

Oklahoma State University College of Osteopathic Medicine

**Student Handbook
2017-2018**



1111 West 17th Street

Tulsa, Oklahoma 74107-1898

918-582-1972; 800-677-1972

www.healthsciences.okstate.edu

An Equal Opportunity Affirmative Action Institution

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

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OSU CHS
2017-2018 ACADEMIC CALENDARS

FALL 2017

June 19	Class of 2019 rotations begin (see detailed schedule from Clinical Education)
July 6	Class begins for Bridge Program students
July 31 – Aug 4	MSI Required Orientation (see detailed schedule)
Aug.5	White Coat Ceremony
Aug. 7	First Day of Class
Aug. 15	Last day for 100% refund on withdrawal
Aug. 21	Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)
Sept. 4	Labor Day Holiday
Nov. 10	Last day to withdraw from all courses with automatic “W”
Nov. 23-24	Thanksgiving Holiday
Nov. 27	Last day to withdraw from all courses with assigned “W” or “F”
Dec. 8	Last day of class
Dec. 11-15	Finals
Dec. 19	Final grades due from faculty

SPRING 2018

Jan. 8	First Day of Class
Jan. 15	Martin Luther King holiday
Jan. 16	Last day for 100% refund on withdrawal
Jan. 22	Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)
March 12-16	Spring Break
April 13	Last day to withdraw from all courses with automatic “W”
April 30	Last day to withdraw from all courses with assigned “W” or “F”
May 11	Last Day of Class
May 12	Graduation
May 14-17	Finals
May 21	Final grades due from faculty

Graduate Students

(Biomedical students taking shared medical school courses please see medical school calendar)

Add, drop, withdrawal, and refund dates listed below are for courses that extend through the entire term. Proportionate dates apply to block and short courses. See the 'Course/Schedule Information' page of the Registrar website at registrar.okstate.edu for more information.

2017-2018**				
	SUMMER 2017	FALL 2017	SPRING 2018	SUMMER 2018
Late Enrollment Fee Assessed After This Date	June 9	Aug. 18	Jan. 12	June 8
University Holiday (Spring)			Jan. 15	
Class Work Begins	June 12	Aug. 21	Jan. 16	June 11
100% Refund, Nonrestrictive Drop/Add	June 14	Aug. 28	Jan. 23	June 13
Partial Refund, Restrictive Drop/Add	June 16	Sept. 1	Jan. 26	June 15
University Holiday (Fall)		Sept. 4		
Six Week Grades Due From Faculty		Oct. 3	Feb. 27	
Students' Fall Break		to be		
Students' Spring Break			Mar. 19-23	
Deadline To File Diploma Application (For Name To Appear In Fall Commencement Program)		Nov. 1		
Deadline To File Diploma Application (For Name To Appear In Spring Commencement Program)	April 3 (2017)		April 2	April 2 (2018)
University Holiday (Summer)	July 4			July 4
W Drop/Withdraw Deadline*	July 21	Nov. 10	April 13	July 20
W/F Withdraw Deadline*	July 28	Dec. 1	April 27	July 27
Students' Thanksgiving Break		Nov. 22-24		
University Holiday (Fall)		Nov. 23-24		
Pre-Finals Week		Dec. 4-8	Apr. 30-May 4	
Class Work Ends	Aug. 4	Dec. 8	May 4	Aug. 3
Final Examinations		Dec. 11-15	May 7-11	
Commencement Weekend		Dec. 15-16	May 11-12	
Grades Due Electronically From Faculty	Aug. 8	Dec. 19	May 15	Aug. 7
University Holiday (Fall)		Dec. 22-Jan. 1		
Intersessions and Pre-Sessions				
Fall Pre-Session		Aug. 7-18		
Winter Intersession			Dec. 18-Jan.12	
Summer Pre-Session (Summer Session #1)	May 22-June 9			May 21-June 8
Summer 4-Week Sessions				
4-Week Session (Summer Session #3)	June 12-July 7			June 11-July 6
4-Week Session (Summer Session #4)	July 10-Aug 4			July 9-Aug. 3

***DROP/ADD AND WITHDRAW DEADLINE DETAILS:**

100% Refund, Nonrestrictive Drop/Add Deadline:

- Add a course (nonrestrictive)
- Drop a course with 100% refund and no grade

Partial Refund, Restrictive Drop/Add Deadline:

- Add a course (requires instructor and adviser signatures)

- Drop a course with partial refund and grade of "W"

W Drop/Withdraw Deadline:

- Drop a course with automatic grade of "W" (requires adviser signature)
- Withdraw from all courses with automatic grades of "W" (requires completed Withdrawal Form)

W/F Withdraw Deadline:

- Withdraw from all courses with assigned grades of "W" or "F" (requires completed Withdrawal form)

For additional information, please visit: <http://registrar.okstate.edu/sites/default/files/Documents/Catalogs/2016-2017/2016 AcademicCalendar.pdf>

INTRODUCTION

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

General Educational Goals

The primary educational goal at OSU-COM is to educate qualified students to become osteopathic physicians, imbued with the philosophical principles and palpatory and manipulative skills of osteopathic medicine. It is the stated mission of the College to educate osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma.

The synopsis of the curriculum and description of courses can be found in the College Catalog at <http://www.healthsciences.okstate.edu/com/catalog.php>. As you pursue your training here, we encourage you to take advantage of the resources on campus, many of which are described in this Handbook, to help you reach your goals.

