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***College of
Osteopathic Medicine***

Academic Standards Handbook

2010-2011

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INTRODUCTION

The Academic Standards Handbook is designed to be used by both students and faculty as a guideline for academic standards expected by the Oklahoma State University College of Osteopathic Medicine. The purpose of this handbook is to clarify and explain the various rules and guidelines that govern the academic environment of the College. In addition, the College will make every effort to ensure that due process in all academic matters is extended to all our students.

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1.0 Academic Grading System

The evaluation standard for all College courses will be an alpha/numerical system. The numerical system ranges from 0 to 100%, with 70% as the lowest passing grade. A grade of 65%-69% is defined as a marginal ("D") grade and requires remediation. A grade of less than 65% is defined as an unsatisfactory ("U") grade and requires remediation.

Guidelines describing how numerical grades are determined and the factors involved in the determination of numerical grades will be presented in the course syllabus for each course. Evaluation statements will indicate how elements such as attendance or conduct will be evaluated. Course syllabi, with these predetermined criteria, will be available at the beginning of each course.

Grades will be awarded based upon the student's class preparation, class attendance and participation, and scores made on examinations and other assignments. A cumulative grade point average shall be maintained for each student and shall be used to determine a student's academic performance. The GPA is calculated by multiplying the course grade points by the credit hours to give the course points. The sum of the points earned divided by the total number of credit hours will determine the GPA for the period.

A second grade of either "S" (Satisfactory) or "N" (Needs Improvement) will be assigned based on performance with regard to the College's non-cognitive academic standards. All "N" grades will be reported using the non-cognitive grade report form that will include a written statement describing the deficiency that led to the grade and the non-cognitive criterion or criteria for which the student was deficient. (See Guidelines for Assigning and Reviewing Non-cognitive Academic Grades.)

The department chair or course coordinator will assign the grade based on the earned numeric score for a course. Once a grade has been entered on a student record, it can only be changed by the department chair or course coordinator of record. If a student is required to repeat the year or a clinical rotation and does so successfully, the original grade remains unchanged on the transcript, and a second entry of that course number will show the new grade. All earned grades will be used in computing overall GPA and class rank.

It is the responsibility of the student to be aware of, and understand, the grading requirements of each course as presented in the course syllabus. If procedures are unclear, the student should contact the course coordinator or department chair for clarification.

1.1 Grades

A - Excellent (Numerical range 90-100%)

B - Good (Numerical range 80-89%)

C - Satisfactory (Numerical range 70-79%)

D - Marginal (Numerical range 65-69%)

U - Unsatisfactory (Numerical range 64% and below)

AU - Audit

WP - Withdrawal, in good academic standing

WU - Withdrawal, not in good academic standing

I - Incomplete

ST or S - Satisfactory

N - Needs Improvement

Definitions:

AU - Audit indicates participation in a course without a grade.

A student may enroll or remain in a course on an audit basis with permission from the department chair or course coordinator and the Chief Academic Officer. Audit indicates participation only, and is not utilized to determine grade point average, hours attempted, or hours earned. Auditing is not an avenue for eligibility for credit by examination. Auditing requires the same fees for enrollment as taking a course for credit.

W - Withdrawal indicates withdrawal from the College.

A student may request or be required to withdraw from the College. Request for withdrawal from the College must be submitted in writing for consideration by the Chief Academic Officer.

Two different withdrawal grades may be given:

- Withdrawal (“WP”), in good academic standing, or
- Withdrawal (“WU”), not in good academic standing.

If withdrawal is approved, the department chair or course coordinator will assign a “WP” or “WU” grade as appropriate for submission to the Registrar. If a student receives a “WP”, or “WU”, re-enrollment in the course is required to receive credit.

I - Incomplete indicates unfinished course requirements.

An “I” may be awarded only when the student is officially registered in the course and has completed a major graded segment of that course. An “I” will be awarded only in those unique circumstances (e.g., illness) that results in non-completion of a course segment.

Students who receive an “I” should contact the department chair or course coordinator immediately to determine the specific objectives to be accomplished and the final date for completion. The required objectives must be completed within the stated time period, not to exceed the beginning of the next academic year, (e.g., a grade of “I” awarded in the fall or spring semester must be removed prior to the beginning of the next academic year). Exceptions will be made on third and fourth year rotations.

An “I” is normally a temporary notation and will not be utilized in the determination of grade point average or class rank within a semester. An incomplete grade may be used at the instructor’s discretion to indicate that additional work is necessary to complete a course. It is not a substitute for a “U” and no student may be failing a course at the time an “I” grade is awarded.

ST or S - Satisfactory

The “ST” or “S” grade indicates that course credit has been achieved by the process of credit by examination, completing special studies courses, credit for clinical rotations, or satisfactory demonstration of non-cognitive academic grades. “ST” or “S” grades are used to determine promotion and graduation but are not included in determining GPA.

N-Needs Improvement

“N” grades are used to determine promotion and graduation but are not included in determining GPA. It is used as a grade for non-cognitive academic standards and is described in the section entitled “Non-cognitive Grades”.

