

Oklahoma State University College of Osteopathic Medicine

**Student Handbook
2019-2020**



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Tulsa, Oklahoma 74107-1898

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www.healthsciences.okstate.edu

An Equal Opportunity Affirmative Action Institution

The Oklahoma State University Center for Health Sciences prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin or ethnicity.

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**OSU CHS
2019-2020 ACADEMIC CALENDARS**

FALL 2019

June 24	Class of 2021 rotations begin (3rd/4th years see detailed schedule from Clinical Education)
July 29-Aug 2	MSI Required Orientation (see detailed schedule)
August 2	MS II Required Orientation
Aug 3	White Coat Ceremony
Aug. 5	First Day of Class
Aug. 13	Last day for 100% refund on withdrawal
Aug. 19	Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)
Sept. 2	Labor Day Holiday
Nov. 8	Last day to withdraw from all courses with automatic "W"
Nov. 28-29	Thanksgiving Holiday
Nov. 25	Last day to withdraw from all courses with assigned "W" or "F"
Dec. 6	Last day of class
Dec. 9-12	Finals
Dec. 16	Final grades due from faculty

SPRING 2020

Jan. 6	First Day of Class
Jan. 20	Martin Luther King holiday
Jan. 14	Last day for 100% refund on withdrawal
Jan. 21	Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)
March 17-21	Spring Break
April 10	Last day to withdraw from all courses with automatic "W"
April 28	Last day to withdraw from all courses with assigned "W" or "F"
May 8	Last Day of Class
May 9	Graduation
May 11-14	Finals
May 18	Final grades due from faculty

INTRODUCTION

Welcome to the Oklahoma State University College of Osteopathic Medicine (OSU-COM)! This is an exciting time as new students arrive on campus to begin their medical school studies at the College and as upper-level 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 <http://www.healthsciences.okstate.edu/com/catalog.php>. As you pursue your training here, 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 2018-2019 Academic Standards Handbook at <http://www.healthsciences.okstate.edu/com/academics/standards.php>, as well as the policies section found at <http://www.healthsciences.okstate.edu/com/academics/policies.php> 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 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 <http://www.healthsciences.okstate.edu/com/codeofethics.php>.

If students have questions, please contact the Assistant Dean for Enrollment Management or the Interim Assistant Dean for Student Life in the Office of Student Affairs.

Provisions in this handbook will guide the operation of the Office of Student Affairs during the 2017-2018 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.

ADMINISTRATIVE SERVICES

Office of Enrollment Management

Jeffrey B. Hackler, J.D., M.B.A., Assistant Dean for Enrollment Management

Office of Student Life

Angela Bacon, ABD, M.S., Interim Assistant Dean for Student Life

Oklahoma State University College of Osteopathic Medicine

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(918) 582-8421

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Communication/Messages for Students

The Office of Enrollment Management maintains students' personal addresses uses them for official communications only. It is each student's responsibility to update their contact information via their student self-service account at my.okstate.edu.

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-mailbox 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 Assistant Dean of Enrollment Management to assist in resolution.

Bookstore

The OSU Center for Health Sciences Bookstore is located in Founders Hall. The bookstore coordinates textbooks for all programs offered through the CHS campus. It also stocks medical supplies and equipment, lab coats, and scrubs. The bookstore does offer personalization of scrubs and lab coats for students, residents, staff and faculty. The bookstore will also carry various sundry items and collegiate license apparel. The staff strives to accommodate its students and will do special orders for titles not in stock. Customers may also visit the bookstore website: <https://health.okstate.edu/bookstore/> to view a wide variety of books and medical supplies. The bookstore may be contacted at 918-561-1888 or by email at chs.store@okstate.edu.

Building Hours

The campus is open from 6:00 a.m. to midnight seven days/week, with the exception of specially designated hours around the final examination period. Doors are routinely locked after 6:00 p.m., and access to campus at that time requires entry by student ID swipe card. 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 found at: <http://healthsciences.okstate.libcal.com/spaces?lid=1170&gid=2669>. Students not reserving the room are subject to others using the room that have followed the process of reserving the room. Conference rooms are not for single/group study & 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 campus 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 #911 from a campus phone will connect you directly to a 911 dispatcher. Dialing 918-625-8592 will connect you directly to OSU-CHS Security. If property or the safety of others is being threatened, call OSU-CHS Security at 918-625-8592 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.

Under no circumstance 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 918-625-8592.

OSU Photo Identification

In an effort to create a safe environment for working and learning, employees, students, vendors and visitors are asked 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, please contact Chief Meagan Robertson at meagan.robertson@okstate.edu. If preferred, you may also use the silent witness form located at <http://www.healthsciences.okstate.edu/security>, or call 918-625-8592 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 escort you to your vehicle and can be reached at 918-625-8592, allowing 15 minutes time 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 will be made for lost, stolen or damaged cards. The Security Officer at the kiosk located at the north end of Founders Hall 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 for Enrollment Management for potential disciplinary actions.

Vendors/Visitors

Vendors and visitors are required to obtain a guest ID by checking in at one of the ground floor reception desks, East Desk, West Desk and Tandy Desk. 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.

Department of Wellness

The OSU Center for Health Sciences Department of Wellness mission is to enhance the quality of life of students, faculty, and staff through improved physical and mental development that leads to a healthy and rewarding life. Student, faculty, and staff membership is free of charge (a current OSU ID is required at time of enrollment). The Fitness Center operates from 5 a.m. to midnight Monday-Sunday. More information can be found at <http://www.healthsciences.okstate.edu/wellness/>.

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.

Wellness Center

The OSU Center for Health Sciences Wellness Center's mission is to enhance the quality of life of students, faculty, and staff through improved physical and mental development that leads to a healthy and rewarding life. Student, faculty, and staff membership is free of charge (a current OSU ID is required at time of enrollment). The Fitness Center operates from 6 a.m. to midnight Monday-Sunday. More information can be found at <http://www.healthsciences.okstate.edu/wellness/>.

Lost and Found

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

Non-Discrimination Statement

Oklahoma State University is committed to creating an environment for all students and employees that is fair and responsible, an environment where all members of the OSU community are treated with dignity and respect and distinctions are made on the basis of ability and performance. This commitment is based on our dedication to educational justice and the promise of each individual, as well as adherence to federal and state civil rights laws and University policies and procedures.

The Oklahoma State University Center for Health Sciences will provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or other protected category.

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 Student Affairs. For questions about compliance with this training, please contact the Registrar's Office or Assistant Dean for Enrollment Management at 918-561-8421.

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
918-561-1950 Room 157B
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 conduct themselves in a professional and ethical manner at all times. 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 is not condoned nor will it 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, local and permanent addresses; electronic mail addresses assigned or provided by the institution or provided to the University by the student; telephone number; date and place of birth; major field of study; dates of attendance at Oklahoma State University Center for Health Sciences; degrees, honors, and awards granted or received; academic classification such as MS I, MS II, MS III, MS IV, etc.; sex; educational institutions previously attended; degree(s) held, date(s) granted, and institution(s) granting such degree(s); dissertation or thesis title; adviser or the thesis adviser; and participation in officially recognized organizations and activities. **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 University 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 under the rear view mirror of 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 people 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.

Room Arrangements

Students who need to reserve building space for non-academic functions should contact the Office of Student Life at 561-1555, located in in the Student Center on room 202. For student club functions, the student government's Administrative Vice President will assist with making plans. Students will need to submit an Event Request Form to the Office of Student Life and also have the date tentatively placed on the calendar by Administrative Vice President. Once the event is approved, the Office of Student Life will notify the Administrative Vice President, who will finalize the date on the calendar and reserve the room.

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. Attempts will be made to honor requests; however, the priorities established by College policy must govern approval.

TOBACCO USE POLICY

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.

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).
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 that 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 program.
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
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. Each student 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
- Review of the MRO's report by the Office of Admissions

Any Accepted Applicant that 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. Accepted Applicants who receive notice of acceptance to OSU-COM within fourteen (14) days of the start of class will have fourteen (14) days from the date of acceptance to complete the required Drug Screen.

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
- Review of the MRO's report by the Office of Clinical Education

Any Student Doctor that 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.

Random Testing

OSU-COM reserves the right to conduct Random, unannounced Drug Screenings of all Student Doctors currently enrolled at OSU-COM. The Senior Associate Dean of Academic Affairs or his or her designee may, prior to each semester, determine the dates of the Random Drug Screen(s) and the total number of Student Doctors, up to and including all Student Doctors at OSU-COM, which OSU-COM will Randomly Drug Screen. The dates selected and number of Student Doctors selected to complete Random Drug Screens (if any) will be recorded prior to each semester and will be confidentially maintained in the Senior Associate Dean of Academic Affairs' office. A Student Doctor who is selected for a Random Drug Screen will immediately report to the designated testing laboratory 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;
- 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 Senior Associate Dean of Academic Affairs 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 Senior Associate Dean for Academic Affairs, 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 Senior Associate Dean of Academic Affairs 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 Senior Associate Dean for Academic Affairs 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 an 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 insure 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
- Other print and/or electronic items as determined by the Committee

OSU-COM Drug Screen Review Committee Meetings

The Committee is required to convene two regular meetings per academic year to discuss the current policy, as well as discuss and propose any changes to policy that are necessary. Policy change proposals must be approved by the Committee, and referred to the Senior Associate Dean for Academic Affairs for review and action.

