/com/campus-life/student-clubs.html>

Sponsored Programs

All student-organized programs and speakers presented under College auspices must be approved by the Interim Assistant Dean for Campus Life or designee. All student organizations are required

to have an identified faculty or staff adviser; the official faculty/staff adviser must also approve any activity, prior to pursuing approval from the Office of Campus Life. Approval must be granted for all student organization activities, regardless of scope, including any speaker or program paid from Student Activities funds, advertised through College-sponsored publications, or conducted on premises rented, owned, or operated by the College. Names of speakers, program topics, dates, times, and places of the presentation must be submitted to and pre-approved by the Office of Campus Life through the Club Coordinator no later than 30 days prior to the program date. An Event Approval Form is available through the Office of Campus Life or the student engagement portal. No activities or planning may be conducted without official approval.

All students holding a leadership role in a student organization on campus are required to meet with the Interim Assistant Dean for Campus Life or designee at the beginning of the academic year for training in club/student programs administrative procedures. A Campus Life Handbook with further information is available from the Office of Campus Life. Students participating in college-sponsored events are required to adhere to the student travel policy guidelines (see below) and to register participation with the Office of Campus Life. All student travel must be pre-approved by the Office of Campus Life and the Office of Enrollment Management. Certain restrictions apply to both involvement with and travel associated with club-sponsored events and activities. Students on probation are restricted from participation in most extracurricular events (see Academic Standards Handbook).

Professional Organizations and Positions

Students who wish to participate in, attend or hold local, regional, and/or national offices in professional organizations must obtain prior approval from the Interim Assistant Dean of Campus Life or their designee before applying for or accepting any position. Eligibility requires students to be in good academic standing with a minimum cumulative GPA of 3.0. Additionally, students are responsible for securing funding to cover all expenses associated with their involvement and must comply with all OSU travel policies. Failure to obtain the necessary approvals in advance may result in the loss of travel privileges, forfeiture of funding, and/or the issuance of a non-cognitive grade.

Student Travel and Attendance at Professional Meetings

When making requests to miss class or clinical assignments to attend professional meetings (e.g., medical education conferences, research conferences, meetings of student/professional organizations), students should adhere to the Student Attendance – Professional Meetings and Events. Students on probation are restricted from participating in professional travel. It is the expectation that all students become familiar with the Student Attendance – Professional Meetings and Events Policy, found at <https://medicine.okstate.edu/site-files/documents/com/academic-affairs/student-attendance-meetings.pdf>.

It is also essential to recognize that students represent the College at college-sponsored events, and professional behavior will be expected of all students when involved in these endeavors. Students must complete the travel policy process *four weeks in advance* for all events including those occurring on weekends, evenings, or otherwise when classes are not in session.

International Student Travel

The International Travel Policy outlines OSU-CHS's administrative requirements for all OSU-CHS medical students traveling internationally with University-Sponsored Programs or for Individual Clinical Rotations and/or college coursework outside of the U.S. The policy should be consulted for any requests to study outside the United States. See: <https://medicine.okstate.edu/com/academics/policies.html>

Student Grievance Procedures

OSU-COM is committed to addressing student complaints and promoting a mechanism by which complaints can be reviewed and resolved. Students with complaints should refer to the specific policies below. If assistance is needed, students can contact the Office of Enrollment Management for further information. In addition to the complaint procedures below, students also have the opportunity to provide anonymous feedback on general matters through an OSU-COM Feedback system. Students who would like to utilize the feedback process to express their concerns should refer to the section below on "Student Feedback." Students who would like to provide feedback on academic matters should consult their class officers, who will route their feedback through the appropriate committee(s).

Student Academic Complaint Policy and Procedures

Students who have an academic complaint can expect to have their complaint addressed through this procedure. Unless other justification is present, the student will ordinarily be expected to seek resolution, beginning with the faculty/staff member in the discipline, prior to advancing administratively through the grievance process. If a student requires assistance, the Office of Enrollment Management is available for consultation and guidance. Complaint forms are found in the Office of Enrollment Management. All complaints will be monitored and reviewed by the Office of Enrollment Management within 24-48 hours of receipt on business days. The Student Academic Complaint Policy governs all academic complaints and is not to be used for grievances related to sexual harassment/sexual misconduct, discrimination, non-compliance with American Osteopathic Association (AOA) Accreditation Standards, or grade appeals. To register a complaint in these areas, please see the related policies located here:

<https://medicine.okstate.edu/com/academics/policies.html>

Grade Appeal: See the Grade Appeal Policy found in the Academic Standards Handbook and at <https://medicine.okstate.edu/com/academics/policies.html>

Sexual Harassment/sexual misconduct/sex-based discrimination: See Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <https://health.okstate.edu/hr/1is2many/index.html> or contact the Office of Student Conduct, Title IX Coordinator, OSU-CHS, Room D-201 & D-203, 918-561-1950.