Purpose of Student Handbook

The Student Handbook is published to familiarize students with pertinent policies and procedures, campus resources, and student organizations. As student-related policies and procedures change, we will attempt to notify the student body.

For information on academic policies, please refer to the 2017-2018 Academic Standards Handbook at <http://www.healthsciences.okstate.edu/com/academics/standards.php>, as well as the policies section found at <http://www.healthsciences.okstate.edu/com/academics/policies.php> where various policies can be found. OSU-CHS administration expects all students to review the Academic Standards Handbook and Student Handbook as part of their matriculation.

Administration, faculty, 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 expects its students to comply with the AOA Code of Ethics, which can be found at <http://www.healthsciences.okstate.edu/com/codeofethics.php>.

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

Provisions in this handbook will guide the operation of the Office of Student Affairs during the 2017-2018 academic year and apply to all students. The College is not responsible for any misrepresentation of its requirements or provisions resulting from editorial or printing errors in the preparation of this handbook or from official changes in College policy approved after the printing of this handbook.

ADMINISTRATIVE SERVICES

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

Jeffrey B. Hackler, J.D., M.B.A., Assistant Dean for Enrollment Management
Angela Bacon, M.S., Director of Student Affairs
Amanda Sumner, Registrar

Julee Wells, Director of Recruitment
Lindsey Yoder, M.S., Director of Admissions
Patrick Anderson, Coordinator of Financial Aid and Graduate Admissions
Angie Bruce, M.Ed., Recruiter
Jason Marrujo, M.S., Manager of Financial Aid and Scholarships
Tanya O'Grady, M.B.A., Career Development Specialist
Adriana Livingston, Administrative Assistant
Monica Macklin, Coordinator of Student Records
Sarah Quinten, Admissions Specialist

Communication/Messages for Students

The Office of Student Affairs maintains students' personal addresses uses them 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 Assistant Dean of Enrollment Management to assist in resolution.

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. It also stocks 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. The bookstore offers personalization of lab coats, scrubs, polos, and other professional attire. Customers may also visit the bookstore website to view a wide variety of books and medical supplies or contact the bookstore at 918-561-1170.

Building Hours

The campus is open from 6:00 a.m. to midnight seven days/week, with the exception of specially designated hours around the final examination period. Doors are routinely locked after 6:00 p.m., and access to campus at that time requires entry by student ID swipe card. All students are expected to exhibit professional behavior when using campus buildings and equipment.

Breakout rooms, the study gym, and the library area are designated as quiet zones to facilitate individual study. The study gym and library breakout rooms are overseen by the Library. OSU-CHS and the Library have a block of breakout rooms (D103, D104, D110, D112, D113, D203, D204, D210, D211, D212, D213, G40, G43, G53, G54, G55, G56, G60) that students can reserve for group study. These breakout rooms must be reserved through the online room reservation system found at: <http://healthsciences.okstate.libcal.com/spaces?lid=1170&gid=2669>. Students not reserving the room are subject to others using the room that have followed the process of reserving the room. Conference rooms are not for single/group study & will not be granted permission for student reservation.

Security

The College is protected by security services 24-hours a day, seven days a week. Campus Security personnel patrol the campus and affiliated clinics on a random rotation. Security personnel are available to walk students to their cars and assist in any other security measures. Suspicious or unusual circumstances should be

reported to Campus Security immediately. Dialing #911 from a campus phone or 918-625-8592 from another phone 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 Security Department by calling 918-625-8592.

OSU Photo Identification

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

If you have any safety concerns while on campus, please contact Dale Chapman at dale.chapman@okstate.edu. If preferred, you may also use the silent witness form located at <http://www.healthsciences.okstate.edu/security>, or call 918-625-8592 for immediate assistance. For students who remain on campus in the evening hours, please be aware of your surroundings upon exiting the building. Security officers will be available to escort you to your vehicle and can be reached at 918-625-8592, allowing 15 minutes time for advance notification.

ID Issuance and Replacement

Upon admission or employment and completion of all necessary orientation and paperwork, all employees (full-time and part-time) and students will be issued an ID. The loss of a photo ID must be immediately reported to the Security Office. A replacement card will be made for lost, stolen or damaged cards. There is a \$17.50 replacement fee for cards unless replacement is necessary due to normal wear and tear. The Security Officer at the kiosk located at the north end of Founders Hall will issue a one-day temporary ID should any employee or student fail to wear his/her ID to campus. Campus Security will verify identity and employment status before issuing the temporary ID. Should it be determined that a person is a habitual user of the temporary system, their name will be given to the appropriate supervisor or Assistant Dean for Enrollment Management for potential disciplinary actions.

Vendors/Visitors

Vendors and visitors are required to obtain a guest ID by checking in at one of the 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.

Wellness Center

The OSU Center for Health Sciences Wellness Center's mission is to enhance the quality of life of students, faculty, and staff through improved physical and mental development that leads to a healthy and rewarding life. Student, faculty, and staff membership is free of charge (a current OSU ID is required at

time of enrollment). The Fitness Center operates from 6 a.m. to midnight Monday-Sunday. More information can be found at <http://www.healthsciences.okstate.edu/wellness/>.