Beyond the two regular meetings during each academic year, the Committee is required to convene an immediate formal meeting upon receipt of a Positive Drug Screen or Diluted Specimen result that is not cleared by the MRO for Student Doctors only. In the case in which the Committee is in receipt of a Positive Drug Screen or Diluted Specimen result that is not cleared by the MRO, the responsibilities of the Committee and its members are to:

- Insure 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
- Discuss, formulate, construct, and deliver the Committee's recommendation(s) for the Student Doctor to the Senior Associate Dean for Academic Affairs.

The recommendations submitted to the Senior Associate Dean for Academic Affairs by the Committee are nonbinding. The final decision for adjudication in these cases lies solely with the Senior Associate Dean for Academic Affairs.

OSU-COM Drug Screen Review Committee Membership

The required, voting, members of the Committee are:

- Assistant or Associate Dean for Academic Affairs (Committee Chair)
- Assistant or Associate Dean for Enrollment Management
- Director for Admissions
- Director for Clinical Education

The Assistant to the Senior Associate Dean for Academic Affairs may serve as an ex-officio, non-voting member of the Committee. 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 Senior Associate Dean for Academic Affairs.

Reporting of Drug Screening Findings

The Vendor will provide the Office of Enrollment Management and the Office of Clinical Education with a list of students 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 that 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. In the case of Accepted Applicants who received their notice of acceptance less than fourteen (14) days prior to classes beginning, and who have matriculated into OSU-COM prior to OSU-COM receiving the results of their Drug Screen, a positive Drug Screen may result in removal from OSU-COM. OSU-COM reserves the right to allow an Accepted Applicant to begin or resume the first year of classes once the institution is in receipt of a negative Drug Screen result that has been certified by the MRO, defer admission to a future semester, require the Accepted Applicant to reapply for admission, or rescind the offer of admission. Accepted Applicants with a Positive Drug Screening result 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 Senior Associate Dean for Academic Affairs. 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. 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 that 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)

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is available to help identify and assist students who may be experiencing emotional, substance use, or other personal problems that may be impairing or threatening to impair the ability to function effectively in medical training and/or in the delivery of physician-supervised health care.

Goals of the Program

- To provide compassionate assistance to students;
- To provide assistance that protects the rights and confidentiality of students;
- To assist recovering students in their efforts to continue their medical education and maintain good academic standing without stigma or penalty; and
- To promote a positive and safe environment for all those in the College community.

Responsibility

As professionals-in-training and future physicians, students may find it necessary to acknowledge the presence or possible existence of emotional distress or substance misuse within themselves or that of a classmate. While this can be difficult to acknowledge, unchecked problems can become costly to patients, family members, friends, colleagues, and to students themselves. Identifying those in need is one important step towards overcoming this situation.

Students who are concerned about their own personal situation can seek assistance in one of the following ways:

1. Seek assistance through services provided by OSU-COM; refer to the section on "Behavioral Health" below;
2. Contact their own private healthcare provider; or
3. Contact the Assistant Dean for Enrollment Management, the Interim Assistant Dean for Student Life, or Associate Dean for Clinical Education for information or assistance.

Students can also contact a faculty member, who can directly or indirectly assist the student by contacting the Office of Enrollment Management on the student's behalf.

Students who become aware of or suspect problems in fellow students can contact the Assistant Dean for Enrollment Management or Assistant Dean for Student Life for further guidance. Concern for the privacy of students will be paramount, and confidential information will only be shared with those individuals deemed appropriate in addressing the student's needs and training situation.

If property or the safety of others is being threatened, call OSU-CHS Campus Security for immediate assistance contact:

OSU-CHS Campus Security
(918) 625-8592 (Main Campus-24 hours)

STUDENT HEALTH AND BEHAVIORAL HEALTH SERVICES

Student Health

The OSU Health Care Center is located just a short distance from the main campus at 2345 Southwest Boulevard, Tulsa, Oklahoma and can be reached at 918-582-1980. For an office visit, students must make an appointment with an OSU Physician and follow the normal check-in procedures for patients. Please see the section below on Student Health Service Fees. For additional information regarding services or to schedule a visit with the Occupational Health Nurse, call 918-561-1256.

Behavioral Health

All students have access to confidential counseling services through Guidance Resources and the OSU-Tulsa Counseling Center. Information about these services can be found at <http://centernet.okstate.edu/behavioralhealth.php>.

On Campus Support

Dr. Kelly Dunn, Clinical Assistant Professor of Psychiatry, is available to see students for coaching and behavioral health services. Visits are at no-cost and confidential. All students are welcome to stop by her office at A-329 or schedule an appointment at the following link: <https://app.acuityscheduling.com/schedule.php?owner=16294188>

Guidance Resources

Guidance Resources provides around the clock behavioral health services to all students at OSU-CHS. Students can call toll-free at **866-519-8354** on a 24 hours per day/7 days per week basis to discuss their concerns with professionals with Masters degrees in counseling, social work, or other related behavioral areas. Counselors are available to provide “in-the-moment” support, and they can guide you to the appropriate services you require. Referrals for face-to-face counseling by state-licensed clinicians can be provided, and up to 10 free counseling sessions can be arranged with a local provider. Telephone counseling is also available by appointment. The Guidance Resources counselor will ask whether you prefer face-to-face counseling or phone counseling at the time the referral is made. Students can also initiate contact between 8:00 a.m. to 6:00 p.m. Central time with an intake clinician via an online chat feature, accessed at guidanceresources.com. Communication is offered in multiple languages and for hearing impaired individuals

Guidance Resources has a network of more than 50,000 providers to support OSU students wherever they live, study, or travel. Guidance Resource’s network includes only credentialed, state-licensed clinicians with expertise in areas such as adolescents and children, anxiety disorders and depression, domestic violence, marriage and families, stress management, and substance use. Guidance Resources also has information available online on a range of topics (e.g., relationships, wellness, lifestyle, financial, etc.).

To access for the first time, go to www.guidanceresources.com, click the link for REGISTER, enter OKSTATESAP as your Web ID, and then create your user ID and password.

OSU-Tulsa Counseling Clinic

The OSU-Tulsa Counseling Clinic is available to see students and residents for five free counseling sessions. Additional sessions are \$10/per session. Appointments can be set 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.

Call SAM

Call SAM (Student Assistance by Mercy) has licensed counselors available 24 hours a day, seven days a week to respond to crises, and provide referrals and consultations. Call SAM can be reached at **855-225-2SAM (2726)**.

Community Resources

There are also a variety of community resources that students may wish to access independent of the services provided by OSU. A listing of community resources can be found at <http://centernet.okstate.edu/behavioralhealth.php>. One of these services is Community Outreach Psychiatric Emergency Services (COPES), a part of Family and Children's Services. COPES provides mobile crisis assistance, including on-site intervention, stabilization, and connection to other community services. COPES services are free, confidential, and available 24/7 to anyone in Tulsa County. COPES can be reached at 918-744-4800.

Student Health Status

Physical Examination

Physical Examination

Each student entering OSU College of Osteopathic Medicine is required to have a physical examination, **including a respirator medical evaluation**, completed and recorded on a health form provided by the College prior to matriculation .

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 **(remove hepatitis B)** immunizations have 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 with the last year prior to matriculation.

Health and Hospitalization Insurance

All students are required to provide for their own health care while attending OSU College of Osteopathic Medicine. All students must obtain and pay for health and hospitalization insurance and show proof of coverage prior to registration. Recognized proof of coverage is a photocopy of the policy naming the student as the insured or a letter from the insurance company stating that the student is insured for health/hospitalization care, as well as a photocopy of the insurance card itself. Proof of coverage must be submitted prior to matriculation. Insurance information and applications may be obtained from the Office of Enrollment Management 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 are covered under the student health fee:

- 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
- Lab tests or treatment following an inadvertent needle stick or exposure during the course of training.

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

- Sick and preventative care visits
- Any service provided by non OSU Physicians, 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 medications
- Laboratory tests (other than for needle stick accidents, exposures, or titers)
- 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 Committee on Students with Disabilities is responsible for review and approval of student requests for accommodations related to disabilities. The Assistant Dean of Enrollment Management 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://health.okstate.edu/com/student-life/disability-services.html> or by contacting the Office of Student Life. To request accommodations, please contact:

Angela Bacon, ABD, M.S.
Interim Assistant Dean for Student Life
Office: 918.561.1880
Fax: 918.561.8243
angela.bacon@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 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 <http://www.healthsciences.okstate.edu/com/academics/standards.php>.

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

It is the responsibility of the faculty members of the Oklahoma State University College of Osteopathic Medicine to communicate to students early in the term a clear statement of the grading practices and procedures that will be used to determine the student's final grade. If a student believes those practices and procedures were not consistently and accurately followed when the faculty member determined the student's final grade, the student shall have the right to appeal the case to the Academic Appeals Board if informal discussions fail to resolve the issue. Forms are available in the Office of Enrollment Management. The Grade Appeal Policy can be found in the Academic Standards Handbook and at: <http://www.healthsciences.okstate.edu/com/academics/policies.php>.

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 in-class exams, and unauthorized advance access to an exam, fraudulent alterations of academic materials, 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 at all clinical assignments and national board reviews. 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.



Awards

At commencement and the awards banquet, 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, Leadership and Service Award, Alumni Professional Service Award, and departmental awards. See *Appendix 2* for a complete listing of awards.

