Administration

V. Burns Hargis, J.D.
President and System CEO
Oklahoma State University

Kayse Shrum, D.O.
President, OSU Center for Health Sciences
Dean, College of Osteopathic Medicine
Professor, Department of Pediatrics

William Pettit, D.O.
Provost, OSU Center for Health Sciences
Senior Associate Dean, OSU College of Osteopathic Medicine
Associate Dean, Center for Rural Health
Professor, Department of Family Medicine

Johnny Stephens, Pharm.D.
Chief Operating Officer
Interim Vice President for Research
Professor, Department of Medicine

Eric Polak, M.B.A.
Vice President of Administration and Finance

Bruce Benjamin, Ph.D.
Vice Provost for Graduate Studies
Associate Dean, Department of Biomedical Sciences
Associate Professor, Department of Physiology

Associate Dean for Academic Affairs
Professor and Chair, Department of Osteopathic Manipulative Medicine

Vivian Stevens, Ph.D.
Associate Dean, Office of Enrollment Management
Professor, Department of Behavioral Sciences

Joan Stewart, D.O., M.P.H.
Associate Dean, Office of Clinical Education
Professor, Department of Family Medicine

Kent Smith, Ph.D.
Associate Dean, Office for the Advancement of American Indians in Medicine and Science
Professor of Anatomy
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SUMMER 2015

May 26  Memorial Day Holiday
June 8   First day of Graduate student classes
June 10  Last day to add (nonrestrictive)
          Last day to drop a course with no grade & no fees charged
          Last day for 100% refund on withdrawal
June 12  Last day to enroll
          Last day to add (restrictive)
          Last day to drop a course (grade of “W”) & 50% fees refunded for course
July 06  MSIII & MS IV fall rotations begin
July 3   Fourth of July Holiday
July 17  Last day to drop course (grade of “W”)
          Last day to drop withdraw from all courses with automatic “W”
July 24  Last day to withdraw from all courses with assigned “W” or “F”
July 31  Class work ends for graduate students
August 4 Summer term grades due
# Fall 2015

## 1st & 2nd Year Medical Students

**Biomedical Science Students Taking Shared Medical Courses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 6</td>
<td>Class of 2017 rotations begin (see detailed schedule from Clinical Education)</td>
</tr>
<tr>
<td>July 31-Aug. 7</td>
<td>MSI Required Orientation (see detailed schedule)</td>
</tr>
<tr>
<td>Aug.1</td>
<td>White Coat Ceremony</td>
</tr>
<tr>
<td>Aug. 7</td>
<td>MS II Required Orientation</td>
</tr>
<tr>
<td>Aug. 10</td>
<td>First Day of Class</td>
</tr>
<tr>
<td>Aug. 18</td>
<td>Last day to add (nonrestrictive-graduate students)</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course with no grade &amp; no fees charged for course</td>
</tr>
<tr>
<td></td>
<td>Last day for 100% refund on withdrawal</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Last day to enroll (graduate students)</td>
</tr>
<tr>
<td></td>
<td>Last day to add (restrictive-graduate students)</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course (grade of “W” &amp; 50% fees refunded for course.)</td>
</tr>
<tr>
<td></td>
<td>Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Deadline to file Graduate Student diploma application (for name to appear in the fall main campus Commencement Program)</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Last day to drop a course with grade of “W”</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw from all courses with automatic “W”</td>
</tr>
<tr>
<td>Nov. 30</td>
<td>Last day to withdraw from all courses with assigned “W” or “F”</td>
</tr>
<tr>
<td>Nov. 26-27</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Dec. 11</td>
<td>Last day of class</td>
</tr>
<tr>
<td>Dec. 14-17</td>
<td>Finals</td>
</tr>
<tr>
<td>Dec. 21</td>
<td>Final grades due from faculty</td>
</tr>
</tbody>
</table>

## Graduate Students (if not taking shared medical school courses)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 14</td>
<td>Final enrollment date – late fees assessed after this date</td>
</tr>
<tr>
<td>Aug. 17</td>
<td>First day of class (Students taking Foundations see Med calendar)</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Last day to add (nonrestrictive-graduate students)</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course with no grade &amp; no fees charged for course</td>
</tr>
<tr>
<td></td>
<td>Last day for 100% refund on withdrawal</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>Last day to enroll (graduate students)</td>
</tr>
<tr>
<td></td>
<td>Last day to add (restrictive-graduate students)</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course (grade of “W” &amp; 50% fees refunded for course.)</td>
</tr>
<tr>
<td></td>
<td>Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>Graduate Student Spring Enrollment Begins</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Deadline to file Graduate Student diploma application (for name to appear in the fall main campus Commencement Program)</td>
</tr>
<tr>
<td>Nov. 6</td>
<td>Last day to drop a course with grade of “W”</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw from all courses with automatic “W”</td>
</tr>
<tr>
<td>Nov. 20</td>
<td>Last day to withdraw from all courses with assigned “W” or “F”</td>
</tr>
<tr>
<td>Nov. 26-27</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Dec. 4</td>
<td>Last day of class</td>
</tr>
<tr>
<td>Dec. 7-11</td>
<td>Finals</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Final grades due from faculty</td>
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</tbody>
</table>
SPRING 2016  
1st & 2nd Year Medical Students  
Biomedical Science Students Taking Shared Medical Courses  

Jan. 4  
First Day of Class  

Jan. 12  
Last day to add (nonrestrictive-graduate students)  
Last day to drop a course with no grade & no fees charged for course  
Last day for 100% refund on withdrawal  

Jan. 18  
Last day to enroll (graduate students)  
Last day to add (restrictive-graduate students)  
Last day to drop a course (grade of “W” & 50% fees refunded for course.)  
Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)  

March 14-18  
Spring Break  

April 1  
Deadline to file Graduate Student diploma application (for name to appear in the spring main campus Commencement Program)  

April 06  
Last day to drop a course (grade of “W”)  
Last day to withdraw from all courses with automatic “W”  

April 25  
Last day to withdraw from all courses with assigned “W” or “F”  

May 06  
Last Day of Class  

May 9-12  
Finals  

April 21  
Graduation  

May 16  
Final grades due from faculty  

Graduate Students (if not taking shared medical school courses)  