Discrimination: See Student Grievance Policy and Procedures for Alleged Discrimination, found below and in the College Catalog at <https://medicine.okstate.edu/com/academics/policies.html>

Non-compliance with AOA Accreditation Standards: See Non-compliance with AOA Accreditation Standards Policy, found below and in the College Catalog at <https://medicine.okstate.edu/com/academics/policies.html>

Academic Complaint Procedures

1) Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the instructor or course coordinator for the discipline or staff member who is associated with the complaint. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.

2) If an attempt at informal resolution is not successful, the student should register the complaint by submitting the Student Complaint Form found in the Office of Enrollment Management; this action will register the complaint both with the Office of Educational Development and the Office of Enrollment Management for tracking purposes.

- 3) Once the complaint is received, the Office of Educational Development will forward the complaint to the Year 1-2 Committee or Year 3-4 Committee, based on the nature of the complaint. The reviewing Committee may request a meeting with the student, should additional information be needed in reviewing the complaint. The respective committee will submit a recommendation to the Curriculum Oversight Committee (COC) regarding resolution of the complaint.
- 4) The COC will make the official determination on resolution of the complaint. If the complaint is satisfactorily resolved, the Office of Educational Development will be responsible for notifying the student of the Committee's findings and submitting final documentation of resolution of the complaint to the Office of Enrollment Management.
- 5) If the matter is not resolved after review by the COC, the next level of review will be made by the Council of Deans. The decision rendered by the Council of Deans is final and binding.
- 6.) Throughout this process, review at each level will be documented on the Student Complaint Form and notification made to the student regarding outcome at each level of review. The Office of Educational Development will be responsible for notifying all parties. Final documentation on the resolution of the complaint will be maintained by the Office of Enrollment Management.
- 7) A notification report of all complaints will be forwarded on a regular basis by the Office of Enrollment Management to the Council of Deans.

Student Non-Academic Complaint Policy

Students who have a non-academic complaint can expect to have their complaint addressed through this procedure. Unless other justification is present, the student will ordinarily be expected to attempt to resolve the matter through informal means, prior to filing a complaint and advancing administratively through the grievance process. If a student requires assistance, the Office of Enrollment Management is available for consultation and to provide guidance regarding whether an exception to the procedure is indicated. All complaints will be monitored and reviewed by the Office of Enrollment Management within 24-48 hours of receipt on business days. The Student Non-Academic Complaint Policy governs all non-academic complaints and is not to be used for grievances related to sexual harassment/sexual misconduct, discrimination, non-compliance with AOA Accreditation Standards, or grade appeals. To register a complaint in these areas, please see the related policies at the following link: <https://medicine.okstate.edu/com/academics/policies.html>

Grade Appeal: See the Grade Appeal Policy found in the Academic Standards Handbook and at: <https://medicine.okstate.edu/com/academics/policies.html>

Sexual Harassment/sexual misconduct/sex-based discrimination: See Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <http://1is2manychs.okstate.edu> or contact the Office of Student Conduct, Title IX Coordinator, OSU-CHS, Room D-201, D-203, 918-561-1950.

Discrimination: See Student Grievance Policy and Procedures for Alleged Discrimination, found below and in the College Catalog at: <https://medicine.okstate.edu/com/academics/policies.html>

Non-compliance with AOA Accreditation Standards: See Non-compliance with AOA Accreditation Standards Policy, found below and in the College Catalog at: <https://medicine.okstate.edu/com/academics/policies.html>

Non-Academic Complaint Procedures

1. Prior to filing a complaint, students are expected to seek resolution through informal means.

Students should begin the informal process by discussing the matter directly with the staff or faculty member in the designated administrative unit. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.

2. If an attempt at informal resolution is not successful, the student should register the complaint by completing the Student Non-Academic Complaint Form found in the Office of Enrollment Management. Complaints should be filed within 30 calendar days of the incident prompting the complaint.