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. OSU – CHS will invite all College of Medicine and Graduate College students to attend the ceremony. Graduates who self-identify as American Indian will be asked to stand and be recognized. During the Honoring Ceremony, the appropriate tribal official will present tribal stoles and/or a cultural piece to those students who receive them from their affiliated federally recognized tribe. If a graduate's tribal representative is not present, their tribal stole or cultural piece will be presented by a member of the AIMS. Students are responsible for contacting their tribe to request a stole and/or cultural piece for graduation. OSU – CHS will not be involved in determining which students will receive a stole and/or cultural piece from their respective tribe or the AIMS.

Deans' Hour (MSI and MSII)

Academic administration is available to meet with students during pre-designated periods throughout the academic year. Student leaders also have the opportunity to meet with the Dean on a monthly basis, if requested.

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 vacation periods. 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. Any questions, concerns, or suggestions for the Clerkship Program should be directed to a clinical education staff member listed below. Students can refer to the College

Catalog for a description of the clerkship curriculum for the traditional and rural medical track program. Contact information is as follows:

Christopher C. Thurman, D.O.
Assistant Dean of Clinical Education and Simulation
Professor of Family Medicine
christopher.thurman@okstate.edu

Shelley Houk
Director of Clinical Education and Simulation
(918) 561-1181
Shelley.houk@okstate.edu

ACADEMIC SUCCESS

The Director of the Office of Academic Success works closely with the Learning Skills Specialist/Academic Counselor and the Career Development Specialist to promote academic and career success. Students can be referred to the office when designated triggers are met, by faculty advisor referral, or by suggestion of the Academic Standards Committee. An individualized learning plan will be developed through a coordinated effort between the course or clerkship coordinator, the Office of Academic Success, and the student. Engagement of the student in the individualized learning plan is considered mandatory. Failure of the medical student to complete or progress within the individualized learning plan will result in referral to the Academic Standards Committee for consideration. Remediation services are considered non-punitive and are designed to intervene early enough in the academic curriculum to provide timely support, track academic progress, and to ensure academic success.

Carrie Gilstrap D.O., FACR, FACOI
Director, Office of Academic Success
918-561-1458
carrie.gilstrap@okstate.edu

Academic Counseling

The Learning Skills Specialist/Academic Counselor in the Office of Academic Success is available to assist students with developing study strategies that are necessary for medical school. Services that are offered by the Learning Skills Specialist are: administering and interpreting learning inventories, personality inventories, and study assessments; creating individualized success plans; conducting on-campus presentations; facilitating resources for improved academic performance; and advocating for student success.

Receiving Academic Assistance

Workshops and presentations are offered throughout the year to help students develop stronger study strategies including topics such as time management, study resources, organization, etc. Students are also able to receive assistance by scheduling individual appointments to meet with the Learning Skills Specialist. Information can also be found on the Office of Academic Success website and in the Leo course titled Academic Success.

Denise Fulbright, M.S.
Learning Skills Specialist/Academic Counselor II
Office of Academic Success
918-561-1239
denise.fulbright@okstate.edu

Career Development

The Career Development Specialist in the Office of Academic Success is available to assist students with career planning and creation of important documents for the residency application process for 3rd through 4th year medical students. Various workshops held throughout the year demonstrate how to create a Curriculum Vita (CV) and personal statement, apply for residencies, and network with future programs at the annual Residency Fair.

Residency Applications

Students traditionally begin selecting and applying for internship/residency in the third year of medical school. Information regarding Accreditation Council for Graduate Medical Education (ACGME) accredited internships and residencies with Osteopathic Recognition found in the National Resident Matching Program (NRMP) is available through the Office of Academic Success. Information is also listed in the College Catalog. For assistance, contact the Career Development Specialist at:

Tanya O'Grady, M.B.A.
Career Development Specialist
tanya.ogrady@okstate.edu
(918) 561-8273

Probation and Financial Aid

If the Academic Standards Committee places a student on academic probation, the student is notified by the Financial Aid Officer that he/she may not be eligible for College approved (Title IV) funds until probation status is removed. For more information, contact Financial Aid in the Office of Enrollment Management in room B-157.

Learning Communities

In order to further support our medical students to become problem solvers in a challenging healthcare environment and to facilitate student learning and engagement, OSUCOM places each incoming class into learning communities. These learning communities are intentionally developed longitudinal groups of faculty and students to enhance students' medical school experience and maximize learning. By grouping students into learning communities from the first day of medical school, OSUCOM is able to provide a more individualized experience to its students. The supportive environment of a learning community also offers longitudinal mentoring relationships with faculty role models.

Faculty members in the learning communities provide a network of advisors and mentors with whom students will interact. Each learning community is assigned to a house advisor, who facilitates weekly review sessions, provides mentorship, advice and much more. The OSUCOM learning communities are designed to enrich the educational experience for medical students.

For additional information and guidelines regarding learning communities please contact:

Angela Bacon, ABD, MS
Interim Assistant Dean of Student Life
Office of Student Life
Angela.bacon@okstate.edu
918-561-1880

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.

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 are marked by signs. Remember to stay inside and away from windows. Areas of refuge can be reached from any building without going outside.

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 system is activated.

Once outside, move 300 feet from the buildings. Arriving fire-fighting units 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 Security Office at (918)625-8592.

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. Evacuation of the buildings will be based upon the threat to students within the structure.

Possible Heart Attack Victim

If a an individual is encountered who may have experienced a heart attack, notify emergency personnel by calling 911 and Campus Security at (918) 625-8592. Campus Security Officers are trained to perform Basic Life Support (BLS) and are the designated responders who will coordinate transport with Emergency Medical Services.

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 word processing, Internet, and other productivity tools, as well as a variety of networked computer resources. Students are provided e-mail 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 Library, in the Study Gym (A116), and the lobby of Merkel. 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 Centernet.

OSU E-mail

Oklahoma State University is partnering with Microsoft [Live@edu](#) and Google Mail to allow students to keep their @okstate.edu e-mail account even after they graduate. Moving to Cowboy Mail (Microsoft) or Orange Mail (Google) will allow students to keep their e-mail account for life. OSU worked with the two e-mail service providers to give students the flexibility of choosing the e-mail system that is right for them and their coursework. Students will be able to choose one system to have their @okstate.edu e-mail delivered to, but they will have access to both systems' e-mail services.

To sign up for Cowboy Mail or Orange Mail, which both give you greater storage space, 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. Support and frequently asked questions for changing over to Orange Mail or Cowboy Mail can be found at <http://4help.okstate.edu>.

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 one of two e-mail services for OSU students and is hosted by Microsoft [Live@edu](#). Cowboy Mail allows users to maintain their @okstate.edu e-mail account for life. It also allows for greater flexibility, online file storage via SkyDrive (25 GB of space), and increased e-mail storage capacity (50 GB).

[Orange Mail](#) is another e-mail service for OSU students and is hosted by Google Mail. Orange Mail also allows users to maintain their @okstate.edu e-mail account for life. Orange Mail allows students a maximum of 25 GB of mailbox space and an unlimited amount of space for Google app documents (1 GB of space for non-Google app documents).

[Office 365](#) (also known as Cowboy Mail) is the platform used by OSU faculty and staff. 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://cowboymail.okstate.edu>) is available from a web browser. Mac workstations have Office 2016 available in Office 365 software downloads. An authenticated SMTP server is available for [IMAP users](#). Office 365 provides 50GB inbox mail storage along with unlimited archiving space for employees.

FINANCIAL AID

Financial Aid, Loans, and Scholarships

Students who need financial assistance are encouraged to consider the many types of financial aid available through the OSU Center for Health Sciences Office of Scholarships and 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-CHS scholarships are awarded on the basis of academic achievement, academic potential, leadership, community service, and financial need. Scholarship opportunities may be viewed at: <http://www.healthsciences.okstate.edu/com/financialaid/scholarships/>.

Federal Aid Programs

Federal aid at OSU-CHS 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 January 1 as possible.

Students can apply for assistance by submitting the FAFSA electronically at www.fafsa.ed.gov.

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-CHS Office of Scholarships and 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 of Scholarships and Financial Aid.

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 of time. 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 transcript 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 SIS at <http://prodosu.okstate.edu>.

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-Tulsa Bursar before September 15 for the fall semester and February 15 for the spring semester

Notify the Business Office by e-mail 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 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 EFT's 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 <http://prodosu.okstate.edu>. By participating in direct deposit, students will receive their refunds in their bank account within 48 hours after the credit balance occurs on their bursar account.

Direct inquiries about this payment policy to:

Denise Ware-Marshall, Bursar Office
OSU-Tulsa and Center for Health Sciences
700 N. Greenwood Ave.
Tulsa, OK 74106
918-594-8326

Loan Disbursement and Repayment

The OSU-COM Financial Aid Office is responsible for disbursing all financial aid. Once the promissory note is completed, the funds will be disbursed to the student's bursar account. 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 an exit interview, which must be completed before graduation. All fourth-year students are required to attend an exit interview which is conducted in conjunction with the Financial Aid Office.

Work Study Program Opportunities

A limited amount of funds are available to qualified students under the Federal Work Study Program. For information, please contact the Financial Aid Office at 918-561-8278.

Student Payroll

A student placed on the student payroll must complete all required payroll paper work before starting a work-study position. Students should report to the Financial Aid Office to obtain and complete the required documents. Students are paid at an hourly rate and must submit a biweekly time sheet signed by their supervisor to the Financial Aid Office. Payroll disbursements are normally prepared and disbursed on a bi-weekly basis.