Jan. 08  
Final enrollment date – late fees assessed after this date  

Jan. 12  
First day of class (Students taking Systems see Med calendar)  

Jan. 18  
Martin Luther King, Jr. Holiday  

Jan. 19  
Last day to add (nonrestrictive)  
Last day to drop a course with no grade & no fees charged for course  
Last day for 100% refund on withdrawal  

Jan. 22  
Last day to enroll  
Last day to add (restrictive)  
Last day to drop a course (grade of “W”) & 50% fees refunded for course  
Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)  

March 14-18  
Spring Break  

April 01  
Deadline to file Graduate Student diploma application (for name to appear in the spring main campus Commencement Program)  

April 08  
Last day to drop a course (grade of “W”)  
Last day to withdraw from all courses with automatic “W”  

April 22  
Last day to withdraw from all courses with assigned “W” or “F”  

April 29  
Last day of class  

May 02-06  
Finals  

May 10  
Final grades due from faculty  

April 21  
Graduation (OSU-Stillwater Ceremony is May 6th)  

*****************************************************
General Information

Student Handbook
The Oklahoma State University College of Osteopathic Medicine publishes the Medical Student Handbook in order to familiarize students with pertinent policies and procedures, services, and organizations. As student-related policies and procedures change, we will attempt to notify the student body. Academic policies and regulations can be found in the 2015-2016 Academic Standards Handbook found at: http://www.healthsciences.okstate.edu/com/academics/standards.php
Students may view various other policies at: http://www.healthsciences.okstate.edu/com/academics/policies.php.

It is the expectation that all students will review the Academic Standards Handbook and Student Handbook as part of their matriculation at OSU-CHS. For information on academic policies, please refer to the Academic Standards Handbook and policies section, which can be found online.

Administration, faculty, and staff 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 students are expected to comply with the AOA Code of Ethics, which can be found at http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx.

If students have questions, please contact the Director of Student Affairs or the Associate Dean for Enrollment Management in the Office of Student Affairs. Provisions in this handbook will guide the operation of the Office of Student Affairs during the 2015-2016 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

Address
Oklahoma State University College of Osteopathic Medicine
1111 West 17th Street
Tulsa, Oklahoma 74107-1898
(918) 582-1972
www.healthsciences.okstate.edu

Office of Student Affairs
Vivian M. Stevens, Ph.D., Associate Dean for Enrollment Management
Angela Bacon, M.S., Director of Student Affairs
Amanda Sumner, Registrar
Monica Macklin, Coordinator of Student Records
Jason Marrujo, M.S., Manager of Financial Aid and Scholarships
Patrick Anderson, Coordinator of Financial Aid and Graduate Admissions
Tanya O’Grady, M.B.A., Career Development Specialist
Sarah Quinten, Admissions Specialist
Maghin Abernathy, Director of Recruitment
Angie Bruce, M.Ed., Recruiter
Adriana Livingston, Administrative Assistant

Communications
Students’ personal addresses are maintained in the Office of Student Affairs and are used for official communications only. It is each student’s responsibility to notify the Office of Student Affairs, Room B-157, of any change of local address or telephone numbers. The College will direct all student mail to the individual’s assigned locker during the first and second years of study.

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 Associate Dean of Enrollment Management to assist in resolution.

Automatic Teller Machine (ATM)
The College offers 24-hour access to an ATM located on the ground floor near the bookstore.

Bookstore
The College contracts with Matthews Book Company to operate Tulsa’s only medical bookstore. Located in Founders Hall, the bookstore is open 9:00 a.m. to 4:00 p.m. Monday, 9:00 a.m. to 5:00 p.m. Tuesday-Friday, and 10:00 a.m. to 2:00 p.m. Saturday. The bookstore carries textbooks for all programs offered through the CHS campus. They also stock medical and forensic reference books, medical dictionaries, medical supplies and equipment, lab coats, scrubs, collegiate licensed apparel and gift items, school supplies, and sundries. In addition, a consumer health section includes books written for the layperson’s benefit. The staff strives to accommodate special orders
for titles not in stock. They also offer personalization of lab coats, scrubs, polos, and other professional attire. Customers may also visit the store website to view a wide variety of books and medical supplies.

Building Hours
The campus is open from 6 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 p.m., and access to campus at that time requires entry by student ID swipe card.

Break-out rooms, the study gym, and the library area are designated as quiet zones to facilitate individual study. The study gym and library-based break-out rooms are overseen by the Library. All other break-out rooms are available on a first-come first-serve basis and require swipe-card access for entry. Students should contact the SGA’s Inter-Club Liaison if they want to reserve a study room for individual or group study. Break-out rooms are not for study use during designated small-group class times. Additionally, break-out rooms may be needed for official college business and are not available to students at those required times and/or when reserved.

All students are expected to exhibit professional behavior when using campus buildings and equipment.

Security
The College is protected by security services 24-hours a day, seven days a week. 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 security immediately. Dialing #911 from a campus phone or the security digital phone at 625-8592 enables you to reach 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 Public Safety located at OSU-Tulsa by calling 594-8123.

Campus Security Policy
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. It is the responsibility of the
employee/student to replace his/her ID should it become lost or damaged. The ID is the property of the OSU-CHS and must be relinquished upon termination from employment or admission.

If you have any safety concerns while on campus, please contact Dale Chapman at dale.chapman@okstate.edu, feel free to 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.

Procedures
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 defaced cards. There is not a replacement fee for these 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. Verification of identity and employment status will be made before the temporary ID is issued. 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 Dean of Students for potential disciplinary actions.

Vendors/Visitors
Vendors and visitors are required to obtain a guest ID by checking in at one of the two reception desks on the ground floor. Visitors and vendors are required to wear their visitor ID in a clearly visible manner while conducting business on OSU-CHS property. Vendors and visitors who do not comply will be escorted off campus.

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

Lockers
Upon enrollment, all first and second year students will be assigned lockers located on the ground floor next to the Fitness Center. Both outside and internal mail, memos, and other documents and publications are placed in these lockers for students to pick up. Lockers are maintained by the Office of Student Affairs.

Lost and Found
Unclaimed items may be deposited and claimed at the security guard’s desk in the main lobby. After 90 days, unclaimed items are disposed.