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 Bridge, 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. Students are required to provide their own lock. Lockers are maintained by the Office of Student Affairs.

Lost and Found

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

Non-Discrimination Statement

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

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

Sexual Violence Prevention Training

In an effort to comply with the Violence Against Women Act and the Office of Civil Rights federal guidelines, all students will be required to be trained in sexual violence prevention. The College will notify students of the resource to access to comply with this requirement. Failure to complete this training, as specified, will result in a delay in enrollment for the upcoming academic term. Additional information can be found at <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 Assistant Dean for Enrollment Management at 918-561-8421.

Sexual Harassment

Oklahoma State University-Center for Health Sciences takes acts of sexual harassment, including sexual violence, seriously and believes that 1 victim is 2 many (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:

Situations Regarding OSU-CHS Students

Tina Tappana, Title IX Coordinator
Angela Bacon, MS, Title IX Deputy Coordinator
Office of Student Conduct, Room A-112
918-561-1950
chssco@okstate.edu

Situations Regarding Faculty and Staff

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

Student Rights and Responsibilities

Students are expected to conduct themselves in a professional and ethical manner at all times. The student is expected to be familiar with the policies and regulations governing students enrolled at the Oklahoma State University College of Osteopathic Medicine. Students, faculty, and administration share responsibility for maintaining an effective learning environment. Academic dishonesty is not condoned nor will it be tolerated. Refer to the Academic Standards Handbook for the policy and procedure regarding academic dishonesty, which applies to all students at the OSU Center for Health Sciences. Students with complaints can refer to the "Student Grievance" section of this Handbook for additional information.

Students' Rights to Privacy

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

An OSU-CHS student has the right to:

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

Definitions

- "Educational Record" refers to those records that are directly related to a student and are maintained by an educational institution.
- "Directory Information" includes: Student's name, local and permanent addresses; electronic mail addresses assigned or provided by the institution or provided to the University by the student; telephone number; date and place of birth; major field of study; dates of attendance at Oklahoma State University Center for Health Sciences; degrees, honors, and awards granted or received; academic classification such as MS I, MS II, MS III, MS IV, etc.; sex; educational institutions previously attended; degree(s) held, date(s) granted, and institution(s) granting such degree(s); dissertation or thesis title; adviser or the thesis adviser; and participation in officially recognized organizations and activities. **Directory information can be released upon request, unless the student has specially requested that such information not be disclosed. Students wishing to withhold directory information should visit the Registrar's Office.**

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

Withholding Disclosure of Information

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

Access to Records

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

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

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

Parking

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

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 561-8421, located in room B-157. For student club functions, the Interclub Liaison will assist with making plans. Students will need to submit 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 and patients, 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. Students who voluntarily request assistance through the College's Student Assistance Program prior to screening will be granted assistance without fear of disciplinary action.

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.

STUDENT ASSISTANCE PROGRAM

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

Goals of the Program

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

Responsibility

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

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

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

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

Students who become aware of or suspect problems in fellow students can contact the Assistant Dean for Enrollment Management or 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.

If property or the safety of others is being threatened, call OSU-CHS Campus Security for immediate assistance at 918- 625-8592 (Main Campus-24 hours).

Contact Information

Jeff Hackler, J.D., M.B.A.
Assistant Dean for Enrollment Management
(918) 584-4611
jeff.hackler@okstate.edu

Angela Bacon, M.S.
Director of Student Affairs
(918) 561-8312
angela.bacon@okstate.edu

Robin Dyer, D.O.
Associate Dean of Academic Affairs
robin.dyer@okstate.edu
(918) 561-1264

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

STUDENT HEALTH AND BEHAVIORAL HEALTH SERVICES

Student Health

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

Behavioral Health

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

ComPsych

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

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

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

OSU-Tulsa Counseling Clinic

The OSU-Tulsa Counseling Clinic is available to see students and residents for five free counseling sessions. Additional sessions are \$10/per session. Appointments can be set by calling **918-594-8568**. The OSU-Tulsa Counseling Clinic is located on the OSU-Tulsa campus at 700 N. Greenwood in Main Hall room 2419.

Community Resources

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

Student Health Status

Physical Examination

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

Immunizations and Tuberculosis Testing

Entering students are required to provide evidence, prior to matriculation, of immunization for or immunity to tetanus Tdap within the last 10 years, polio, measles, mumps, rubella, varicella, hepatitis A . 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. Any series must be started prior to matriculation. Students must also provide evidence of a 2 step TST Tuberculosis test done with the last year prior to matriculation.

Health and Hospitalization Insurance

All students are required to provide for their own health care while attending OSU College of Osteopathic Medicine. All students must obtain and pay for health and hospitalization insurance and show proof of coverage within two weeks of registration. Recognized proof of coverage is a photocopy of the policy naming the student as the insured or a letter from the insurance company stating that the student is insured for health/hospitalization care, as well as a photocopy of the insurance card itself. Proof of coverage must be submitted prior to matriculation. Insurance information and applications may be obtained from the Office of Student Affairs and/or the OSU Medical Clinic. Student health insurance is available through OSU. Information about the student health insurance is available at <https://uhs.okstate.edu/student-health-insurance-plan>.