REGISTRAR

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 located on the OSU-Tulsa campus at 700 N. Greenwood.

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 and enrollment certifications electronically via their student account at my.okstate.edu.

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: <http://www.healthsciences.okstate.edu/com/catalog.php>).

Additional information regarding student records can be found online at: <http://www.healthsciences.okstate.edu/registrar/>.

MEDICAL LIBRARY

The Medical Library provides biomedical information and services to support education, research, patient care, and community outreach. Our campus has one of the best biomedical libraries in Oklahoma, consisting of more than 8,000 electronic journals, 4,600 electronic books, 4,000 print books, and a growing collection of rare books and manuscripts. Additional resources can be purchased on demand or borrowed from other libraries. The Library also provides access to research databases and support tools, including ClinicalKey, COMQUEST, TrueLearn COMBANK, Google Scholar, SciVal, Scopus, UpToDate, and VisualDx, among many others. See our website for a complete list of resources and services: health.okstate.edu/library/

Facilities

The Medical Library, located in the Felmlee building, provides eight group study rooms with presentation computers and large TV monitors (seating for 58), 213 individual study carrels in the Medical Library and Tandy Academic Building, and a variety of open seating areas (seating for 27); seating for 298 in total.

Hours

Monday - Friday 5:00 a.m. - Midnight
Saturday - Sunday 9:00 a.m. - Midnight

Borrowing Library Materials

Library materials may be borrowed by presenting a valid student ID to the front desk located near the entrance. Popular items include board review and clinical rotation study guides.

Loan Periods

Print 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, and by e-mail at alma.chslibrary@okstate.edu.

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.

Work Study Positions

For information about library work study positions please email jon.goodell@okstate.edu.

Library Policies

Policies are available on the Library website. Feedback, questions, or concerns should be directed to Jon Goodell, Director, Medical Library, at 918-561-8451 and jon.goodell@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 the library. Keep these groups in mind when displaying small signs and calendars. Openly displayed materials should be made in good taste and honor OSU and the AOA Code of Ethics. Please do your part in maintaining the appearance and orderliness of study areas. The following policies apply to study carrels and group study rooms in the Medical Library and the Tandy Medical Academic Building, and are intended to maintain the longevity and comfort of study spaces and furnishings.

Quiet Study Environment

- Since the Medical Library is a primary space for studying, 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 library.
- Library staff regularly receive feedback requesting the enforcement of quiet study and will ask you to lower your voice or leave the library if loud voices continue after a warning.

Food and Drink

- Food and covered drinks are allowed.
- Food and drink are not permitted near OSU computers or in the Models Room.
- 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 library staff.

Electronics and Facilities

- Study rooms can be reserved on the OSU-CHS website.
- 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 must 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
- to clean up spills/crumbs and dispose of trash
- to not store food or personal belongings in the room
- Students that do not comply with these policies may lose the use of assigned carrels and/or study rooms.

Off Campus Access

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

Work Study Positions

For information about library work study positions please email jon.goodell@okstate.edu.

Library Policies

Policies are available in the FAQ section of the Library website. Feedback, questions, or concerns should be directed to Jon Goodell, Director, Medical Library, at 918-561-8451 and jon.goodell@okstate.edu.

RESEARCH

The Office of Research encourages students to participate in research projects conducted by various College faculty. Research at OSU College of Osteopathic Medicine 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 in an effort 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 that best complements their interests. Students are encouraged to present their work at the College's Annual Research Day where awards are given to the best presentations.

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.

The American Osteopathic Association has a limited number of student fellowships available to qualified candidates. The Auxiliary to the Oklahoma Osteopathic Association also provides funds for student research.



STUDENT GOVERNMENT ASSOCIATION

Student government is a function of the Student Senate and the individual class presidencies. A more detailed description is included in the Student Government Constitution in *Appendix 1*.

Student Senate

The Student Senate is responsible for providing equal representation of all members of the student body to the faculty and administration. Senate officers include the president, vice president, secretary, and treasurer, who serve a one-year term of office and are elected by the first- and second-year classes during early March before all other class elections. Senators include the president, vice president, secretary, and treasurer of each class, an inter-club council representative, and one Bridge representative.

The Senate has direct access to the Dean for consideration of student concerns and works with the Curriculum and Student Affairs Committees on issues of mutual interest. The activities of the Student Senate are reported to the students, the Office of Student Affairs, and the Dean through minutes from each meeting.

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 before the faculty, administration, and Student Senate.

Class elections are held in March following Student Senate officer elections. The first-year class is presided over by the current MSII officers until new elections are held.

For additional information, contact the Student Senate advisor:

Angela Bacon, ABD, M.S.
Interim Assistant Dean for Student Life
Oklahoma State University Center for Health Sciences, College of Osteopathic Medicine
1111 W. 17th St. Room 201
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 *Appendix 1*.

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 College.

Membership shall consist of three (3) members of the faculty, two (2) students, the Director of Libraries, the Director of the Office of Educational Development, the Director of Computing Services, and Chief Medical Informatics Officer. The three (3) members of the College Faculty must come from both biomedical sciences and clinical sciences.

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, two (2) students recommended by the Student Senate, the Assistant Dean for Enrollment Management, the Interim Assistant Dean for Student Life, Director of Clinical Education, and the Student Senate Vice President. Of the two (2) faculty, one (1) must have a D.O. degree and one (1) must have a Ph.D. degree or similar degree.



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 provide periodic training programs on affirmative action policies and procedures for College officials and employees; 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 Student Affairs, 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 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 Coordination Committee, the Student Committee, and the Years 3 & 4 Committee (see table below).

College Committees

Curriculum Advisory Committee

The Curriculum Advisory Committee makes recommendations to the Dean regarding resource and staffing needs associated with delivery of the curriculum and the feasibility of proposed curricular initiatives. The Curriculum Advisory Committee also assists the Curriculum Oversight Committee by designating high priority curriculum agenda topics, providing background information as needed, and conducting special projects. The Curriculum Advisory Committee will review suggestions and recommendations generated by the Curriculum Oversight Committee and supply the Dean with Curriculum Advisory Committee input. A routing sheet will be utilized for all recommendations.

The Curriculum Advisory Committee is comprised of the Senior Associate Dean, Associate Dean of Rural Health, Associate Dean of Clinical Education, Associate Dean of Biomedical Sciences, Assistant Dean of Enrollment Management, Director of Biomedical Sciences Graduate program, Chair of the Curriculum Oversight Committee, Director of the Office of Educational Development, 4 (four) faculty appointed by the Dean with a two-year term of office, and the Chief Operations Officer. The Chair of the Curriculum Advisory Committee is the Senior Associate Dean.

Curriculum Oversight Committee

The Curriculum Oversight Committee of OSU-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 OSU-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, and 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 Skills Coordinator 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 Bride Curriculum Committee, Year 1/2 Coordination Committee, Years 3 & 4 Committee, Student Committee, and the Thread Coordination Committee. The Curriculum Oversight Committee typically will meet 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.

The Curriculum Oversight Committee is comprised of four at-large faculty members, two faculty from the biomedical sciences group and two faculty from the clinical sciences group. These four members are elected by the General Faculty in an election process supervised by the Faculty Affairs Committee. To be nominated for a faculty position, a petition shall be submitted by an eligible faculty member or his or her sponsor with signatures of three (3) voting members of the General Faculty and an accompanying signed statement by the candidate indicating willingness to serve if elected. These documents shall be filed with the Chair of the Faculty Affairs Committee at least thirty (30) days prior to election, except in the initial year for which the filing deadline will be fifteen (15) days prior to election. Initially, one at-large member from each faculty group will be elected for a term of three years and the other at-large member from each group for a term of two years. Thereafter, each at-large member will be elected for a term of three years. A faculty representative of the Years 1 and 2 Curriculum Coordination Committee, Thread Curriculum Coordination Committee, and Years 3 and 4 Curriculum Coordination Committee shall be elected from their respective committees. These Curriculum Coordination Committees and the Student Curriculum Coordination Committee will be defined by the Curriculum Oversight Committee. Other members of the Curriculum Oversight Committee include the Director of Curricular Affairs, Instructional Design and Academic Technologies, CHS Registrar, the Director of Medical Library Services, Chair of the Learning Resources Committee, an advisory (non-voting) local CHS representative from Information Technology, the Chair of the Academic Standards Committee, and the Chair of the Biomedical Sciences Graduate Committee. The Chair of the Curriculum Oversight Committee shall be one of the four (4) at-large faculty members, elected by vote of the committee members at their first meeting, and shall serve as Chair for the term of their office. The Chair shall alternate, whenever possible, between biomedical sciences and clinical sciences. All Curriculum Oversight Committee members are expected to contribute to the committee's activities and attend at least 2/3 of regular meetings.