Nondiscrimination Policies
• Nondiscrimination in the Education Process — The administration of the College is committed to providing an educational environment free from discriminatory and sexist behavior. It is expected that faculty, staff, and the student body will work toward this goal. The College in compliance with
Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 as amended, Vietnam Era Veterans' Readjustment Assistance Act and other federal laws and regulations does not discriminate on the basis of race, color, national origin, gender, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information, or age in any of its policies, practices, or procedures. Students with grievances relating to alleged discrimination on the basis of race, color, national origin, gender, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information, or age may seek redress. Complaints may be handled through the grievance procedure published on page 40 of this handbook or through the Office of Student Conduct/Title IX Coordinator, as appropriate.

Sexual Harassment: Oklahoma State University-Center for Health Sciences takes acts of sexual harassment, which includes sexual violence, seriously and believes that 1 victim is 2 many (see http://1is2manychs.okstate.edu/ for information on resources, reporting options, policies, and the student conduct process.) 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:

<table>
<thead>
<tr>
<th>Situations Regarding OSU-CHS Students</th>
<th>Situations Regarding Faculty and Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vivian Stevens, Ph.D., Title IX Coordinator</td>
<td>Sandy Cooper, JD, Title IX Coordinator</td>
</tr>
<tr>
<td>Angela Bacon, Title IX Deputy Coordinator</td>
<td>Tina Tappana, Title IX Deputy Coordinator</td>
</tr>
<tr>
<td>Office of Student Conduct, Room A-112</td>
<td>OSU-Tulsa, Main Hall 1405</td>
</tr>
<tr>
<td>918-561-1950</td>
<td>918-594-8222</td>
</tr>
<tr>
<td><a href="mailto:chssco@okstate.edu">chssco@okstate.edu</a></td>
<td><a href="mailto:Tulsa.titleix@okstate.edu">Tulsa.titleix@okstate.edu</a></td>
</tr>
</tbody>
</table>

**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 http://1is2manychs.okstate.edu/ or by contacting the Office of Student Affairs. For questions about compliance with this training, please contact the Registrar’s Office or Associate Dean for Enrollment Management at 918-561-8421.

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; 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 which results from the duties officially assigned to a school official and which 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 on the rear view mirror of their car in order to park in campus allotted spaces. Ample space is available in the east lot, and students are encouraged to use this lot. While parking on campus grounds, students must occupy only one parking stall, and must not park in the fire lanes. Only people with bona fide disabled tags on hangers are authorized to park in those stalls marked for their usage.

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 Affairs at 561-8277, located in room B-157. For student club functions, the Interclub Liaison will assist with making plans. Students will need to turn in an Event Request Form to the Office of
Student Services and also have the date tentatively placed on the calendar by the Interclub Liaison. Once the event is approved, the Office of Student Services will notify the Interclub liaison, 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**

**College Position**

The mental and physical health and well-being of students is vital to the success of the College and to the student, and is necessary to maintain the high standards of health care provided to the general public. The College has the right and obligation to provide students with a safe, healthy, efficient, and effective learning environment free from outside influences, including illegal chemical substances.

Therefore, the College has established a policy regarding the use, possession, distribution, or sale of illegal drugs, which a student will follow while enrolled at the College. The College also will provide assistance to students experiencing personal, substance abuse, or family problems.

The College does not intend to impose a particular moral standard on students. But in order for the College to maintain quality, productivity, and the safety and well-being of students, there can be no illegal use or possession of chemical substances in the learning environment.
**Definitions**

“Illegal chemical substance” is any substance that an individual may not sell, possess, use, or distribute under the laws of the federal government and state in which he or she is employed, resides, or is engaged in an approved course of study. The term also includes prescription drugs obtained without authorization, or prescribed drugs and over-the-counter drugs not being used for their intended purposes. The term includes, but is not limited to, alcohol, marijuana and cocaine.

**Provisions**

The College strongly encourages students with problems of illegal chemical substance use to seek help through the Student Affairs office. Anyone who voluntarily seeks treatment will receive help on a completely confidential basis.

A student may be subject to dismissal or may be referred to legal authorities if he or she possesses, uses, distributes, sells, or is under the influence of an illegal chemical substance while in class, on campus, or as a representative of the College during or outside normal classroom hours.

A student’s written or oral consent is not required to put the terms of this policy into effect; consent is implicit as a condition of continued enrollment in the College. An investigation to put the policy into effect may include, but is not limited to, a search of lockers assigned by the College or other items belonging to the student while the items are on property owned, operated, or under the control of the College. If a student does not cooperate with an investigation, he or she may be subject to dismissal from the College.

The College reserves the right to test all students enrolled in the academic program to determine the existence of chemical substances. The administration may randomly select students for screening by a supervised and nondiscriminatory method to identify students who are violating the College’s policy.

If test results are positive, the student has the option to request assistance. If the student refuses to participate or cooperate in the screening, he or she will be automatically dismissed from the College. Any student reasonably suspected of chemical abuse may also be scheduled for screening. Persons who fail selective screening will be subject to dismissal. Student consent to such screenings is not required, as it is a condition of continued enrollment.

Students who voluntarily request assistance through the College’s Student Assistance Program prior to screening will be granted assistance without fear of disciplinary action.

**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.
- 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 formally 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. While it is natural to want to spare ourselves or others from perceived anguish and potential criticism, we have a duty to respond. If property or the safety of others is being threatened, call OSU-CHS security for immediate assistance.

Students who are concerned about their own personal situation can seek assistance in one of the following ways: 1) contact their own private healthcare provider, 2) contact the Counseling Center and Training Clinic at OSU-Tulsa directly at 918-594-8277, or (3) contact the Director of Student Affairs (Angela Bacon) or the Associate Dean for Enrollment Management (Dr. Vivian Stevens) in the Office of Student Affairs or the Associate Dean for Clinical Education (Dr. Joan Stewart) for information or assistance. Students can also contact a faculty member, who can directly or indirectly assist the student by contacting the Office of Student Affairs on the student’s behalf.

Students who become aware of or suspect problems in fellow students can contact the Associate Dean for Enrollment Management or Director of Student Affairs 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.