Student Health Service Fees

OSU-COM students pay a fee for student health services as part of their tuition and fees. *This fee does not replace the requirement for students to obtain health insurance coverage. See College Catalog for a listing of fees.* The student health service fee covers the following services:

- 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; and
- 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	Prescriptions and over-the-counter medications
Any service provided by non-OSU physicians	Laboratory tests (other than for needle stick accidents or titers)
Specialty care, procedural fees or hospitalization	Radiology services
Fees associated with a pregnancy	Supplies (crutches, etc.)

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

AMERICANS WITH DISABILITIES ACT ACCOMMODATIONS

The Oklahoma State University College of Osteopathic Medicine will provide reasonable accommodations to medical students with disabilities as defined by the Americans with Disabilities Act (ADA) and /or Section 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 Assistant Dean of Enrollment Management or designee will serve on the Committee and will provide administrative support for the Committee, including coordination of activities and communications with regard to student requests for accommodations of disabilities.

Further information about accommodations can be found at <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
Office: 918.561.8312
Fax: 918.561.8243
angela.bacon@okstate.edu

ACADEMIC AFFAIRS

Academic Standards

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

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

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

Allegation of Academic Dishonesty or Misconduct

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

Attendance Requirements

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



Awards

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

Deans' Hour (MSI and MSII)

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

Clinical Clerkship

The Clerkship Program, directed by the Office of Clinical Education and individual clinical departments of Oklahoma State University College of Osteopathic Medicine, is designed to provide the student with education and primary care training in the areas of Internal Medicine, Surgery, Obstetrics and

Gynecology, Pediatrics, Emergency Medicine, Family Medicine, OMM, and Psychiatry. The program is organized to permit the greatest degree of educational exposure in a practical clinical environment to develop skills in the areas of patient diagnosis and management. The Clerkship Program is divided into a sequence of 22, four-week clerkship rotations, including up to two four-week vacation periods. Each student will be assigned required clerkship rotations by the Office of Clinical Education. The College reserves the right to make supervising physician and/or site changes when necessary. Each rotation is four weeks of actual clinical experience. Any questions, concerns, or suggestions for the Clerkship Program should be directed to a clinical education staff member listed below. Students can refer to the College Catalog for a description of the clerkship curriculum for the traditional and rural medical track program. Contact information is as follows:

Robin Dyer, D.O.
Associate Dean of Academic Affairs
robin.dyer@okstate.edu
(918) 561-1264

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

Lori Partin
Program Specialist
(918) 561-8581
Lori.partin@okstate.edu

Sarah Tipton
Program Specialist
Shanse@okstate.edu
(918) 561-1235

Career Development

The Career Development Specialist in the Office of Student Affairs is available to assist students with career planning and creation of important documents for the residency application process for 1st through 4th year medical students. Various workshops are held throughout the year to demonstrate how to create a Curriculum Vita (CV) and personal statement, apply for residencies, and network with future programs at the annual Residency Fair.

Residency Applications

Students traditionally begin selecting and applying for internship/residency in the third year of medical school. Information regarding American Osteopathic Association (AOA) and National Resident Matching Program (NRMP) accredited internships and residencies is available through the Office of Student Affairs. Information is also listed in the College Catalog. For assistance, contact the Career Development Specialist at:

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

Probation and Financial Aid

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

Student Success Committee

The Student Success Committee was created to assist OSU-COM students in maximizing their academic potential as they progress through the medical education curriculum. The referral of an osteopathic medical student to an Academic Success Coach will occur when designated triggers are met, by faculty advisor referral, or by suggestion of the Academic Standards Committee.

An individualized learning plan will be developed through a coordinated effort between the course or clerkship coordinator, an Academic Success Coach, and the student, with subsequent report to the Success Committee and the Associate Dean for Academic Affairs. The Learning Skills Specialist will also assist in the development of individualized learning plans.

Engagement of the student in the individualized learning plan is considered mandatory. Failure of the medical student to complete or progress within the individualized learning plan will result in referral to the Academic Standards Committee for consideration. Remediation services are considered non-punitive and are designed to intervene early enough in the academic curriculum to provide timely support, track academic progress, and to ensure academic success.

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 O-Key account 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 imminent 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 and then click 'Done' when all information is correct 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 monitors National Weather Service broadcasts. Early severe weather warnings transmitted by the National Weather Service/Civil Defense enable college administration to provide campus occupants with ample time to reach a designated tornado area of refuge.

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 to 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. An on-duty security officer or

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 Campus 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 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 300 feet from the buildings. Arriving fire-fighting units and other emergency equipment will need access to the building from all sides.

Hazardous Odors

Unpleasant odors of undetermined origin should be immediately reported to a security officer and/or physical plant engineer on duty. If it is determined the building should be evacuated, they will activate the alarm and direct the emergency operations 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. Medical Students may connect to the OSU-CHS wireless network from any location on the CHS campus. As an OSU-CHS student, you have access to state-of-art- computing technology. Located in the Medical Library, students may use computers that give students access to word processing, Internet, and other productivity tools, as well as a variety of networked computer resources. Students are provided e-mail accounts, access to free software including Microsoft Operating Systems and Office products, as well as Microsoft Forefront Client Security.

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

Medical Students have access to printing in the Medical Library, in the Study Gym (A116), and the lobby of Merkel. Printers can be accessed from any of the student computers on campus or from your personal laptop via wireless. Instructions will be provided via e-mail following orientation and are available on Centernet.