Curriculum Coordination Committees		
Years 1 & 2 Coordination Com. Associate Dean Biomed Sci. Associate Dean of Clinical Ed BF Coordinator Systems Coordinator Focus Coordinator OMM ITP Coordinator CMF Coordinator Clinical Anatomy Course Director Clinical Skills Coordinator 1 st and 2 nd year Student Members	Student Committee Chair of Curriculum Oversight Committee 1 st Year Class President 2 nd Year Class President 3 rd Year Class President 4 th Year Class President Student Senate president 2 other student representatives Grad student rep (Pres BSGSA) Dual Degree Representative Bridge Student Rep.	Years 3 & 4 Committee Associate Dean of Clinical Ed. Associate Dean for Bio. Sci Director of Clinical Education Required Clerkship Course Directors** 2 nd , 3 rd and 4 th year student Representatives

** Required Clerkships: Pediatrics, Psychiatry, OMM, Family Medicine, Internal Medicine, Rural Health, Surgery, Obstetrics and Gynecology, Emergency Medicine

National Student Representation

The Council of Osteopathic Student Government Presidents (COSGP) is comprised of Student Senate 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 Associations House of Delegates, and the Oklahoma Osteopathic Association.

STUDENT 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, social and cultural enrichment, and community service. The College encourages all students to become active in one or more of the following 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 Student Life. For more detailed and specific policies and procedures, please refer to the Student Life Handbook located at: <https://health.okstate.edu/com/student-life/index.html>

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 Student Life. For a complete list of student organizations at the Oklahoma State University Center for Health Sciences, please check the website at <http://centernet.okstate.edu/students/clubs/index.cfm>.

Sponsored Programs

All student-organized programs and speakers presented under College auspices must be approved by the Interim Dean for Student 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 Student 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 the Office of Student Life through the Club Coordinator no later than 30 days prior to the program date. An Event Approval Form is available in the Office of Student Life. No activity may be conducted without official approvals. All students holding a leadership role in a student organization on campus are required to meet with the Interim Assistant Dean for Student Life or designee at the beginning of the academic year to become trained in club/student programs administrative procedures. A Student Club Handbook with further information is available in the Office of Student Life. Students participating in college-sponsored events are required to adhere to the student travel policy guidelines (see below) or to register participation with the Office of Student Life, where applicable.

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).

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 Travel Policy guidelines. Students on probation are restricted from participation in certain travel. It is the expectation that all students become familiar with the Student Travel Policy, found at <http://www.healthsciences.okstate.edu/com/academics/StudentAttendanceMeetings.pdf>. Per the Student

Travel Policy, all students are required to obtain permission from Course Coordinators and the Assistant Dean for Enrollment Management (for MSIs and M-IIIs) or Associate Dean for Clinical Education (for MSIIIs and MSIVs) to be absent from class or clerkship to attend a school-sponsored event, to represent the college at professional conventions, or where college funds are utilized. 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.

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:

<http://www.healthsciences.okstate.edu/com/academics/International%20Travel.pdf>.

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.

Grade Appeal: See the Grade Appeal Policy found in the Academic Standards Handbook and at <http://www.healthsciences.okstate.edu/com/academics/policies.php>.

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 112, 918-561-1950.

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

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

Grade Appeal: See the Grade Appeal Policy found in the Academic Standards Handbook and at: <http://www.healthsciences.okstate.edu/com/academics/policies.php>.

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 112, 918-561-1950.

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

Non-compliance with AOA Accreditation Standards: See Non-compliance with AOA Accreditation Standards Policy, found below and in the College Catalog at: <https://health.okstate.edu/com/academics/index.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 Student 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 Assistant 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. A copy of the standards is available upon request from the Office of Academic Affairs. 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. A written, dated and signed complaint must be filed with the Office of Enrollment Management.
2. Enrollment Management will consult with the Senior Associate Dean 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 Senior Associate Dean, Enrollment Management, and the student complainant.
4. If corrective action is indicated, the Senior Associate Dean 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 Enrollment Management.
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:
- 7.

Secretary, Commission on Osteopathic College Accreditation
American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611-2864
Phone (312) 202-8000
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 in regards to any concerns they may have. The OSU-COM Feedback form is located on the website at <http://centernet.okstate.edu/students/feedback.php>.

Feedback will be addressed according to the policies and procedures described.

Facilities Planning and Space Utilization Committee

All requests for changes or additions to campus inventory such as facilities, land, infrastructure and/or outdoor campus environment, must first obtain approval from the Facilities Planning and Space Utilization Committee (FPSUC). See policy #F001 <https://tulsa.sp.okstate.edu/OSUCHS%20Policies/1-%20General%20University/Facilities%20Planning%20and%20Space%20Utilization%20Committee.pdf>

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, medical problems, family crisis, etc.

General Provisions

A student who applies for a leave of absence from OSU-COM is responsible for all academic work scheduled up to the official date of the voluntary leave of absence determined by the Senior Associate Dean. In extraordinary circumstances, the Senior Associate Dean may excuse the student from academic responsibilities prior to the official date of the voluntary leave of absence.

Time spent in leave(s) of absence for up to 18 months is not counted toward the normal limit of six years that a student has to complete the D.O. program. Any student whose leave(s) of absence, for any reason, cumulatively exceeds 18 months will be withdrawn from OSU-COM and must apply for readmission through the traditional admission process pursuant to OSU-COM's policy on withdrawal.

For enrollment and financial aid purposes, all leaves of absence will be processed as withdrawals beginning with the official date of the leave of absence. Students who take a leave of absence may lose their tuition and fees for the term based on the refund dates and percentages listed in the College Catalog. The use of the term withdrawal in this section does not constitute a withdrawal from OSU-COM under OSU-COM's policy on withdrawal unless the leave of absence cumulatively exceeds 18 months.

Any disciplinary proceeding(s) pending against a student at the time the student's leave of absence is approved will continue as soon as the approved leave of absence ends. A student on leave of absence will not be considered an enrolled student and will not be permitted to participate in any educational activities or clinical assignments.

Voluntary Leave Requests

To initiate a leave of absence from OSU-COM, a student must submit a fully executed Student Request for a Leave of Absence or Withdrawal (available on the OSU-COM website and in Student Affairs) to the Assistant Dean for Enrollment Management that includes the reason(s) in sufficient detail for the requested leave of absence. Students who have completed the preclinical years must submit a Rotation Report from Clinical Education with their request. Students who are requesting a leave of absence and need access to OSU services during their leave will also need to submit a copy of their Social Security card. For a leave of absence for medical reasons, the request must also be accompanied by a letter from a physician or treating mental health provider, describing the nature of the illness for which the leave is requested and the estimated length of time needed for recovery.

The Senior Associate Dean will decide in his or her discretion and based upon satisfactory justification whether to approve a leave of absence request. Before seeking approval from the Senior Associate Dean, the Request must also be signed by the Manager of Clinical Education (when the student has completed preclinical curriculum), the Manager of Financial Aid, The Associate Dean of Academic Affairs, the Senior Associate Dean of Academic Affairs, and the student. The Senior Associate Dean will approve the

request by signing the form, which must include starting and ending dates for the leave. After obtaining approval from the Senior Associate Dean, the student will submit the form to the Assistant Dean for Enrollment Management for final verification and to process the request.

Return from Leave of Absence

Before a student may return to educational activities following a leave of absence, the student must submit a fully executed Return from Leave of Absence Form to the Assistant Dean for Enrollment Management prior to the ending date of the applicable leave of absence. Students requesting to return from a leave of absence for medical reasons must submit a letter from a physician or treating mental health provider stating that the student has recovered from the illness leading to the leave of absence and meets OSU-COM's Technical Standards (with or without accommodation) with the written request.

The Senior Associate Dean will decide in his or her discretion and based upon satisfactory justification whether to approve the request. Before seeking approval from the Senior Associate Dean, the request must also be signed by the Manager of Clinical Education (when the student has completed preclinical curriculum), the Manager of Financial Aid, the Director of Student Success, the Associate Dean of Academic Affairs, the Senior Associate Dean of Academic Affairs, and the student. After obtaining approval from the Senior Associate Dean, the student will submit the form to the Assistant Dean for Enrollment Management for final verification and to process the request.

If the Senior Associate Dean approves the request, he or she will determine the student's placement within the curriculum. A leave of absence during Year 1 or 2 generally requires that the student repeat the academic year in which he or she was enrolled at the time of the leave. A leave of absence during Year 3 or 4 generally requires that the student resume the rotation schedule where he or she initiated the leave of absence.

Students who take a leave of absence after having completed their pre-clinical curriculum must maintain their knowledge and clinical skills while they are on the leave. Before returning to the program to resume rotations, the student must have taken and passed his or her COMLEX Level 1 examination and verified with the Office of Clinical Education that he or she has met the following requirements:

- Participated in Transition Week;
- Holds active Advanced Cardiac Life Support and Basic Life Support certification;
- Is current on required immunizations and examinations as confirmed by the Student Health Nurse;
- Is resuming rotations at the same point that he or she began the Leave of Absence; and
- Has completed the following within the prior twelve months:
 - Approved background check;
 - Approved drug screen;
 - Mask-fitting;
 - Health Insurance Portability and Accountability Act training; and
 - Electronic health record system training.

Requests for Additional Leave

If a student is unable to return to educational activities by the ending date of an approved leave of absence, the student must submit a new written request to the Senior Associate Dean for the additional leave of absence prior to the ending date of the applicable leave of absence. The request must follow each of the requirements applicable to leave requests set forth in this policy, including the submission of a new letter from a physician or treating mental health provider, if applicable, as the request for an additional leave is considered a new request.

Failure to Contact the Assistant Dean for Enrollment Management

Any student who fails to contact the Assistant Dean for Enrollment Management prior to the ending date of the approved leave of absence may be subject to disciplinary action, including dismissal.

Withdrawal Policy

Overview

Students may decide that they no longer wish to continue their medical education at OSU-COM. Should a student determine that he or she wants to withdraw from OSU-COM, the student must adhere to the following policies and procedures.