Contact Information

OSU-Tulsa Counseling Center and Training Clinic
(918) 594-8277

Vivian Stevens, Ph.D.
Associate Dean for Enrollment Management
Professor, Department of Behavioral Sciences
(918) 561-8205
vivian.stevens@okstate.edu

Angela Bacon, M.S.
Director of Student Affairs
918-561-8312
Angela.bacon@okstate.edu
Americans with Disabilities Act Accommodations
The Oklahoma State University College of Osteopathic Medicine (OSU-COM) will provide reasonable accommodations to medical students with disabilities, as defined by the Americans with Disabilities Act (ADA) and/or Section 502 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 Associate 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: http://centernet.okstate.edu/students/disabilities/policies.cfm or by contacting the Office of Student Affairs. To request accommodations, please contact:

Angela Bacon, M.S.
Director of Student Affairs
Oklahoma State University Center for Health Sciences, College of Osteopathic Medicine
1111 W. 17th St.
Tulsa, OK 74107
Office: 918.561.8312
Fax: 918.561.8243
angela.bacon@okstate.edu

Student Health Status

Physical Examination
Each student entering OSU College of Osteopathic Medicine is required to have a physical examination 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 hepatitis B immunization series has not been completed prior to matriculation, it must be completed during the first year at the student’s expense. 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 to the registrar each year. Insurance information and applications may be obtained from the Office of Student Affairs and/or the OSU Medical Clinic.

Student Health Service Fees
The student health service fee is intended to cover the co-payment and deductibles of OSU-CHS students that result from the charge for an office visit to a primary care physician employed by OSU-CHS.
*This fee does not replace the requirement for students to obtain health insurance coverage.*

Students must make an appointment with an OSU Physician and follow the normal check-in procedures for patients.
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 following an inadvertent needle stick and treatment associated with needle stick.

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
- Specialty care, procedural fees or hospitalization
- Fees associated with a pregnancy
- Prescriptions and over-the-counter medications
- Laboratory tests (other than for needle stick accidents or titers)
- Radiology services
- Supplies (crutches, etc.)
Academic Affairs

Academic Standards
The Academic Standards Handbook offers all information regarding academic standards. 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. The Academic Standards Committee was established to maintain the highest standards of professional and academic conduct within the college.

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 Academic Affairs.

Allegation of Academic Dishonesty or Misconduct
Academic dishonesty is not 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, unauthorized advance access to an exam, fraudulent alterations of academic materials, knowing cooperation with another person in an academically dishonest undertaking.

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, several awards are presented to outstanding senior students, including 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.
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 2 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 Ashley Groom, Program Specialist I, Noreen Phillips, Program Coordinator I, or Robert Sammons, M.S., Director for Clinical Education. Students can refer to the College Catalog for a description of the clerkship curriculum for the traditional and rural medical track program.

Ashley Groom (918) 561 – 1235
Program Specialist I
e-mail: Ashley.groom@okstate.edu

Noreen Phillips  (918) 561-1232
Program Specialist II
e-mail: noreen.phillips@okstate.edu

Robert Sammons, M.A.  (918) 561-1181
Director for Clinical Education
e-mail: robert.sammons@okstate.edu

Deans’ Hour (MS-I and MS-II)
Class schedules are arranged so that one hour each month is available for a Dean’s conference, when students may meet with the academic administration. The Dean is available to meet with students during these times or on other occasions, when requested. Student leaders have the opportunity to also meet with the Dean on a monthly basis, if requested, and to arrange for campus-wide Dean’s hours, if desired.

Internship/Residency Applications
Students traditionally begin selecting and applying for internship/residency in the third year of studies at the College. Information regarding American Osteopathic Association (AOA) accredited internships and residencies are available through the Office of Student Affairs. The Career Development Specialist in the Office of Student Affairs is available to assist students with career planning and the residency application process.

Probation and Financial Aid
If the Academic Standards Committee places a student on academic probation, that 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 the Financial Aid Office in room B-157.

Emergency Procedures

Emergency Alert System
This handbook addresses five general emergency conditions: tornadoes and severe weather, bomb threats, fire and explosions, hazardous odors and hazardous materials spills. Each of these conditions represents the potential for property damage, personal injury, or even death. These instructions are designed to familiarize students with the basic actions they should take in an emergency, in order to minimize the danger to themselves and others at the College. Organization, planning, and preventive measures will not be covered.

You can register to receive emergency notifications using your Okey and password. Select the method for notification – cell phone, email, etc. https://app.it.okstate.edu/okey/

The OSU/A&M System provides an emergency notification system for all faculty, staff and students. The System will be utilized during events that pose an eminent danger to the lives and safety of the OSU/A&M community through emergency calls and text messaging broadcasts. You must provide at least one mobile phone number or voice only line contact to proceed to your O-Key profile. By clicking on the "Add Contact Information" button, a new browser tab will direct you to our Campus Alerts and Notifications system where you may enter mobile and voice only numbers. Return to this page and click the 'Refresh' button. Review your information, then click 'Done' to proceed to your O-Key profile. In the event that your browser session has timed out, log back in to O-Key and click the 'Done' button on the Campus Alerts and Notification page.

Tornado and Severe Weather
The college continuously monitors National Weather Service broadcasts. Early severe weather warnings transmitted by the National Weather Service/Civil Defense which will enable college administration to provide campus occupants with ample time to reach a designated tornado area of refuge.
All locations are notified when 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.

Building occupants should go directly to a designated tornado area of refuge when the civil defense siren is activated. All areas of refuge are located on the ground floor and are plainly marked by signs. Remember; stay where it is safe and away from windows. Occupants should not leave any of the buildings. Areas of refuge can be reached from any point within any building without going outside. Area emergency coordinators will assist occupants in reaching these areas of refuge. Most of the occupants at the OSU Physicians Clinics have been trained to assist. The on-duty security guard and physical plant engineer will notify occupants when to return. Please stay in designated areas until notified.

**Bomb Threat**
The College, like any other public institution, is subject to telephone bomb threats, although the incidence at the College is extremely low. The majority of telephone bomb threats to public institutions are made in an attempt to disrupt the normal routine of the institution.

The switchboard operator usually will receive the threatening calls, but you may receive one at a telephone extension. Listen carefully to the caller and immediately write down everything that is said. This will help to record the information needed by the administration and bomb experts to assess the potential danger and take the appropriate action. Call security when you have completed the information, and the officer on duty will notify the proper authorities. Do not talk to other people about the call. When the building is evacuated, it will be accomplished in stages: one floor or work area at a time along designated safe routes out of the buildings. Cooperate with the area emergency coordinator to complete a safe and orderly evacuation.