3. Upon receipt of the complaint, the Interim Assistant Dean for Campus Life will pursue resolution of the complaint, bringing the matter to the attention of the relevant administrative unit head, as needed.

4. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority. If a satisfactory outcome is achieved, the Office of Enrollment Management will notify the student, document the resolution on the Student Complaint form, and close the matter.

5. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority and continue in this manner, as required. If a satisfactory resolution is not obtained after exhausting the appropriate levels of authority, the Executive Leadership Team will serve as the final reviewing authority on the matter. The decision of the Executive Leadership Team will be final and binding.

6. Throughout this process, review at each level will be documented on the Student Complaint Form and notification made to the student regarding outcome at each level of review. The Office of Enrollment Management will be responsible for notifying all parties. Final documentation on the resolution of the complaint will be maintained by the Office of Enrollment Management.

7. A notification report of all complaints will be forwarded on a regular basis by the Office of Enrollment Management to the Council of Deans.

Student Grievance Policy and Procedures for Alleged Discrimination

Students with grievances related to alleged discrimination may seek redress. Complaints may be handled through the formal grievance procedure described here or through the Office of Student Conduct/Title IX Coordinator, as appropriate. The procedures are NOT applicable to academic evaluations and/or admissions decisions. Any student who believes he/she has been discriminated against while attempting to gain access to, participate in, or receive benefits from any College program or activity may seek redress through the designated grievance procedure.

A standing Affirmative Action Compliance Committee is appointed by the Dean. This committee includes the College affirmative action officer with representation from the faculty and student body. The procedure is as follows:

1. Any student who believes that he/she has been aggrieved by treatment or judgment of another person within the College, or that the administration of any College policy has abridged his/her personal or human rights, should attempt internal resolution of the matter by first speaking with the Associate Dean for Enrollment Management.
2. If this attempt fails, he/she should present a written account of the alleged act to the Chair of the Affirmative Action Compliance Committee no later than thirty (30) days after becoming aware of its occurrence.
3. The Chair of the committee will receive the written account of the grievance and the response of the accused, will interview all parties, and will attempt to help the parties

involved come to an informal settlement.

4. If a settlement cannot be reached, the complainant may submit to the Chair a request for a formal hearing before the entire committee.
5. Within ten (10) days after receiving the written request, the Affirmative Action Compliance Committee will convene and review the grievance.
6. Within five (5) days after the review, the committee will issue an opinion regarding the grievance.
7. The complainant will have ten (10) days to appeal to the College Dean the committee's decision.
8. The Dean will investigate the appeal in consultation with any or all persons involved and will then decide either to support the decision of the committee or to support the complainant. The Dean's decision will be transmitted in writing to the complainant and the committee within fifteen (15) days following the investigation and is final.

In all cases, the Chair of the committee will be responsible for coordinating the grievance and providing notices to all parties and witnesses.

Complaints Regarding Non-Compliance with AOA Accreditation Standards

OSU-CHS is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the American Osteopathic Association Commission on Osteopathic College Accreditation (<https://osteopathic.org/accreditation/standards/>). A copy of the standards is available upon request from the Office of Enrollment Management. COCA complaint policies can be found at <https://osteopathic.org/accreditation/accreditation-guidelines/>. Students who believe that the College may not be in compliance with a standard of accreditation have the right to file a complaint through the following procedure:

1. The student must file a written, dated and signed complaint with the Office of Campus Life.
2. The Interim Assistant Dean of Campus Life will consult with the Dean or designee and form an ad hoc committee of faculty and students to investigate the complaint.
3. The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Dean or designee, the Interim Assistant Dean of Campus Life, and the student complainant.
4. If corrective action is indicated, the Dean or designee will respond with a description/plan for such action within 30 days of receipt of the ad hoc committee results.
5. Records of all proceedings regarding complaints will be maintained by the Office of Campus Life.
6. In the event that the student complainant is not satisfied with the ad hoc committee determination and/or corrective action, the student may communicate his/her complaint at the following address:

Commission on Osteopathic College Accreditation
142 East Ontario Street Chicago, IL 60611-2864
Phone: 312-202-8124 Fax: 312-202-8424 Email: predoc@osteopathic.org

Student Feedback

In instances in which students would like to share feedback regarding any general matters--in the absence of filing a formal complaint, students can also utilize the OSU-COM Feedback system. Students can submit feedback anonymously about any concerns they may have via the Anonymous Complaint Form. Feedback will be addressed according to the policies and procedures described. The OSU-COM Anonymous Complaint Form is located on the website at <https://medicine.okstate.edu/com/student-life/>