OSU E-mail

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

To sign up for Cowboy Mail or Orange Mail, which both give you greater storage space, you must create an account by the end of the current semester. To sign up, go to <https://okey.okstate.edu> and login, click on "E-mail Destination" on the left menu and choose your e-mail option. Support and frequently asked questions for changing over to Orange Mail or Cowboy Mail can be found at <http://4help.okstate.edu>.

Attention New Students

In order to access student e-mail, your Orange Key account will need to be activated. Orange Key (O-Key) is OSU's Identity Management System. By activating your O-Key account, you are able to obtain your OSU username, password, email address, and more. In addition, O-Key profiles store emergency contact information (to be used in the event of a campus emergency, sent via email or text), confidential contact information (to be used by OSU Campus Police in the event that you are considered a missing person), and authorization to send password reset tokens to either your alternate email address or cell

phone. OSU community members are able to activate from any internet-accessible computer. Please read these details on creating an O-Key account.

Email can be accessed through one of the following platforms:

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

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

[Office 365](#) (also known as Cowboy Mail) is the platform used by OSU faculty and staff. There are a variety of ways to access your Office 365 mailbox. The Outlook client is available for installation on business workstations. Office 365 Web Access (<http://cowboymail.okstate.edu>) is available from a web browser. Mac workstations have Office 2016 available in Office 365 software downloads. An authenticated SMTP server is available for [IMAP users](#). Office 365 provides 50GB inbox mail storage along with unlimited archiving space for employees.

FINANCIAL AID

Financial Aid, Loans, and Scholarships

Students who need financial assistance are encouraged to consider the many types of financial aid available through the OSU Center for Health Sciences Office of Scholarships and Financial Aid. These programs include scholarships, loans, and work-study.

Scholarship Programs

Oklahoma State University Center for Health Sciences annually offers scholarships to qualifying students each year. OSU-CHS scholarships are awarded on the basis of academic achievement, academic potential, leadership, community service, and financial need. Scholarship opportunities may be viewed at: <http://www.healthsciences.okstate.edu/com/financialaid/scholarships/>.

Federal Aid Programs

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

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

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

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

Return of Title IV Funds Policy

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

Satisfactory Academic Progress for Financial Aid Eligibility

Students enrolled in the College of Osteopathic Medicine must show satisfactory academic progress to remain eligible for financial aid. A copy of the policy detailing the requirements is available in the Office of Scholarships and Financial Aid.

BUSINESS AND FINANCE

Fee Payment

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

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

Policy for Payment of Tuition and Fees

When you enroll as a student at Oklahoma State University Center for Health Sciences, you agree to pay all charges on your account when due. You also acknowledge failure to make the required payment by the due date will result in the possibility of finance charges, inability to enroll in a future semester, and/or withholding of a transcript or diploma. Your student bursar account is a record of charges, payments, and applied financial assistance. Your student account number is your Banner ID number. The electronic billing statement is designed to make transactions easier to understand and provide previous months' billing information. A University Billing Statement notification will be sent by email. You must have an active O-Key email listed with Oklahoma State University to receive your notification. You can view your billing statement and make payments online through SIS at <http://prodosu.okstate.edu>.

All students must pay fees and tuition or make arrangements for fees and tuition payment before September 15 for the fall semester and February 15 for the spring semester.

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

Students may select one of the following payment options:

Pay fees and tuition by mail, online, or in person to the OSU-Tulsa Bursar before September 15 for the fall semester and February 15 for the spring semester

Notify the Business Office by e-mail or in person before tuition is due if being paid by one of the following:

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

Any remaining fees or tuition that will not be paid by the funding agency must be paid by the student before payment deadline for each semester.

All loans are disbursed by Electronic Funds Transfer (EFT). OSU will deduct the fees and tuition owed and issue a refund for any overpayment. Refunds will be issued through the OSU Bursar and mailed to the local address specified by the student on a bi-weekly schedule. Loan EFT's not disbursed to a student within 2-3 days of receipt of the funds must be returned to the lender. Students can sign up for direct deposit by going online to <http://prodosu.okstate.edu>. By participating in direct deposit, students will receive their refunds in their bank account within 48 hours after the credit balance occurs on their bursar account.

Direct inquiries about this payment policy to:
Denise Ware-Marshall, Bursar Office
OSU-Tulsa and Center for Health Sciences
700 N. Greenwood Ave.
Tulsa, OK 74106
918-594-8326

Loan Disbursement and Repayment

The OSU-COM Financial Aid Office is responsible for disbursing all financial aid. Once the promissory note is completed, the funds will be disbursed to the student's bursar account. Requests for financial aid that exceed the calculated Cost of Attendance will be reviewed and approved on a case-by-case basis.

Loan repayment information is provided to the student during an exit interview, which must be completed before graduation. All fourth-year students are required to attend an exit interview which is conducted in conjunction with the Financial Aid Office.

Work Study Program Opportunities

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

Student Payroll

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

REGISTRAR

Registration and Enrollment

Only students who have been officially admitted to the College may register for, enroll in, and attend a course. Registration is an expression of intent to enroll in one or more courses. Enrollment is completed only upon full payment of fees. According to Oklahoma state law, students are not officially enrolled and cannot receive instruction or credit for attendance until all fees have been paid. Questions regarding arrangements for payment of fees should be directed to the Bursar's Office located on the OSU-Tulsa campus at 700 N. Greenwood.