**Fire Procedures**
When activated, the fire alarm will produce a loud continuous horn type noise. Activate the alarm system if you see a fire within the buildings by pulling one of the red fire alarm switches located throughout the buildings. The alarm system is designed to be activated automatically via smoke and fire detectors, but your actions will save valuable time in evacuating the buildings if the automatic system malfunctions.

Exit the building immediately upon hearing the alarm. Use the nearest exit. All fire exits are plainly marked with illuminated signs that will be flashing when the system is activated. Area emergency coordinators have been assigned to each section of the building complex to assist you. Your cooperation with them will help provide a safe and orderly evacuation of the buildings during a fire.

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 away 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 the security guard and/or physical plant engineer on duty. If it is determined the building should be evacuated, they will activate the alarm and will direct the emergency operations until an official emergency team takes over.

Hazardous Material Spills
Report all emergency chemical, biological or radiological spills to the Research and Sponsored Programs Office at 586-4600.

If the spill presents an immediate danger, leave the spill site and warn others and control entry to the spill site. Remove contaminated clothing and flush skin/eyes with water at least 15-30 minutes; use soap for intermediate and final cleaning of skin areas. NEVER assume gases or vapors do not exist or are harmless because of lack of smell. Don’t allow anyone to resume work in the spill area until a survey is made and approval of the safety officer is secured.

Hazardous Release/Spill/Explosion Outside of Building
If a hazardous release, spill or other emergency occurs outside of the OSU-CHS 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. Normal operations can continue inside the building, but outside operations should be suspended until any officials rule out any danger. Evacuation of the buildings will be based upon the threat to employees within the structure.

Possible Heart Attack Victim
The college has developed a training program for Cardiac Pulmonary Resuscitation (BLS – Basic Life Support) and the use of the Heartstream FR2 semi-automatic external defibrillators (AED). Time is of the essence. If you come into contact with a person who may have had a heart attack, notify emergency personnel by calling Campus Security. Campus Security are trained to perform BLS and are the designated responders who will coordinate transport with Emergency Medical Services by contacting 911.

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. 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, and 500MB of network storage available from any computer on campus.
We’re a hotspot! Medical Students may connect to the OSU-CHS wireless network from any location on the CHS campus.

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 whenever the library is open. 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) or use the 500MB of personal network storage available from any computer on campus to save their personal files on them when using any public computer.

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.

**Duplication Services for Student Organizations**
Official student organizations are permitted to use the services of Central Duplication for a fee. Organizations wishing to make duplication requests must set up an account with Central Duplication so services are charged appropriately.

**Messages for Students**
Because of the complex schedules involved in a normal working day, the College cannot accept responsibility for delivering personal messages. If the College receives an emergency message, it will be referred to the Office of Student Affairs for transmittal, and a written message will be placed in the student’s locker or by e-mail notification.

**Student Complaints**
All non-academic complaints are to be directed to the Office of Student Affairs. If a resolution cannot be made at this level, the Director of Student Affairs and/or Associate Dean for Enrollment Management may bring it to the attention of appropriate College officials.

All academic complaints are to be directed to the faculty member in the discipline. If a resolution cannot be reached there, then counsel of the Department Chair is sought. If further resolution is indicated, the Senior Associate Dean for Academic Affairs is consulted. The final step is the Dean, whose decision is final and binding.

**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/student/scholarships/index.cfm

**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 will:

- 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 campus wide ID (CWID) 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 emailed 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 email 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
♦ 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 the 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, Bursar Office
OSU-Tulsa and Center for Health Sciences
700 N. Greenwood Ave.
Tulsa, OK 74106
918-594-8326

Loan Disbursement and Repayment
Center for Health Sciences 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.

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 Student Affairs 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.

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 records reflecting the change.

Medical Library
The Medical Library provides biomedical information and library services that support teaching, learning, research, patient care, and community outreach. To support its service mission the Medical Library has built one of the best biomedical information resource collections in Oklahoma, consisting of more than 350 print journals titles, 16,000 electronic journals, 11,000 print books, 1700 ebooks, and 5,500 audiovisuals. The Library also provides access to numerous online databases, including PubMed, DynaMed, UpToDate, ClinicalKey, Bates’ Visual Guide to Physical Examination Videos, EXAM MASTER Online, BoardVitals, STAT!Ref, AccessMedicine, VisualDx, Acland’s Anatomy Online, Natural Medicines, and Psychiatry Online. A complete list is available at http://www.healthsciences.okstate.edu/medlibrary/resources.cfm.

The OSU Medical Library provides a number of important services to students including:

- Assistance in locating materials in the collection and using equipment
- Instruction and assistance in searching biomedical literature databases
- Quick answers to reference questions by phone or at the Reference Desk
- Off Campus Access to online resources
- Easy access to a well-equipped computer lab
- Interlibrary Loan for providing materials not available in the collection

Hours of Operation

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:00 a.m. – Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>9:00 a.m. – Midnight</td>
</tr>
</tbody>
</table>

Check the Library website for special hours and holidays.

Work Study
The College’s Medical Library has job openings for work-study students year round. For information please contact the Library at 918-561-8449.
Library Policies
Policies are available on the Library website. Questions or concerns about library policies should be directed to Dohn H. Martin, the associate library director.

Borrowing Privileges
Library materials may be borrowed by presenting your valid OSU ID card to the staff at the Circulation Services Desk, located near the entrance to the Library.

Loan Periods and Late Fee Charge

<table>
<thead>
<tr>
<th>Type</th>
<th>Period</th>
<th>Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiovisuals</td>
<td>30 days</td>
<td>.10 per day</td>
</tr>
<tr>
<td>Books</td>
<td>30 days</td>
<td>.10 per day</td>
</tr>
<tr>
<td>Print Journals/Videocassettes</td>
<td>7 days</td>
<td>.25 per day</td>
</tr>
<tr>
<td>Course Reserve Materials*</td>
<td>2 hours</td>
<td>.60 per hour</td>
</tr>
<tr>
<td>Models, realia*</td>
<td>same day return</td>
<td>.60 per hour</td>
</tr>
<tr>
<td>Bone Boxes</td>
<td>3 days</td>
<td>$6.00 per day</td>
</tr>
<tr>
<td>Radiographs*</td>
<td>2 hours</td>
<td>.60 per day</td>
</tr>
<tr>
<td>Osteopathic journals</td>
<td>library use only</td>
<td></td>
</tr>
<tr>
<td>Reference materials</td>
<td>library use only</td>
<td></td>
</tr>
</tbody>
</table>

*Some materials may be kept overnight if checked out within three hours of closing and returned by 8:00 a.m. on the due date.