Facilities Planning and Space Utilization Committee

All requests for changes or additions to campus inventory such as facilities, offices, study spaces, land, infrastructure and/or outdoor campus environment, must first obtain approval from the Facilities Planning and Space Utilization Committee (FPSUC). See policy #F001

<https://medicine.okstate.edu/com/academics/policies.html>

Leave of Absence and Withdrawal Policy

Overview

The purpose of a leave of absence is to allow for a pre-approved, temporary interruption of a student's academic progress due to significant reasons that are out of a student's control. Reasons for a leave of absence may include, but are not limited to, academic performance, board exam readiness, medical concerns, or personal reasons. Students may also decide that they no longer wish to continue their medical education at OSU-COM. Should a student determine whether they want to withdraw from OSU-COM, the student must adhere to OSU-COM policies and procedures. Leave of absence and withdrawal policies and procedures may be viewed at: <https://medicine.okstate.edu/site-files/documents/com/academic-affairs/policy-loa-fnl.pdf>.

Student Conduct Report

Students are to conduct themselves in a professional and ethical manner at all times in accordance with standards of behavior and attendance expected at Oklahoma State University College of Osteopathic Medicine. The Assistant Dean of Campus Life and the Associate Dean of Enrollment Management work together on student conduct related concerns. Reports of student absence from required events and any behavior that may be labeled as concerning, unprofessional, inappropriate, disruptive, destructive and/or that are otherwise in violation with the university policies or procedures should be reported by a staff or faculty member via the Student Conduct Report (hereinafter referred to as the SCR) online form located here: <https://applyhealth.okstate.edu/register/StudentConductReport>

The Office of Campus Life and the Office of Enrollment Management will oversee all Student Conduct Reports (SCRs). It is recommended that SCRs be made as soon as possible after a concern or absence has occurred, preferably within two business days. SCRs for absences of a mandatory event or test rescheduling will be monitored for any trends and will only prompt an investigation with the student multiple absences are noted. Student behavior may also be reported to the COM Dean and/or Academic Standards Committee. Academic counseling/advising, sanctions and/or disciplinary action may follow a report. Any questions or concerns should be directed to the Assistant Dean of Campus Life and/or the Associate Dean of Enrollment Management: chscampuslife@okstate.edu

Exam Procedures and Attire Guidelines

To maintain the integrity and security of the examination environment, students are required to adhere to the following procedures and attire standards:

Prohibited Items

Students are not permitted to bring the following into the testing area or store them in open or common areas near the exam space:

- Food, beverages, or water bottles
- Bags, purses, backpacks, or personal paper materials
- Notes, writing utensils, or non-OSU-provided earplugs
- Any electronic devices other than the approved exam device (e.g., laptop or tablet), including:
 - Smartwatches
 - Mobile phones
 - Noise-cancelling headphones
 - Any device capable of storing or retrieving information

Any personal belongings must be securely stored in the student's assigned study carrel prior to entering the testing area.

Accommodations Disclaimer:

Students with approved accommodation through the appropriate university office may be permitted to bring food, water, or other necessary items into the testing area. These accommodations must be documented and communicated in advance to the exam proctor or course director.

Exam Attire

Students must wear matching OSU-COM scrubs with all pockets emptied. The following attire guidelines apply:

- Long-sleeve shirts may be worn underneath scrub tops
- Closed-toe shoes are required
- Hats, caps, and hooded garments (including coats, jackets, sweaters, and sweatshirts) are not permitted

Students are expected to comply with all examination policies and procedures outlined in the Curriculum Oversight Committee (COC) Policy FR-12-21-23-1 and the Student Government Constitution Appendix 3: OSU-COM Dress Code. Failure to comply may result in disciplinary action or invalidation of exam results.

Appendix 1 Student Awards

Awards presented at graduation week activities include, but are not limited to:

Award	Presented by	Award Criteria
Academic Excellence Award	Provost	Senior with highest rank based on numeric grades (over all four years)
Clinical Excellence Award	Associate Dean for Clinical Education	Outstanding student in fourth-year rotations
Leadership and Service Award	Office of Campus Life	Outstanding senior student making contribution to class in leadership and service (over all 4 years)
Ambassadors with Distinction Award	Office of Enrollment Management	Displays extraordinary student ambassador leadership and service skills
Leonard Tow Humanism in Medicine Award	Office of Enrollment Management	Recognition for exemplifying humanism in patient care.
Regents' Award	OSU Board of Regents	Outstanding senior student, which may include: exemplar academic record and board scores, community service, volunteerism, leadership and professionalism.