Transcripts and Records

Student records request forms may be obtained from the Office of 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. Students may also request transcripts and enrollment certifications electronically via their student account at my.okstate.edu.

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

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

MEDICAL LIBRARY

The Medical Library provides access to the biomedical literature and a variety of services to support education and research activities. With 7,500 e-journals, 5,800 e-books, 12,000 print books, and 200 print journals, students have access to one of the best biomedical libraries in Oklahoma. The library houses a well-equipped computer lab, individual study carrels, and group study rooms. See the Medical Library website for a full list of resources and services (www.healthsciences.okstate.edu/medlibrary).

Hours of Operation

Monday – Thursday 7:00 a.m. – Midnight
Friday, 7:00 a.m. – 9:00 p.m.
Saturday, 9:00 a.m. – 9:00 p.m.
Sunday, 9:00 a.m. – Midnight

Work Study Positions

The Medical Library has job openings for work study students throughout the year. For information please call 918-561-8451.

Library Policies

Policies are available on the Library website. Questions or concerns should be directed to Jon Goodell, Director, Medical Library at 918-561-8451 and jon.goodell@okstate.edu

Borrowing Library Materials

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

Loan Periods and Late Fee Charges

Print Books: 30 days, \$.10 per day
Print Journals: 7 days, .10 per day
Course Reserve Materials*: 3 hours, .10 per day
Models, realia*: Same day, .10 per hour
Bone Boxes: 3 days, \$.10 per day
Radiographs*: 2 hours, \$.10 per day

Renewals

Renewals may be made in person, by phone, or e-mail.

Fines, Billing, and Unreturned Materials

New to fall 2017, Medical Library fines are paid to the bursar. E-mail notices will be sent before being billed for late fees and replacement costs. When library material(s) become 30 days overdue, the borrower will be billed for the replacement cost of the item(s).

Book and Article Delivery Service (ILL)

A complete list of e-journals is available by clicking on e-journals on the Library's website. If a specific book or journal article is not available through the OSU-CHS Medical Library, it can be ordered through Interlibrary loan (ILL). Requests for ILLs can be made in person, by telephone, or on the Library website.

Off Campus Access

Students, staff, and faculty have access to Medical Library databases through our off-campus access system via the library website. When prompted for a username and password use O-Key account credentials.

RESEARCH

The Office of Research encourages students to participate in research projects conducted by various College faculty. Research at OSU College of Osteopathic Medicine is divided into two broad categories. The first is clinical research, which has goals in disease prevention and treatment. The second area is broadly referred to as biomedical research in the basic sciences, where faculty engage in research programs using non-human models in an effort to answer questions related to the basic mechanisms of cell-cell interactions and cell biology/physiology. Students generally choose a project in a faculty member's lab that best complements their interests. Students are encouraged to present their work at the College's Annual Research Day where awards are given to the best presentations.



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

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

STUDENT GOVERNMENT ASSOCIATION

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

Student Senate

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

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

Class Officers

The class executive board is comprised of the president, vice president, secretary, and treasurer. The class board is responsible for providing equal representation to all the members of the respective classes before the faculty, administration, and Student Senate.

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

For additional information, contact the Student Senate advisor:

Angela Bacon, 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



Peer Review Committee

The Peer Review Committee was established to encourage and maintain a high level of student conduct, academic honesty, and professional behavior. The specifics of this committee are described in Article VIII, Section 2 of the constitution, which is in *Appendix 1*.

Committees with Student Representation

Learning Resources Committee

The Learning Resources Committee shall formulate and evaluate policies and procedures governing the academic services of the Library, Information Technology, Learning Technology Services, and other learning resources within the College.

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

Student Affairs Committee

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

Membership shall consist of two (2) faculty, two (2) students recommended by the Student Senate, the Assistant Dean for Enrollment Management, the 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).

College Committees

Curriculum Advisory Committee

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

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

Curriculum Oversight Committee

The Curriculum Oversight Committee of OSU-COM is a college-level committee responsible for the design, oversight, and evaluation of the four-year undergraduate medical curriculum to ensure that curricular objectives inherent in the mission of OSU-COM are achieved. Within the areas of design, oversight, and evaluation, the committee shall 1) define goals and objectives of the medical curriculum; 2) assure that the medical curriculum meets accreditation standards and fulfills the mission and vision of the medical school; 3) coordinate curriculum to ensure vertical and horizontal integration; 4) keep informed of advances in medical education and serve as a forum for discussion of curricular trends; 5) ensure that the curriculum is delivered utilizing best practices in instructional methodology; 6) conduct ongoing review and evaluation of the curriculum vis-à-vis goals, objectives, and educational standards, and recommend revisions as necessary; 7) conduct scheduled, systematic, comprehensive reviews of each course, system, and clerkship, and recommend revisions as necessary; 8) evaluate student outcomes; 9) coordinate with Academic Skills Coordinator to identify at-risk students and to develop strategy to remedy deficiencies; 10) recommend performance standards for instructors, course directors, coordinators, clerkship directors, and thread chairs; 11) approve changes in course descriptions and contact hours; 12) set course and exam schedules; 13) make suggestions regarding the appointment of course directors/course coordinators; 14) make recommendations about faculty development programs. The Curriculum Oversight Committee will report to the Dean and receives input from the Bride Curriculum Committee, Year 1/2 Coordination Committee, 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 Years 1 and 2 Curriculum Coordination Committee, Thread Curriculum Coordination Committee, and Years 3 and 4 Curriculum Coordination Committee shall be elected from their respective committees. These Curriculum Coordination Committees and the Student Curriculum Coordination Committee will be defined by the Curriculum Oversight Committee. Other members of the Curriculum Oversight Committee include the Director of Curricular Affairs, Instructional Design and Academic Technologies, CHS Registrar, the Director of Medical Library Services, Chair of the Learning Resources Committee, an advisory (non-voting) local CHS representative from Information Technology, the Chair of the Academic Standards Committee, and the Chair of the Biomedical Sciences Graduate Committee. The Chair of the Curriculum Oversight Committee shall be one of the four (4) at-large faculty members, elected by vote of the committee members at their first meeting, and shall serve as Chair for the term of their office. The Chair shall alternate, whenever possible, between biomedical sciences and clinical sciences. All Curriculum Oversight Committee members are expected to contribute to the committee's activities and attend at least 2/3 of regular meetings.