Renewals
One renewal is allowed on most materials. Renewals may be made in person, by phone, or on the Library website.

Fines and Billing
Library fines are paid at the Medical Library. Four overdue letters will be sent to you before you are billed for the replacement cost of the material plus a non-refundable processing fee.

Unreturned Materials
When library material(s) become forty days overdue, the borrower will be billed for the replacement cost of the item(s), plus a non-refundable processing fee(s).

Recalls
Recalled materials are those items that have been requested by another OSU Center for Health Sciences student, staff or faculty member. Materials with 30-day circulation periods may be recalled after seven days. Items needed for course reserves or the reference collection may be recalled at any time. Fines are $1.00 per day on unreturned recalls.

Suspension of Library Privileges
Library privileges will be suspended for fines over $50.00, for recalled items not returned by the recall date due, anytime a final notice is sent, and when you are billed for lost materials. The Dean of Student Affairs is notified when students become suspended. All fines must be cleared.
before your library borrowing privileges can be restored. Students must clear all outstanding fines and bills at the Medical Library before they can graduate.

**Book and Article Delivery Service (ILL)**
A complete list of journals that are available in electronic format is available by clicking on [ejournals](#) on the Library’s website. If a specific book or journal article is not available through the OSU Medical Library, it can be ordered through Interlibrary loan (ILL). Requests for ILL’s can be made in person, by telephone, or on the Library website.

**Off Campus Access**
Students, staff, and faculty have access to OSU Medical Library databases through our off-campus access system. This system operates from the Library website and is activated automatically when a user is accessing the website from off-campus. With automatic activation the user will be prompted for a user name and password. If you have questions about off-campus access please contacts the Library at 561-8449.
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. Work-study funds are also available through the financial aid office. Contact the Office of Research for further information.
Student Government

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 the appendix.

**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 the second week of October.

**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.
**College Committees**

Students serve on the following committees:

**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 Associate Dean for Enrollment Management, the Director of Student Affairs, 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 Year 1 & 2 Coordination Committee, the Student Committee, and the Clerkship Committee (see table below).

*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, Associate 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; 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 Year 1/2 Coordination Committee, Clerkship 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 Year 1/2 Coordination Committee, Thread Coordination Committee, and Clerkship Committee shall be elected from their respective committees. These Curriculum Coordination Committees and the Student Coordination Committee will be defined by the Curriculum Oversight Committee. Other members of the Curriculum Oversight Committee include the Director of the Office of Educational Development, Director of Student Services (Academic Skills Coordinator), Chair of the Learning Resources Committee, an Information Technology Representative, 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.

<table>
<thead>
<tr>
<th>Curriculum Coordination Committees</th>
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<tbody>
<tr>
<td><strong>Year 1&amp;2 Coordination Com.</strong></td>
</tr>
<tr>
<td>Associate Dean Biomed Sci.</td>
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<tr>
<td>Associate Dean of Clinical Ed</td>
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<tr>
<td>BF Coordinator</td>
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<tr>
<td>Systems Coordinator</td>
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<td>Focus Coordinator</td>
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<td>OMM</td>
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<tr>
<td>ITP Coordinator</td>
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<td>CMF Coordinator</td>
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<tr>
<td>Clinical Anatomy Course Director</td>
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<tr>
<td>Clinical Skills Coordinator</td>
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<tr>
<td>1st and 2nd year Student Members</td>
</tr>
</tbody>
</table>

* Thread Chair Directors: Pediatrics, Geriatrics, Rural, Behavioral, OMM, Biomedical, Surgery, Diagnostic Imaging

** 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, and 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 Affairs.

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 Affairs. 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 Director of Student Affairs and/or Associate Dean for Enrollment Management. 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 Affairs. 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 Affairs through the club coordinator no later than 30 days prior to the program date; a Club Approval Form is available in the Office of Student Affairs. 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 Director of Student Affairs 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 Affairs. 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 Affairs, 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. 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](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 Associate Dean for Enrollment Management (for MS-Is and MS-IIs) or Associate Dean for Clinical Education (for MS-llls and MS-llVs) 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](http://www.healthsciences.okstate.edu/com/academics/International%20Travel.pdf)).
**Student Grievance Procedures**

Students with grievances relating to alleged discrimination on the basis of race, color, national origin, gender, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information, or age 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.

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 dean of students. If this attempt fails, he/she should present a written account of the alleged act to the chairman of the Affirmative Action Compliance Committee no later than thirty (30) days after becoming aware of its occurrence. The chairman 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.

If a settlement cannot be reached, the complainant may submit to the chairman a request for a formal hearing before the entire committee. Within ten (10) days after receiving the written request, the Affirmative Action Compliance Committee will convene and review the grievance. Within five (5) days after the review, the committee will issue an opinion regarding the grievance.

The complainant will have ten (10) days to appeal to the College Dean the committee’s decision. 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. His 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 chairman 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 Student Affairs.
2. Student Affairs 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, Student Affairs 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 Student Affairs.
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:
   Secretary, Commission on Osteopathic College Accreditation
   American Osteopathic Association
   142 East Ontario Street
   Chicago, IL 60611-2864
   Phone (312) 202-8097
   predoc@osteopathic.org
Appendices

Appendix 1

Student Government Constitution

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

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 OSU College of Osteopathic Medicine choose then to abide by the following Code of Ethics.

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 substance abuse 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 the College has no enforced dress code or mandatory attendance policy, it is through student choice that the following guidelines be adhered to:

1. Each student will assume a self-imposed attendance policy of at least 85 percent attendance to all lectures and 100 percent 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
1. Clinical assignment — white lab coat, name tag, tie, slacks or dress, and appropriate shoes.
2. 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).
3. OMM lab, anatomy lab — designated by faculty.