General Provisions

To initiate a withdrawal from OSU-COM, a student must submit a fully executed Student Request for a Leave of Absence or Withdrawal (available on the OSU-COM website and in Student Affairs) to the Assistant Dean for Enrollment Management that includes the reason(s) in sufficient detail for the requested withdrawal. The student must submit the request in advance, unless extraordinary circumstances prevent the student from doing so.

The Senior Associate Dean will decide in his or her discretion and based upon satisfactory justification whether to approve a withdrawal request. Before seeking approval from the Senior Associate Dean, the Request must also be signed by the Manager of Clinical Education (when the student has completed preclinical curriculum), the Manager of Financial Aid, the Associate Dean of Academic Affairs, the Senior Associate Dean of Academic Affairs, and the student. To complete the form, the student must settle all outstanding financial obligations and complete financial aid exit counseling, if applicable. The Senior Associate Dean will approve the request by signing the form, which must include starting date for the withdrawal. After obtaining approval from the Senior Associate Dean, the student will submit the form to the Assistant Dean for Enrollment Management for final verification and to process the request. The Assistant Dean for Enrollment Management will obtain the student's badge and terminate access to college resources.

At the time a withdrawal is granted, the Registrar will make an entry on the official permanent record indicating the academic standing of the student. "Withdrawal (WP), in good standing," will be recorded if the student is not on academic probation and has received no course grades or averaged examination grades less than 70% during the semester in which the withdrawal is requested. "Withdrawal (WU), not in good academic standing," will be recorded if the student is on academic probation or has received course grades or averaged examination grades less than 70% during the semester in which the withdrawal is requested.

Any student who does not complete this process for voluntary withdrawal will not be entitled to an official withdrawal and consequently will not be considered for readmission at a later date. Readmission following withdrawal is not assured. Following withdrawal, a student must submit an application for readmission through the traditional admission process.

APPENDICES

Appendix 1

Student Government Constitution

Preamble: This constitution is established to direct the government of the students of Oklahoma State University College of Osteopathic Medicine.

Mission of OSU-COM: providing primary care physicians to serve rural and underserved Oklahoma.

Code of Ethics

Upon entry to this institution, each student chooses to take on the responsibilities and duties of an osteopathic physician. Medical education involves the development of professional and ethical behavior that will become an integral part of a medical practice. This Code of Ethics will help formulate the attitude and thinking of the student physician. The students of Oklahoma State University College of Osteopathic Medicine choose then to abide by the following Code of Ethics, as well as the AOA Code of Ethics found here: <http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>

Section 1. An osteopathic student physician has an obligation to society and the osteopathic medical profession to maintain high ethical standards. Breaches of integrity or unethical behavior are intolerable, and it is the responsibility of each student physician to adhere to the highest ethical standards throughout his/her professional life.

Section 2. The student physician shall keep in confidence whatever he or she may learn about a colleague, faculty member, or patient in the discharge of professional duties. Information shall be divulged by the student physician when required by the appropriate authorities or when authorized by the person in question.

Section 3. In the event a student believes that a fellow student may have a mental health/impairment problem, it is his/her responsibility to support and seek additional help for that individual. The osteopathic medical profession consistently seeks to encourage resolution of such problems without condemnation of the individual.

Section 4. The development of professional behavior begins as a student physician and is fostered by attitude and outward appearance. It is this professional behavior that helps establish rapport with future colleagues. Although OSU-COM has no enforced dress code or mandatory attendance policy, it is through student consensus that the following guidelines be adhered to:

1. Each student will assume a self-imposed attendance policy of at least 85% attendance to all lectures and 100% attendance to all laboratory and clinical assignments; 100% attendance is mandatory at all exams, except in extreme cases. Individual departments may require additional attendance requirements.
2. Each student will adhere to appropriate standards of dress:
 - a. Clinical assignment — Appropriate business casual with white coat or matching scrubs.
 - b. Guest lecturers, outside clinical faculty — appropriate professional attire. (An example of appropriate dress is a shirt with a collar, slacks or other long pants, or dress, and shoes) matching scrubs and adherence to syllabi.
 - c. OMM lab, anatomy lab — designated by faculty.
 - d. Non-clinical dress is expected to be professional; however, cutoff shorts, running shorts, tank tops, and torn or dirty clothing are not permitted at any time in any medical school building. Students must also refrain from wearing caps or hats in campus buildings

Article I — Name and Duties

Section 1. This governmental body of all duly registered medical students of OSU College of Osteopathic Medicine shall be called the Student Government Association (SGA).

Section 2. The duties and responsibilities of the Student Government Association (SGA) shall include, but not be limited to:

1. Collection and expression of student opinion;
2. Take consideration to all matters presented by the student body, faculty, or administration;
3. Orientation of the incoming first-year classes;

4. Communication of SGA Senate proceedings for the information of the student body, faculty, and administration;
5. Confirmation of student representatives for faculty and administrative committees;
6. Maintenance of high standards of professional integrity and conduct;
7. Improvement of the art and science of osteopathic medicine.

Section 3. The primary governing body of the SGA shall be the SGA Student Senate (as described in Article II) under the direction of the SGA Executive Board (as described in Article III).

Section 4. Medical Students shall be defined as individuals who are accepted into and currently enrolled in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree (e.g. D.O./Ph.D. D.O./M.B.A. D.O./M.S. or D.O./M.S. – Forensics, etc.) within the Oklahoma State University Center for Health Sciences (OSU-CHS).

Section 5. Bridge Students shall be defined as individuals who are accepted into and currently enrolled in the medical bridge program within OSU-COM. This program entails that the students will split the class load for the first year. They matriculate as first year medical students, receiving their white coat, after the initial first year of classes.

Article II — Student Senate

Section 1.- Members

Section 1a. The voting members of the Student Senate shall consist of the Class Officers (as described in Article IV) of each class, the SGA Executive Board (as described in Article III), a Biomedical Sciences Graduate Student representative (as described in Article V, Section 2), a Bridge student representative (as described in Article V, Section 3) and two Inter-Club Council representatives (non SGA or Class officers) who are appointed by the SGA president.

Section 1b. Non Voting members of the Student Senate shall consist of SGA Committee Chairs (as described in Article VI and VII), any additional ad-hoc chairs appointed by the SGA President, as well as one representative from each of the graduate programs at the OSU-CHS, not already represented on the Senate, as chosen by their respective governing body.

Section 1c. Eight (8) members of the Senate will constitute a quorum.

Section 2. Unless otherwise specified by the constitution, the proceedings of the Senate will be in accordance with the latest edition of Robert's Rules of Order.

Section 3. - Meetings

Section 3a. Regular meetings of the Senate are held quarterly at the discretion of the SGA President or Executive Vice President.

Section 3b. Meetings will be announced at least one week in advance. The time and place is determined by poll or the President of the SGA with regard to academic schedules.

Section 3c. For consideration of any legitimate matter, special Senate meetings may be convened by the President, or at the request of the Office of Student Life, or by any four senators. The President, at his/her discretion, may call for a single-subject emergency meeting without a prior one-week written notice.

Article III — Student Government Association Executive Board

Section 1. SGA executive board is comprised of President-Emeritus, President, Executive Vice President, Administrative Vice President, Secretary, and Treasurer.

Section 2. At the time of election, the SGA Executive Board officers shall be students in good academic standing in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree within OSU-COM, and will be elected at-large from all students as defined in Article I, Sections 4 and 5. All students at the Center for Health Sciences (at all locations) are eligible to vote in the election of SGA Executive Board members.

Section 3. Students who serve as the SGA President-Emeritus/President and Administrative Vice President may not be the president of another club or association on campus or hold the Peer Review Committee position during their term of office. Furthermore, it is highly recommended they limit themselves from holding other club officer positions.

Section 4. SGA Executive Board Job Descriptions:

President-Emeritus:

- Serve as an active mentor and render other assistance when called upon by the President
- Non-elected position, 2nd year of President's term
- May hold national positions while in office as President
- Non-voting member of the Senate
- Serves on the Student Affairs Committee as the 3rd year representative.
- Attends SGA Executive Board meetings as available
- SGA President Speaks at graduation (during their respective graduation year)

President:

- 2 year term, elected in as a current OMS-I student see Article VIII, Section 1
- Reviews OSU Student Government Constitution yearly
- Updates SGA Strategic Plan yearly
- Presides over all Senate meetings
- Does not vote in the Senate except to break a tie
- Decides when and where Senate meetings will be held (see Article II)
- Serves as non-voting member of the Student Affairs Committee
- Student representative to the OSU-COM Alumni Association
- Student representative to the A&M Board of Regents meetings (per request)
- Representative to the Council of Osteopathic Student Government Presidents (COSGP). This position includes participation in five meetings per year. They are in April (in beginning of the term of office), July, October, January, and April (at the end of the term of office). This council is comprised of SGA Presidents from every osteopathic medical school in the United States.
- Voting student delegate of Oklahoma delegation to the AOA House of Delegates
- Student representative to the Oklahoma Osteopathic Association, attend monthly Oklahoma Osteopathic Association Executive Board meetings, and prepare reports to the OOA outlining student involvement.
- Serve as the chairman of the Oklahoma Osteopathic Association Student Selection Committee to appoint members of the student body to serve on various bureaus and committees of the OOA.
- Student Representative to the Clinical Rotations Committee/Years 1-2 committee.
- Student representative to the Curriculum Oversight Committee and the Student Curriculum Committee
- Liaison to all of the Deans at OSU-COM for all four classes including, but not limited to, Dean of Students, Dean of Admissions, Dean of OSU-COM, etc.
- Collection and dissemination of information to all students of OSU-COM
- Oversee orientation for entering students
- Appoints standing committee chairs with the exception of the Finance Committee, which is chaired by the SGA Treasurer. All appointments are subject to approval by the Senate.
- Appoint SGA Chairs and Representatives, may be done by interview or interest inquiries.
- Appointment of chairperson for Student Peer Review Committee per the recommendation of the current Peer Review Committee chairman. (see Article VI, Section 3)
- Other duties as assigned