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

* 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, 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. For more detailed and specific policies and procedures, please refer to the Student Life Handbook located at: <http://centernet.okstate.edu/students/>.

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 Assistant 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. An Event 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. Students on probation are restricted from participation in certain travel. It is the expectation that all students become familiar with the Student Travel Policy, found at <http://www.healthsciences.okstate.edu/com/academics/StudentAttendanceMeetings.pdf>. Per the Student Travel Policy, all students are required to obtain permission from Course Coordinators and the Assistant Dean for Enrollment Management (for MSIs and M-IIIs) or Associate Dean for Clinical Education (for MSIIIs and MSIVs) to be absent from class or clerkship to attend a school-sponsored event, to represent

the college at professional conventions, or where college funds are utilized. It is also essential to recognize that students represent the College at college-sponsored events, and professional behavior will be expected of all students when involved in these endeavors.

International Student Travel

The International Travel Policy outlines OSU-CHS's administrative requirements for all OSU-CHS medical students traveling internationally with University-Sponsored Programs or for Individual Clinical Rotations and/or college coursework outside of the U.S. The policy should be consulted for any requests to study outside the United States (see:

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

STUDENT GRIEVANCE PROCEDURES

OSU-COM is committed to addressing student complaints and promoting a mechanism by which complaints can be reviewed and resolved. Students with complaints should refer to the specific policies below. If assistance is needed, students can contact the Office of Student Affairs for further information.

In addition to the complaint procedures below, students also have the opportunity to provide anonymous feedback on general matters through an OSU-COM Feedback system. Students who would like to utilize the feedback process to express their concerns should refer to the section below on "Student Feedback." Students who would like to provide feedback on academic matters should consult their class officers, who will route their feedback through the appropriate committee(s).

Student Academic Complaint Policy and Procedures

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

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

Sexual Harassment/sexual misconduct/sex-based discrimination: See Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <http://1is2manychs.okstate.edu> or contact the Office of Student Conduct, Title IX Coordinator, OSU-CHS, Room 112, 918-561-1950.

Discrimination: See Student Grievance Policy and Procedures for Alleged Discrimination, found below and in the College Catalog at <http://www.healthsciences.okstate.edu/com/catalog.php>

Non-compliance with AOA Accreditation Standards: See Non-compliance with AOA Accreditation Standards Policy, found below and in the College Catalog at <http://www.healthsciences.okstate.edu/com/catalog.php>.

Academic Complaint Procedures

1) Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the instructor or course

coordinator for the discipline or staff member who is associated with the complaint. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.

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

3) Once the complaint is received, the Office of Educational Development will forward the complaint to the Year 1-2 Committee or Year 3-4 Committee, based on the nature of the complaint. The reviewing Committee may request a meeting with the student, should additional information be needed in reviewing the complaint. The respective committee will submit a recommendation to the Curriculum Oversight Committee (COC) regarding resolution of the complaint.

4) The COC will make the official determination on resolution of the complaint. If the complaint is satisfactorily resolved, the Office of Educational Development will be responsible for notifying the student of the Committee's findings and submitting final documentation of resolution of the complaint to the Office of Student Affairs.

5) If the matter is not resolved after review by the COC, the next level of review will be made by the Council of Deans. The decision rendered by the Council of Deans is final and binding.

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

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

Student Non-Academic Complaint Policy

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

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

Sexual Harassment/sexual misconduct/sex-based discrimination: See Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <http://1is2manychs.okstate.edu> or contact the Office of Student Conduct, Title IX Coordinator, OSU-CHS, Room 112, 918-561-1950.

Discrimination: See Student Grievance Policy and Procedures for Alleged Discrimination, found below and in the College Catalog at: <http://www.healthsciences.okstate.edu/com/catalog.php>.

Non-compliance with AOA Accreditation Standards: See Non-compliance with AOA Accreditation Standards Policy, found below and in the College Catalog at:
<http://www.healthsciences.okstate.edu/com/catalog.php>.