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 Senate.

**Section 2.** The duties and responsibilities of the Senate shall include, but not be limited to:
- Collection and expression of student opinion;
- Due consideration to all matters presented by the student body, faculty, or administration;
- Orientation of the incoming first-year classes;
- Communication of Senate proceedings for the information of the student body, faculty, and administration;
- Confirmation of student representatives for faculty and administrative committees;
- Maintenance of high standards of professional integrity and conduct;
- Improvement of the art and science of osteopathic medicine.

**Article II — Membership**

**Section 1.** The voting members of the Senate consist of the president, vice-president, secretary, and treasurer of each class, the Senate officers, a Bridge representative, a Graduate Student representative and, two Inter-Club Council representatives (not officers) who are appointed by the Senate president.

**Section 2.** Senators serve from the time of their installation until the last day of May after the next year’s election; senators from the third-year and fourth-year classes serve until their graduation. Any member of the Senate with two unexcused absences from scheduled meetings will be subject to censure by the Senate, including referral to the Student Peer Review Committee.

**Section 3.** Previous first-year class senators serve as provisional representatives for the entering class and will conduct first-year class meetings until the regular election of first-year class officers.

**Section 4.** 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.)

Section 5. Students shall be defined as individuals currently enrolled in an academic program within the Center for Health Sciences, including medical students, bridge students, and graduate students.

Section 6. Bridge and graduate students shall elect one Senator per 20 students (with a minimum of one Senator) from their respective academic program. Doctor of Osteopathic Medicine students (those holding class membership, as defined in article II, 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. bridge programs, 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 vote and be represented as such. Senators from academic programs other than the Doctor of Osteopathic Medicine must be currently enrolled in coursework to be eligible to hold office.

Article III — Senate Executive Board

Section 1. The executive board is comprised of president, vice president, secretary, and treasurer.

Section 2. At the time of election, the Senate executive board shall be students in good standing in an academic program sanctioned by the Center for Health Sciences, and will be elected at-large from all students as defined in article II, sections 4 and 5. All students at the Center for Health Sciences (as defined in article II, section 5) are eligible to vote in the election of Senate Executive Board members.

Section 3. Class members who wish to run for office of Student Senate President must not be the president of another club or association on campus during their term of office. It is highly recommended they limit themselves from holding other club officers or Peer Review positions.

Section 4. Senate Job Descriptions

President:
- Presides over all Senate meetings
- Appoints standing committee chairs with the exception of the Finance Committee, which is chaired by the Senate Treasurer. All appointments are subject to approval by the Senate.
- Does not vote except to break a tie
- Decides when and where meetings will be held (see Article VI)
- Serves as ex-officio member of the Student Affairs Committee (this is due to the vice-president serving as a voting member of the committee)
- Student representative to the College Council
- Student representative to the OSU-COM Alumni Association
- Student representative to the A & M Board of Regents meetings
- Representative to the Council of Osteopathic Student Government Presidents (COSGP). This position includes participation in four meetings per year. They are in July, October, January, and April. This council is comprised of Student Senate Presidents from every osteopathic medical school in the United States. See Student Government Section on National Student Representation.
- Voting member 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.
- Author or provide monthly information to the OOA for the Student Scoop magazine column of the Oklahoma D.O. magazine.
- 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.
- Liaison to all of 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 freshmen
- Appointment of chairperson for Student Peer Review Committee per the recommendation of the current Peer Review Committee chairman. (see Article VIII, Section 2)
- Other duties as assigned

Vice-president:
- Act in absence of president
- Student Representative to Student Affairs 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
- Assist the president with duties per request
- Attend the AOA House of Delegates as an alternative 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
- Other duties as assigned

Secretary:
- Keep, type, and present minutes of each Senate meeting
- Keep an accurate record of attendance for each Senate meeting
- Assure that minutes are copied to the Office of the Dean and Student Affairs within one week of meeting
- Vote in Senate meetings
- Post an agenda one week prior to Senate meetings and post the minutes on the Student Senate bulletin board within one week of the meeting
- Responsible for all correspondence of the Senate
- Other duties as assigned
Treasurer:

- Please see recommended policy and procedure in student affairs regarding student senate budgeting and appropriations.
- Keep a current account and a permanent record of all Senate expenditures and financial obligations
- Work closely with the OSU-COM business office to follow the activity of the various Senate financial accounts
- Submit all Senate expenses to the administration
- Chair the Senate Finance Committee
- Give a monthly report at Senate meetings
- Vote at Senate meetings
- Other duties as assigned

**Article IV – Class Officers**

**Section 1. MSI / MSII Class Officer Job Descriptions**

**President:**

- Class liaison to administration and faculty
- Assistance with MSI orientation (MSII only)
- Acting president of MSI class pending MSI class officer elections (MSII only)
- Voting member of the Student Senate
- Selection of class committee members (MSI only)
- Organization of class activities and use of class funds
- Appoint members of the Student Peer Review Committee (see Article VIII, Section 2)
- Provide equal representation to all members of the class
- Student Representative to the Clinical Rotations Committee (MS-2 only)

**Vice-president:**

- Voting member of Student Senate, attends all class and Senate meetings
- Chair of the Holiday Ball Committee: includes assurance of completion of all duties pertaining to the organization of the Holiday Ball (MSII only)
- Assist class president and act in his or her absence
- Assistance with MSI orientation (MSII 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 MSI orientation (MSII only)
- 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 funds
- Voting member of the Student Senate, attends all class and senate meetings
- Assistance with MSI orientation
- Other duties as assigned

Section 2. MSIII / MSIV Class Officer Job Descriptions

President:
- Class representative to administration, faculty and student senate throughout third and fourth years
- Assists Student Affairs with planning and participation in graduation activities
- Prepares and presents a 3-4 minute graduation speech
- Attends OSU graduation ceremonies in Stillwater the weekend before OSU-COM’s graduation as the school representative
- Planning and conducting class meetings monthly to update each officer of upcoming events and/or problems
- Regularly attend Student Senate meetings
- 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
- Regularly attend Student Senate 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 MS III/IV that needs to be presented to Senate
- Regularly attend Student Senate meetings
- 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 fund raising committee for the class
- Attend all meetings of class officers
- Regularly attend Student Senate meetings
- Serve as members of the Graduation Committee
- Other duties as assigned