Executive Vice-President:

- Act in absence of President
- Student Representative to Student Affairs Committee

- Representative to the Student Curriculum Committee
- Serve as Parliamentarian of Senate meetings
- Become proficient at and educate Senators on use of Robert's Rules of Order
- Vote in Senate meetings
- Act as chair of PAC (Political Advocacy Committee)
- Assist the president with duties per request
- Attend the AOA House of Delegates as an alternative student delegate
- Submit to the chair of each college committee that has a student representative the names of the appointed students and serve as the contact person for each committee if needed
- Representative to the Council of Osteopathic Student Government Presidents (COSGP). This position includes participation in three meetings per year. They are in July, October, and January.
- Other duties as assigned

Administrative Vice President:

- Act in absence to Executive Vice President
- Keep the student activities calendar up to date and ensure proper scheduling of club/organization meetings
- Organize a club fair for new students to be held within the first month of the beginning of classes
- Representative to the Council of Osteopathic Student Government Presidents (COSGP) if the President or Executive Vice President are unable to attend.
- Work with clubs to update official OSU-COM club media, to include, but not limited to webpages, Facebook, on-campus advertising, etc.
- Work with the Student Life office to host transitional meeting for all outgoing and incoming club officers.
- Act as a resource to club officers and address club concerns
- Co-organize and run the Council of Presidents meetings with the President
- Ensure that clubs are following the minimal requirements of community service, as well as submitting the necessary documents to Student Life via email or the provided Google drive.
- Vote in Senate meetings.
- Other duties as assigned

Secretary:

- Keep, type, and present minutes of each Senate meeting
- Keep an accurate record of attendance for each Senate, Student Leadership and SGA Executive Board meetings
- Assure that minutes are copied to the SGA Google Drive within one week of the meeting
- Vote in Senate meetings
- Post an agenda one week prior to Senate meetings and post the minutes on campus within one week of the meeting; in addition, send the agenda and minutes via email within one week of the meeting
- Responsible for all correspondence of the SGA and the Senate
- Work with SGA Public Relations Chair to keep social media up to date and monitoring to make sure postings and comments are appropriate
- Chair the Student Doctor of the Year Committee
- Other duties as assigned

Treasurer:

- Please see recommended policy and procedure in student Life regarding SGA student senate budgeting and appropriations.
- Keep a current account and a permanent record of all SGA expenditures and financial obligations
- Work closely with the OSU-COM business office to follow the activity of the various Senate financial accounts

- Submit all SGA expenses to the administration
- Chair the Senate Finance Committee
- Appoint students to the finance committee as need (approved by Senate vote)
- Give a report at Senate meetings
- Vote at Senate meetings
- Other duties as assigned

1st Year Representative:

- Chosen by November 1st of OMS-I year via an interview process with the SGA Executive Board
- Must be interested in running for President, Executive Vice President, or Administrative Vice President
- Assist in hosting events, especially those geared towards OMS-I class
- Contribute ideas and help with planning
- Attend OSGA (Oklahoma Student Government Association) meetings
- Attend Student Leadership meetings
- Non-voting member of the Senate

Article IV – Class Officers

Section 1. OMS I / OMS II Class Officer Job Descriptions

President:

- Attends all class and senate meetings
- Class liaison to administration and faculty
- Assistance with OMS I orientation (OMS II year only)
- Acting president of OMS I class pending OMS I class officer elections (OMS II year only)
- Voting member of the SGA Student Senate
- Selection of class committee members (OMS I only)
- Organization of class activities and use of class funds
- Appoint members of the Student Peer Review Committee (see Article VI, Section 3b)
- Provide equal representation to all members of the class
- Student Representative to the Clinical Rotations Committee (OMS II only)

Vice-president:

- Voting member of Student Senate, attends all class and Senate meetings
- Chair of the Medical Gala Committee: includes assurance of completion of all duties pertaining to the organization of the Medical Gala (OMS II only)
- Assist class president and act in his/her absence
- Assistance with OMS I orientation (OMS II year only)
- Responsible for end-of-year gathering (picnic, party, etc.) held by classes

Secretary:

- Keep minutes of all class representative meetings, accurate record of attendance at all meetings and is responsible for all correspondence sent on behalf of the class
- Voting member of Student Senate, attends all class and Senate meetings
- Assistance with OMS I orientation (OMS II year only)
- Email and post on social media the weekly school schedules
- Other duties as assigned

Treasurer:

- Keep an accurate account of class funds
- Receives and maintains account records from the business office
- Takes receipts to the business office for reimbursement or arranges for payment through the business office from class fund

- Voting member of the Student Senate, attends all class and senate meeting. Assistance with incoming OMS I orientation (OMS II year only)
- Other duties as assigned

Section 2. OMS III / OMS IV Class Officer Job Descriptions

President:

- Class representative to administration, faculty and student senate throughout third and fourth years
- Assists Student Life with planning and participation in graduation activities
- Prepares and presents a 3-4 minute graduation speech
- Planning and conducting class meetings monthly to update each officer of upcoming events and/or problems
- Other duties as assigned

Vice-president:

- Assists the president in duties of representation
- Serves as proxy for the president in his or her absence
- Assists with dissemination of information to all class members of upcoming events and opportunities
- Attends all class officer meetings
- Serve as members of the Graduation Committee
- Other duties as assigned

Secretary:

- Insure dissemination of information to all class members by way of e-mail or other form of adequate correspondence
- Attends all class meetings
- Contact the Student Senate president on a monthly basis to update information that needs to be sent out or information from OMS III/IV that needs to be presented to Senate
- Serve as members of the Graduation Committee
- Other duties as assigned

Treasurer:

- Maintain financial records for the class funds
- Work directly with the Student Life Specialist in maintaining these funds
- Chair any fundraising committee for the class
- Attend all meetings of class officers
- Serve as members of the Graduation Committee
- Other duties as assigned

Article V — Elections and Installations

Section 1. Class officers are elected at-large from medical students who are current members of their respective classes. Class membership is only open to students who are accepted into and currently enrolled in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree (e.g. D.O./Ph.D. D.O./M.B.A. D.O./M.S. or D.O./M.S. – Forensics, etc.). Students must be in good academic standing. SGA will conduct these elections.

Section 1a. Second-year class officers serve as provisional representatives for the entering class and will conduct first-year class meetings until the election of first-year class officers has occurred.

Section 1b. Class officer elections are to be held within 6-8 weeks of the beginning of school.

Section 1c. If a class officer is to step down in any manner, voluntarily or involuntarily, the position shall be filled by the appropriate subsequent officer until new elections can occur. The preceding medical class officer or an SGA executive board officer may fill that role as needed, as well.

Section 2. Biomedical Graduate students shall elect one Senator from their respective academic programs, or however the Biomedical Sciences Graduate Student Association (BSGSA) bylaws delegate that elected position of SGA Representative. Doctor of Osteopathic Medicine students (those holding class membership, as defined in Article I, Section 4) shall only vote for class officers from their respective classes and will not be eligible to vote for Senators from other academic programs (e.g. graduate program). Students enrolled in dual degree programs (e.g. D.O./Ph.D.; D.O./M.B.A.; D.O./M.S.) are considered Doctor of Osteopathic Medicine students and will be allowed to vote for their respective graduate program associations based on the bylaws of that association. Senators from academic programs other than the Doctor of Osteopathic Medicine must be currently enrolled in coursework to be eligible to hold office.

Section 3. Elections for the SGA Executive board for the next academic year are held as early as possible in March, with club organizations occurring subsequently.

Section 3a. Newly elected SGA Executive Board members and club organization officers will assume authority May 1st following elections and a transition meeting.

Section 4. All elections, ballots, or referenda are overseen by SGA Executive Board, or its duly appointed committee, in office at the time. Voters will receive notice of items or candidates to be voted on no later than one week before the scheduled election, ballot, or referendum. Proposals on amendment, recommendation, or candidacy are filed with the secretary of the SGA. Ballots will be marked in secret, and each voter will be checked against the roster of his or her class to ensure accountability of the results.

Section 5. If no candidate for office receives a majority of votes cast in an election, a runoff between the two candidates with the greatest number of votes shall be held as soon as possible, but within one week after the general election. The runoff will be decided by a simple majority of votes cast. In all cases, a majority of the votes shall be defined as 50 percent of the total votes cast, plus one (1).

Section 6. In the case of abdication of an office, a new officer will be elected from the student body if more than sixty days remain in the unexpired term, except for the office of president, which will be assumed by the vice president.

Section 7. Voting shall be open for a time decided on by the student officials holding the elections which will be determined in order to allow a majority of students to participate. These voting times shall be posted at least 48 hours prior to the beginning of the elections.

Section 8. Results of the elections shall be verified by the three student officials running the elections.