Non-Academic Complaint Procedures

1. Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the staff or faculty member in the designated administrative unit. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.
2. If an attempt at informal resolution is not successful, the student should register the complaint by completing the Student Non-Academic Complaint Form found in the Office of Student Affairs. Complaints should be filed within 30 calendar days of the incident prompting the complaint.
3. Upon receipt of the complaint, the Director of Student Affairs will pursue resolution of the complaint, bringing the matter to the attention of the relevant administrative unit head, as needed.
4. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority. If a satisfactory outcome is achieved, the Office of Student Affairs will notify the student, document the resolution on the Student Complaint form, and close the matter.
5. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority and continue in this manner, as required. If a satisfactory resolution is not obtained after exhausting the appropriate levels of authority, the Executive Leadership Team will serve as the final reviewing authority on the matter. The decision of the Executive Leadership Team will be final and binding.
6. Throughout this process, review at each level will be documented on the Student Complaint Form and notification made to the student regarding outcome at each level of review. The Office of Student Affairs will be responsible for notifying all parties. Final documentation on the resolution of the complaint will be maintained by the Office of Student Affairs.
7. A notification report of all complaints will be forwarded on a regular basis by the Office of Student Affairs to the Council of Deans.

Student Grievance Policy and Procedures for Alleged Discrimination

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

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

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

the accused, will interview all parties, and will attempt to help the parties involved come to an informal settlement.

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

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

Complaints Regarding Non-Compliance with AOA Accreditation Standards

OSU-CHS is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the American Osteopathic Association Commission on Osteopathic College Accreditation. A copy of the standards is available upon request from the Office of Academic Affairs. Students who believe that the College may not be in compliance with a standard of accreditation have the right to file a complaint through the following procedure:

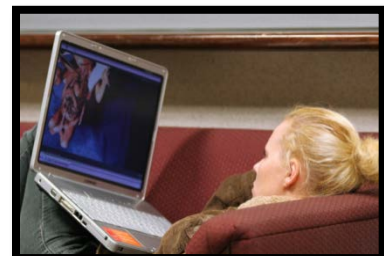
1. A written, dated and signed complaint must be filed with the Office of Student Affairs.
2. Student Affairs will consult with the Senior Associate Dean and form an ad hoc committee of faculty and students to investigate the complaint.
3. The results of the investigation shall include findings of fact, 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:
- 7.

Secretary, Commission on Osteopathic College Accreditation
American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611-2864
Phone (312) 202-8000
predoc@osteopathic.org

Student Feedback

In instances in which students would like to share feedback regarding any general matters--in the absence of filing a formal complaint--students can also utilize the OSU-COM Feedback system. Students can submit feedback anonymously in regards to any concerns they may have. The OSU-COM Feedback form is located on the website at <http://centernet.okstate.edu/students/feedback.php>.

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



APPENDICES

Appendix 1

Student Government Constitution

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.

The College has no mandatory attendance policy but does maintain specific standards related to the dress code. Students should adhere to the following:

1. Attendance Policy: 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. Dress Code: See Appendix 3 “Student Dress Code”

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 officers.

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 page 33)
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 or 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.
 4. 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:
 - i. Dismiss the allegations;
 - ii. Reprimand the student and place a copy of the reprimand in a file available to the committee only;
 - iii. 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.

Appendix 2

Student Awards

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

Award	Presented by	Award Criteria
Alumni Recognition Award	Alumni Association	Service to school and community- Senior student
Academic Excellence Award	Provost	Senior with highest rank based on numeric grades (over all four years)
Clinical Excellence Award	Associate Dean for Clinical Education	Outstanding student in fourth-year rotations
Departmental Awards	Anatomy and Cell Biology, Psychiatry & Behavioral Sciences, Biochemistry, Family Medicine, Internal Medicine, Microbiology, Obstetrics/Gynecology, Osteopathic Manipulative Medicine, Pathology, Pediatrics, Pharmacology, Physiology, Radiology, Rural Medicine, Surgery	
Leadership and Service Award	Office of Student Affairs	Outstanding senior student making contribution to class in leadership and service (over all 4 years)
Mind, Body and Spirit Award	Office of Student Affairs	Student(s) who have displayed the osteopathic philosophy of mind, body, spirit through community service projects
Outstanding Student Ambassadors Award	Office of Student Affairs	Displays extraordinary student ambassador leadership and service skills
Regents' Award	OSU Board of Regents	Outstanding senior student

Appendix 3

OSU-COM Dress Code

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

The following constitutes acceptable professional attire:

1. Business casual attire;
2. Matching scrub sets; or
3. Clean white coats when interacting with patients in both the simulation and clinical setting, or when required by Faculty or Administration.

Business casual attire includes nice jeans (no tears), slacks, or skirts/dresses (right above the knee). Students must display OSU-issued student identification badges prominently at all times when the student is on campus or clinical rotations. Students on clinical rotations should dress according to clinic/hospital guidelines.

Examination Attire

Students are required to report to examinations in matching OSU-COM scrubs with all pockets emptied. Long sleeved shirts may be worn under scrub tops. Students must wear closed toe shoes. Additionally, students are not to wear any sweatshirts, sweaters, or jackets with pockets and/or hoods. All wristwatches must be removed prior to entering the examination area.

Exceptions

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

Appendix 4

Financial Responsibility

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



STUDENT ATTESTATION FORM

Student Handbook Attestation

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

Signature

Date

Media Release

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

Signature

Date

Handbook Revision:

Rev: 12/2015

Rev: 5/2016

Rev: 2/2017

Rev: 07/2017