Core Liaison:
- Core liaison will be elected from and by the body of students in each of the three Tulsa and Oklahoma City core groups, for a total of 6 representatives. The Oklahoma City Core Liaisons will be selected by all of the Oklahoma City students, one for each area. The election for this position will be held at least one week after the class officer elections and must be held before the close of the second week in April. The term for the Core Liaison will be for the entire third and fourth years.
- Co-represent, along with the president, the students rotating in their particular core
- Meet with class officers a minimum of twice per year
- Serve as a liaison between the current DME and the students rotating through that site
- Serve as members of the Graduation Committee with the class officers
- Other duties as assigned by the class president

Article V — Elections and Installations

Section 1. All elections, ballots, or referenda are overseen by the Senate, 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 of amendment, recommendation, or candidacy are filed with the secretary of the Senate through the auspices of the Student Affairs Office. Ballots will be marked in secret, and each voter will be checked against rolls of his or her class to ensure accountability of the results.

Section 2. Elections for the Senate executive board positions for the next academic year are held as early as possible in March, with class officers elections occurring subsequently.

Section 3. Elections of Senate members from the entering first-year class (i.e. Class Officers) are held in early October.

Section 4. 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 5. Newly elected Senate executive board members will assume authority July 1 following executive board elections. Newly elected senators will assume authority July 1 following the general election.

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 offices.

Article VI — Meetings

Section 1. Regular meetings of the Senate are held monthly at the discretion of the Senate president or his/her appointee.

Section 2. Meetings will be announced at least one week in advance. The time and place is determined by the president of the Senate with regard to academic schedules.

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

Article VII — Rules of the Senate

Section 1. 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 accord with the latest edition of Robert’s Rules of Order.

Article VIII — Committees

Section 1. College Committees
The following committees contain students from each class, as indicated. With the exception of the Curriculum Coordination Committees, students are appointed by the Senate president and approved by a majority vote of the Senate, where applicable. 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 during an academic year shall be replaced with new student representative. Attendance for these meetings will be reported by the Faculty Chairperson to the Senate President for review.
1. Curriculum Coordination Committees (see p 31)
2. Student Affairs Committee
3. Learning Resources Committee
4. Affirmative Action Committee
5. Academic Conduct Review Committee. This committee will convene at the discretion of the Dean of the College 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 Student Senate 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. Student Peer Review Committee
This committee consists of three members from each class appointed by the class president and approved by a majority vote of the Student Senate. In addition, the Student Senate president appoints a chairperson for that committee to oversee the activities of the committee.

1. The name of this free-standing body will be the Peer Review Committee, hereafter referred to as the committee.
2. 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.
3. The committee will consist of 13 members three from each class and a chairman appointed by the Senate president.

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 Director of Student Affairs, subject to approval by the Student Senate. If a member of the committee vacates his or her position, the Student Senate 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 majority vote by the Student Senate in executive session.

1. 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’s locker a written, signed statement of the observations. This statement shall include the date, persons involved and the nature of the infraction(s).

2. 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 any time if warranted.

3. In the event the committee determines the allegation(s) is/are serious enough to merit formal review, the following actions shall be taken:
   - The chairperson shall call a formal review meeting of the committee to be held in an off-campus location at a date and time determined by the committee.
   - No less than ten (10) days prior to the formal review meeting the person charged with allegation(s) shall be notified in writing as to the nature of the allegations(s) and the date, time, and location of the formal review meeting.
     1. 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 adviser, colleague, or friend;
        ▪ To call witnesses to assist in establishing facts of the case;
        ▪ To ask questions and refuse to answer questions;
        ▪ To receive an 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:
    1. Dismiss the allegations;
    2. Reprimand the student and place a copy of the reprimand in a file available to the committee only;
    3. 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 adviser.
Section 3. OSU-PAC: Oklahoma State University College of Osteopathic Medicine Political Action Committee

The Political Action Committee at Oklahoma State University College of Osteopathic Medicine works to promote the importance of legislation and policy development at all levels of government to shape the healthcare system, enhance student awareness of legislation and policy related to the healthcare industry, and increase student participation in the development and modification of healthcare legislation and policy. OSU-PAC maintains contacts with other healthcare organizations and associations that participate in healthcare politics: in particular, the Oklahoma Osteopathic Association (OOA) and the Oklahoma Political Action Committee (OOPAC).

Each year four students will be appointed by the Student Senate President and approved by a majority vote of the Senate to serve on the OSU-PAC Executive Committee. Student who join Student PAC Partners of OOPAC are eligible to serve on the OSU-PAC Executive Committee or other committees within OSU-PAC. In addition to the four student Executive Committee members, it is preferable to have the Student Senate Vice President and the Student Osteopathic Medical Association (SOMA) President also serve on this committee so OSU-PAC, Student Senate, and SOMA will efficiently coordinate political information and activities.

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 two-thirds of the votes cast by the student body.
Awards presented at the Graduation Banquet are:

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<tr>
<th>Award</th>
<th>Presented by</th>
<th>Award Criteria</th>
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<tbody>
<tr>
<td>Alumni Recognition Award</td>
<td>Alumni Association</td>
<td>Service to school and community- Senior student</td>
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<tr>
<td>Academic Excellence Award</td>
<td>Provost</td>
<td>Senior with highest rank based on numeric grades (over all four years)</td>
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<tr>
<td>Clinical Excellence Award</td>
<td>Associate Dean for Clinical Education</td>
<td>Outstanding student in fourth-year rotations</td>
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<td>Departmental Awards</td>
<td>Anatomy and Cell Biology,</td>
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<td>Behavioral Sciences, Biochemistry,</td>
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<td>Physiology, Radiology, Rural Medicine,</td>
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<td>Surgery</td>
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<tr>
<td>Leadership and Service Award</td>
<td>Office of Student Affairs</td>
<td>Outstanding senior student making contribution to class in leadership and service (over all 4 years)</td>
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<tr>
<td>Mind, Body and Spirit Award</td>
<td>Office of Student Affairs</td>
<td>Student(s) who have displayed the osteopathic philosophy of mind, body, spirit through community service projects</td>
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<tr>
<td>Regents’ Award</td>
<td>OSU Board of Regents</td>
<td>Outstanding senior student</td>
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