Section 9. Candidates giving election speeches shall be sequestered from hearing opponent's speeches. Candidates may return to the room to hear speeches for students running for other officers. Candidates may not campaign for a position in any way.

Article VI — Committees

Section 1. The following committees contain students from a variety of classes appointed by the SGA President and approved by a majority vote of the Senate. The purpose is to represent the views of the students in the particular committee. Because of the importance of student representation, any appointed committee member who misses two or more committee meetings, without valid justification, during an academic year shall be replaced with new student representative. Attendance for these meetings will be reported by the Faculty Chairperson to the SGA President or Vice President for review.

Section 1a. Curriculum Committees

Curriculum Oversight Committee - held by SGA President and 4th year Class President

Years 1 & 2 Committee - held by 1st and 2nd year appointed representatives

Years 3 & 4 Committee - held by 2nd, 3rd and 4th year Class Presidents

Student Curriculum Committee - held by SGA Executive Vice President, 1st, 2nd, 3rd and 4th year Class Presidents, Bridge student representative, a dual degree representative, and 1st and 2nd year appointed representatives

Section 1b. Student Affairs Committee - held by two OMS-I and two OMS-II appointed representatives, SGA executive Vice President, and SGA President-Emeritus

Section 1c. Learning Resources Committee - held by one OMS-I and one OMS-II appointed representatives

Section 1d. Academic Conduct Review Committee. This committee will convene at the discretion of the Dean of the College (or their designee) to conduct hearings on the matters of academic misconduct. The committee consists of faculty and student members appointed by the Dean with recommendations from the SGA President. The committee members will establish separate sets of criteria dealing with matters of academic misconduct. This committee will be dissolved at the discretion of the Dean of the College.

Section 2. Wellness Committee

Section 2a. Interview process is October - November of OMS-I year. A candidate will be chosen by SOMA and SGA according to Wellness bylaws.

Section 2b. Duties

- 4 year term
- Attend Wellness meetings and participate in planning and coordinating wellness initiatives
- Chair Student Wellness Committee as an OMS-II

Section 3. Student Peer Review Committee

Section 3a. The purpose of this committee shall be to encourage and maintain a high level of professional education and student conduct in the area of academic honesty and professional and ethical behavior.

Section 3b. Members.

- This committee consists of 13 members, three members from each class appointed by the class president and approved by a majority vote of the Student Senate. In addition, the SGA President appoints a chairperson, with majority vote from the Student Senate, for that committee to oversee the activities of the committee.
- The chairman and the members from the first-year and second-year classes are active members. The six members from the third-year and fourth-year classes are inactive.
- Third-year and fourth-year class committee members may be called to committee if the complaint or concern involves a third-year student of fourth-year student, or the chairman of the committee determines it essential to the function of the committee for the third-year and fourth-year classes to be represented.
- These appointed members will serve a term of up to four years. The first-year class committee members are appointed by the Student Senate president with recommendations from the first-year class president and the Dean of Student Life, subject to approval by the Senate.
- If a member of the committee vacates his or her position, the SGA President will appoint a replacement appropriate for the vacancy to serve the remainder of the term. Any member of this committee may be removed by a two-thirds vote by the SGA Executive Board.

Section 3c. The chairperson of the committee shall be known to the entire student body. A student who believes he or she observes an infraction non-academic in nature which seems to violate the ethical and professional standards which are outlined in the Code of Ethics shall submit to the chairperson a written, signed statement of the observations. This statement shall include the date, persons involved and the nature of the infraction(s). This statement may be put in the chairperson's locker, given by hand or emailed to the chairperson.

Section 3d. The Peer Review Committee shall meet in an off-campus location to evaluate any written allegations of misconduct in a preliminary hearing. This hearing is to evaluate the severity of the charges and to determine whether further action should be taken. The chairperson shall have the authority to call a committee meeting at anytime if warranted.

Section 3e. Formal Review Process. In the event the committee determines the allegations are serious enough to merit formal review, the following actions shall be taken:

- Chairperson calls a formal review meeting of the committee to be held at an off-campus location at a date and time determined by the committee

- No less than 10 days prior to the formal review meeting the person charged with allegations shall be notified in writing as to the nature of the allegations and the date, time and location of the formal review meeting.
- Any student who is the subject of an allegation submitted for formal review shall have the right:
 - To appear in person and present his/her case
 - To be accompanied by an advisor, colleague or friend
 - To call witnesses to assist in establishing facts of the case
 - To ask questions and refuse to answer questions
 - To receive explanation of the reasons for any decision rendered
- The Dean shall be notified of the allegations so that the appropriate leaves of absence may be obtained, if necessary, for all committee members
- At the conclusion of the formal review meeting, the committee shall deliberate and choose an appropriate course of action. The committee may:
 - Dismiss the allegations
 - Reprimand the student and place a copy of the reprimand in a file only available to the committee
 - Recommend further disciplinary action be taken. If the committee finds that further action should be taken, a recommendation shall be forwarded to the appropriate authority at the College, the student, and his/her faculty advisor

Article VII - SGA Chair Positions

Section 1. Wellness Chair - see Article VI, Section 2.

Section 2. Diversity Chair

- Work with Admissions and Recruitment to promote diversity in the student body
- Plan and execute diversity events on campus

Section 3. Peer Review Chair - see Article VI, Section 3b.

Section 4. Public Relations Chair

- Oversees social media (Facebook, Slack, Instagram, etc.)
- Promotes events via flyers, email, etc.
- Coordinate off campus social events

Section 5. Research Chair

Section 6. SGA President, with majority vote from the Executive board, may add Ad Hoc chair positions as needed.

Article VIII - Additional Campuses

Section 1. SGA Executive Board Members

Section 1a. Positions

- President:
 - Elected from any campus
- Executive Vice President:
 - Elected from any campus
- Administrative Vice President:
 - Must be one on each campus of OSU-COM.
 - Hold bi-monthly meetings or conference calls with all Administrative Vice Presidents and a Student Life representative
- Secretary:
 - May be from any campus of OSU-COM
- Treasurer:
 - May be from any campus of OSU-COM

Section 2. Class Officers

Section 2a. Positions

- Branch President
 - Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
 - Will maintain the duties defined in Article IV, Sections 1 and 2.
- Branch Vice President
 - Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
 - Will maintain the duties defined in Article IV, Sections 1 and 2.
- Branch Secretary
 - Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
 - Will maintain the duties defined in Article IV, Sections 1 and 2.
- Branch Treasurer
 - Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
 - Will maintain the duties defined in Article IV, Sections 1 and 2.
- The above Class Officer positions will be held by students located at the Tulsa campus in addition to the additional campus for each class. Therefore, there will be a total of 4 class officer positions held by each class, on each campus.

Section 3. Student Senate Representation

A representative from each campus must be in attendance at each meeting.

Section 4. Club Officers

Determined by each club on an individual basis according to the individual bylaws of that organization.

Article IX - Amendments

Section 1. If a two-thirds majority of all senators approves a proposed amendment to the constitution, the proposed amendment will be presented to the student body in the form of a referendum. The amendment will take effect following a favorable ballot by majority of the votes cast by the student body.

Appendix 2

Student Awards

Awards presented at the Graduation Banquet include but are not limited to:

Award	Presented by	Award Criteria
Alumni Recognition Award	Alumni Association	Service to school and community- Senior student
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
Departmental Awards	Anatomy and Cell Biology, Psychiatry & Behavioral Sciences, Biochemistry, Family Medicine, Internal Medicine, Microbiology, Obstetrics/Gynecology, Osteopathic Manipulative Medicine, Pathology, Pediatrics, Pharmacology, Physiology, Radiology, Rural Medicine, Surgery	
Leadership and Service Award	Office of Student Life	Outstanding senior student making contribution to class in leadership and service (over all 4 years)
Mind, Body and Spirit Award	Office of Student Life	Student(s) who have displayed the osteopathic philosophy of mind, body, spirit through community service projects
Outstanding Student Ambassadors Award	Office of Enrollment Management	Displays extraordinary student ambassador leadership and service skills
Regents' Award	OSU Board of Regents	Outstanding senior student

Appendix 3

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 (no tears), slacks, or skirts/dresses, blazers and jackets. Students must display OSU-issued student identification badges prominently at all times 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 with pockets and/or hoods. All wristwatches must be removed prior to entering the examination area. Additional details may apply.

Exceptions

The only exception to the dress code policy is when a course requires special dress (such as wearing of 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. Non-compliance with the dress code requirements may result in a non-cognitive assessment (non-cog) or other referrals for improper professional behavior.

Appendix 4

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 SSB 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 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 SSB 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."



STUDENT ATTESTATION FORM

Student Handbook Attestation

I (Print Name) _____ attest that I have reviewed and agree to comply with all policies, procedures, regulations, and information contained in the Student Handbook.

Signature

Date

MEDIA RELEASE

I hereby grant full permission to the Oklahoma State University – Center for Health Sciences (OSU-CHS) to use my likeness, including any photographs, videos, recordings, or any other visual record of my presence on campus for commercial advertising, social media posts, promotion of OSU-CHS or any other legitimate purpose. I understand that signing this media release is optional and not a condition of my continued enrollment at OSU-CHS.

Print Name

Signature

Date

Handbook Revision:

Rev: 12/2015

Rev: 05/2016

Rev: 02/2017

Rev: 07/2017

Rev: 07/2018

Rev: 07/2019