Policy and Procedure: Oklahoma State University College of Osteopathic Medicine (OSU COM); Student Graduation Requirement Verification and Recommendation by Faculty; March 2016

Alexander Rouch, Ph.D., Chair, OSU-COM Academic Standards Committee  Date

Sarah Hall, D.O., President, OSU-CHS Faculty Senate  Date

William Pettit, D.O., Provost and Senior Associate Dean for Academic Affairs  Date
Policy and Procedure:  
Student Graduation Requirement Verification and Recommendation by Faculty  
February 15, 2016

In the American Osteopathic Association Commission on Osteopathic College Accreditation Standards and Procedures dated July 1, 2015, Standard Two: Governance, Administration and Finance 2.2, the following is referenced: “The governing body will confer the degree Doctor of Osteopathy (D.O.) or Doctor of Osteopathic Medicine (D.O.) upon those students who have satisfactorily completed the

In order to ensure that students have met all graduation requirements and have been recommended for graduation by faculty, and to meet the standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following processes will be followed:

- The Registrar will verify that each student has completed all requirements for graduation. A Graduation Clearance Worksheet (see Attachment A and Attachment B for examples) will be completed for each student and then maintained in each student’s permanent academic record. The Graduation Clearance Worksheet will be updated annually to ensure that it is accurate with regard to curricular requirements.
- Prior to or during the Spring General Faculty Meeting, the Chair of the Academic Standards Committee will provide all voting members of the faculty with a list of potential graduates.
- The faculty will vote on the approval of the students for graduation.
- The Chair of the Academic Standards Committee informs the Registrar and the Provost and Senior Associate Dean for Academic Affairs of the outcome of the vote (i.e., who is recommended to graduate and who is not).
- Students that have met all requirements and have been recommended by the faculty graduate and those that have not met all requirements and/or have not been recommended by the faculty do not graduate. Students with pending requirements may be recommended for graduation by the faculty contingent upon the completion of those requirements.

Note – A flow chart of this process can be found as Attachment C.
Attachment A  
OSU-COM Class of 2016  
Graduation Clearance Worksheet

Name: ________________________________

MS I Year:
  19 hours fall ____
  21 hours spring ____

MS II Year:
  22 hours fall ____
  23 hours spring ____

Required Rotations:
  CLME 9115 Med I ____
  CLME 9125 Med II ____
  CLME 9175 OB/GYN ____
  CLME 9195 Surgery ____
  CLME9155 Peds ____
  CLME 9165 OMM ____
  CLME 9185 Psychiatry ____
  CLME 9235 Health Care Clinic ____
  CLME 9245 Community Clinic ____
  CLME 9145 Rural Clinic ____
  CLME9255 Emergency Med ____
  CLME 9215 Comm Hospital ____
  CLME 9225 Comm Hosp II ____
  Did. WK 1-4 ____

Electives:
  2 Primary Care (Pri Elect I & II) ____
  Electives I ___ II ___ III ___ IV ___ V ___ VI ____

COMLEX 1, 2CE, 2PE successfully passed ____
RH Track Y/N

Signature of Person completing clearance _______________________________

Initial:
  Registrar _____
  Director of Clinical Education _____
Attachment B  
*OSU-COM Class of 2016*  
*Graduation Clearance Worksheet – Rural Track*

**Name:** ________________________________

**MS I Year:**  
19 hours fall ____  
21 hours spring ____

**MS II Year:**  
22 hours fall ____  
23 hours spring ____

**Required Rotations:**  
CLME 9115 Med I _____  
CLME 9125 Med II _____  
CLME 9175 OB/GYN ____  
CLME 9195 Surgery ____  
CLME9155 Peds _____  
CLME 9165 OMM _____  
CLME 9185 Psychiatry ____  
CLME 9235 Health Care Clinic ____  
CLME 9245 Community Clinic _____  
CLME 9145 Rural Clinic _____  
CLME9255 Emergency Med _____  
CLME 9215 Comm Hospital _____  
CLME 9225 Comm Hosp II _____  
Did. WK 1-4 ____

**Electives/RMT Requirements:**  
Electives I ____ II ____ III ____  
Selectives I ____ II ____ III ____ IV ____  
Sub-Internships I ____ II ____ III ____  
Rural Med Care ____ SRE ____ Perspectives ____

COMLEX 1, 2CE, 2PE successfully passed______
RH Option: Y/N

Signature of Person completing clearance ______________________________

Initial:

Registrar______

Director of Rural Medical Education_____
Attachment C
Flow Chart of the Process

Students that have met all requirements and have been recommended by the faculty graduate and those that have not met all requirements and/or have not been recommended by the faculty do not graduate. Students with pending requirements may be recommended for graduation by the faculty contingent upon the completion of those requirements.

Registrar completes a Graduation Clearance Worksheet on each student and ensures that all graduation requirements have been met.

The Chair of the Academic Standards Committee supplies the faculty with a list of potential graduates.

Provost and Senior Associate Dean for Academic Affairs

Registrar

The Chair of the Academic Standards Committee informs the Registrar and the Provost and Senior Associate Dean for Academic Affairs of the outcome of the vote (i.e., who is recommended to graduate and who is not).

A vote on the potential graduates is taken at the Spring General Faculty Meeting.