Appendix 2 OSU-COM Dress Code

OSU-COM students are expected to dress professionally and be attentive to personal hygiene and cleanliness. Professional attire described below must be maintained whenever the student is on campus 8:00 a.m. – 5:00 p.m. Monday through Friday, at all times on clinical rotations sites (as described in the Clerkship Manual), and at all times for campus-sponsored programs (both on and off campus).

The following constitutes acceptable professional attire:

1. Business casual/Business Smart attire;
2. Matching scrub sets; or

3. Clean white coats when interacting with patients in both the simulation and clinical setting, or when required by Faculty or Administration.
4. OSUCHS & COM club t-shirts

Business casual/smart attire includes nice jeans, slacks, or skirts/dresses, blazers and jackets. Students must always display OSU-issued student identification badges prominently when the student is on campus or clinical rotations. Students on clinical rotations should dress according to clinic/hospital guidelines.

Examination Attire

Students are required to report to examinations in matching OSU-COM scrubs with all pockets emptied. Long sleeved shirts may be worn under scrub tops. Students must wear closed toe shoes. Additionally, students are not to wear any sweatshirts, sweaters, or jackets that may have pockets and/or hoods. All wristwatches must be removed prior to entering the examination area. Additional details may apply. Check with individual course coordinator for specific rules and processes.

Exceptions

The only exception to the dress code policy is when a course requires special dress (such as wearing scrubs in anatomy lab, shorts and a t-shirt to osteopathic manipulative medicine lab, etc.). Students inappropriately dressed for lectures, labs, or exams may be requested to leave the campus and not return until appropriately attired. Any class missed during that time will be considered an unexcused absence. The students will also be referred to the Associate Dean for Academic Affairs, and a report made to student conduct. Non-compliance with the dress code requirements may result in a non- cognitive assessment (non-cog) or other referrals for improper professional behavior.

Appendix 3 Financial Responsibility

Oklahoma State University corresponds electronically with account holders using the O-Key e-mail address. I understand I am responsible for regularly reading important information sent to my O-Key email account and for taking action on any important correspondence sent to this address and adequate email space is available to ensure correspondence is received.

I understand when I register for class at Oklahoma State University or receive any service from Oklahoma State University, I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promise to pay my financial obligation (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Oklahoma State University is providing me educational services and I promise to pay all assessed tuition, fees and other associated costs by the published due date).

I understand and agree if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published [tuition refund schedule](#) at Oklahoma State University. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

I also understand if I enroll in classes or my advisor enrolls me in classes at Oklahoma State University and I do not attend these classes, I am still held responsible to pay the required tuition and fees if I fail to withdraw by the published dates.

I understand OSU uses an e-mail notification as its official billing method when my billing statement is available to view online and I am responsible for viewing and paying my bursar account by the scheduled due date. I further understand failure to review my billing statement does not constitute a valid reason for not paying my bill on time. Statements are located online through Banner at my.okstate.edu using my O-Key credentials.

When applicable, I understand and agree it is my responsibility to notify my parents/legal guardian of my account balance or set up my parents/legal guardian as an authorized user to access my statement through the authorized user link located on the bursar website.

I understand if I have a past due balance I will lose my charging privilege on campus. This does not affect a meal plan unless the contracted amount is used.

I understand and agree if I fail to pay my bursar account balance or any monies due and owed to Oklahoma State University by the scheduled due date, OSU will place a financial hold on my bursar account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

I understand and agree if I enroll prior to the financial hold being placed on my account, my enrollment is subject to cancellation if my balance is not paid to current. I also understand if I am participating in the Payment Plan and my payments are not current, my enrollment is also subject to cancellation.

I understand and agree failure to pay my bursar account balance or any monies due and owed to Oklahoma State University prior to the 15th of the month will result in my account being assessed a 1.5% monthly (19.56 APY) finance charge on any past due balance until my account is paid in full.

I understand and accept that if I have an unpaid balance at Oklahoma State University and do not make acceptable payment arrangements to bring my account current, my account will be placed with an external collection agency. I further understand I will reimburse the University the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, the University incurs in such collection efforts. This will be assessed to my bursar account and included in the balance due. Finally, I understand this will result in endangering my credit rating on a local and/or national level by being reported to all three credit bureaus (Equifax, TransUnion, and Experian). The University will also exercise the right to request an Oklahoma state tax refund hold to offset the outstanding debt.

I understand and agree Oklahoma State University uses e-mail as an official method of communication and I am responsible for reading the emails I receive from OSU on a timely basis.

I authorize Oklahoma State University to contact me via current and any future cellular phone number(s), e-mail address(es), or wireless device(s) regarding my delinquent bursar account/loan(s) and any other debt I owe to Oklahoma State University, or to receive general information from OSU. I authorize OSU and its agents, representatives, and attorneys (including collection agencies) to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails in their effort to contact me for purposes of collecting any portion of my account financial obligation that is past due. Furthermore, I understand I may withdraw my consent to call my cellular phone by submitting my request in writing to Oklahoma State University or its agents on behalf of OSU.

I understand and agree I am responsible for keeping OSU records updated with my current physical address, e-mail address(es), and phone numbers by logging into Banner at my.okstate.edu or contacting the University. Upon leaving Oklahoma State University for any reason, it is my responsibility to provide OSU with updated contact information for purposes of continued communication regarding any amounts due and owed to OSU.

I understand my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand my financial aid eligibility may decrease and some or all of the financial aid may be retracted. I further understand if some or all of my aid is retracted because I dropped or failed to attend class, I agree to pay all charges the retracted aid previously paid as well as retracted aid for which I was previously eligible that disbursed to my account which resulted in a credit balance and was refunded to me.

I understand once all my financial aid is applied to my bursar account, I am responsible to pay any charges still outstanding and new charges by the due date.

I understand any federal Title IV financial aid received will apply to any outstanding balance on my account for tuition/fees, housing/meals and books. I authorize OSU to apply my Title IV financial aid to all other charges assessed to my account such as student store charges, student insurance, parking permits/fines, athletic tickets, or any other educational related charges. I further understand this authorization will remain in effect until I rescind it and I may withdraw it at any time by completing the Title IV Restricted form on the bursar website.

I understand and agree if my account balance is less than \$200, any future Title IV aid may be applied to my account to cover these charges. I also authorize my Title IV aid to cover my account balance for a prior year if it is \$200 or greater and the Title IV federal funds are sufficient to cover charges plus prior year charges. I further understand this authorization will remain in effect until I rescind it and I may withdraw it at any time by completing the Title IV Restricted form on the bursar website.

If my federal or institutional financial aid or third-party sponsor payment is either not received by Oklahoma State University or I lose my financial aid or sponsorship eligibility for the semester, I assume responsibility for paying all financial obligations.

I understand if I have a student Direct Subsidized/Unsubsidized Loan, Perkins Loans, Health Professions Student Loan, and/or Murray Case Sells Loan, I am responsible for completing the required exit counseling upon leaving the university.

I understand in the event I have a return check on my account I will be charged a \$25 return check fee. I understand I am responsible for all dishonored payments which have been presented on my behalf. I understand if a payment is returned to the University by the bank and the payment was made to become enrolled, the Bursar may cancel my enrollment during the drop/add timeframe and may require certified funds for hold clearances.

I understand Oklahoma State University is bound by the Family Educational Rights to Privacy Act (FERPA) that prohibits OSU from releasing any information from my educational record including bursar account information without my written permission. Therefore, I understand if I want OSU to share information from my education record with someone other than myself, I must provide written permission by completing the release form in the Registrar Office.

I agree to comply with federal law to furnish OSU with my Social Security Number (SSN) (or if I am not eligible to obtain an SSN, I will obtain from the Internal Revenue Service (IRS) a taxpayer identification number (TIN) to provide) for the University to meet the annual requirement of furnishing a Form 1098-T, Tuition Statement, which reports qualified tuition and related expenses associated with my enrollment. (Non-resident aliens who do not have income that is subject to tax are not required to supply this information.) If I fail to provide my SSN or TIN to Oklahoma State University, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

I am aware Oklahoma law has jurisdiction and any disputes arising shall be determined in accordance with the law of this jurisdiction.

I understand and agree if I am younger than the applicable age of majority when I execute this agreement, the educational services provided by OSU are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."

Handbook Revisions:

Rev: 12/2015
Rev: 05/2016
Rev: 02/2017
Rev: 07/2017
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