1.2 Grade Book and Records

It is the responsibility of department chair or course coordinator to ensure the existence of student grades records and other materials basic to the conduct and evaluation of their courses. Copies of syllabi, course policy statements, and examinations must be maintained. Results of student examinations, projects, presentations, and other items that count toward final grades must be maintained in a hard copy format, such as a grade book, or comparable formal accounting document. Refer to OSU Policy and Procedures 2-0214.02 “Retention of Grade Books and Records”, regarding the length of time that these documents should be maintained.

1.3 Course/Instructor Evaluation

Each student has a responsibility as a professional to provide constructive evaluation of each course, clinical rotation, and instructor in the curriculum. This responsibility will be met by participation in the course evaluations routinely administered by the Office of Academic Affairs.

2.0 Non-cognitive Grades

2.1 Policy

Students matriculating at OSU-COM are considered to be student members of the osteopathic medical profession. As such they are expected to conduct themselves in a manner consistent with the standards of the osteopathic medical profession. This expectation is embodied in the OSU-COM Requirements for Graduation which state, in part, that a student may be awarded the Doctor of Osteopathic Medicine (D.O.) degree provided that the student has exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine.

The criteria listed below describe, in part, the characteristics expected of OSU-COM students with regard to the fulfillment of this requirement. Each criterion is followed by descriptions of conduct which would indicate that the student fulfills that criterion. It is not possible to enumerate all forms of conduct which might indicate that a student does or does not meet a particular criterion. Therefore, the descriptions within each category should be taken as illustrative examples of the types of conduct expected of students and not as complete listings.

Conduct inconsistent with that described for each criterion is inappropriate, and might indicate a student's inability or unwillingness to consistently exhibit appropriate conduct in professional circumstances. Students judged to be unable or unwilling to consistently exhibit appropriate conduct in professional circumstances will be subject to academic sanctions as described in the Academic Standards Committee Handbook.

2.2 Criteria

2.2.1 Reliability and Responsibility

Examples: Can be depended on to do his or her duty.
Accepts responsibility for assignments.
Arrives on time for class, clinic, rounds, etc.
Completes assigned tasks in a timely manner.

2.2.2 Maturity

Examples: Accepts responsibility for mistakes.
Does not make inappropriate demands.
Engages in realistic self-appraisal.
Takes steps to correct shortcomings.
Accepts and responds appropriately to supervision.

2.2.3 Judgment

Examples: Consistently shows appropriate reasoning and decision-making in academic and clinical situations.
Does not place others or self at needless or excessive risk for negative consequences.
Does not participate in academic or clinical endeavors while under the influence of alcohol, controlled substances, or illicit drugs.
In clinical settings, performs consistent with his or her level of training under the supervision of physician-educator.
Gets approval of supervising physician before implementing diagnostic and therapeutic decisions.
Does not exceed level of training in clinical activity.

2.2.4 Respectful Behavior

Examples: Demonstrates empathic behavior.
Responds to needs of others.
Is considerate of others.
Speaks and behaves respectfully.
Maintains appropriate confidentiality.
Does not threaten, harass, or abuse others.
Addresses patients appropriately.

2.2.5 **Honesty and Integrity**

Examples: Adheres to professional and/or ethical standards.
Is honest.
Acknowledges and corrects own errors.
Speaks truthfully.
Does not cheat on academic assignments, exams, or performance evaluations.

2.2.6 **Emotional Stability**

Examples: Shows appropriate emotional responses warranted by the situation.
Does not allow excessive or inappropriate emotional responses or personal beliefs to adversely affect decision-making or performance.

2.3 **Guidelines for Assigning and Reviewing Non-cognitive Grades**

2.3.1 **For Instructors**

- 2.3.1.1 For each course in the curriculum, including clerkships, course coordinators will assign a grade of S (Satisfactory) or N (Needs Improvement) for the non-cognitive grade. All "N" grades will be reported using the non-cognitive grade report form that will include a written statement describing the deficiency that led to the grade and the non-cognitive criterion or criteria for which the student was deficient.
- 2.3.1.2 Assignment of a grade of "N" represents a good faith professional judgment that a student "needs improvement" with regard to a specific non-cognitive standard. The need for improvement is indicated by the student's inappropriate conduct (action or speech) in a professional situation, as described in the note accompanying the grade.
- 2.3.1.3. Assignment of a grade of "N" identifies students who may need additional instruction or skill learning (remedial activity) to enable them to fulfill the College's requirements for graduation with regard to the non-cognitive grading policy. Such students ordinarily will be afforded appropriate opportunities to demonstrate that they are willing and able to fulfill the College's academic criteria in this area.
- 2.3.1.4 Course coordinators are expected to use professional judgment in assigning non-cognitive grades. Course coordinators may consider the seriousness and frequency of inappropriate conduct, as well as the student's acknowledgment that the conduct was inappropriate and the student's efforts to remediate deficiencies. Course coordinators may ask other instructors (including preceptors) involved in the course to

evaluate student performance with regard to these standards, and may use this information in assigning non-cognitive grades. Course coordinators may consult with colleagues before assigning a grade of “N”.

- 2.3.1.5 Ordinarily, course coordinators (instructors, preceptors) will “warn” students before assigning a grade of “N” for any non-cognitive standard. Such a warning may consist of a verbal or written statement of the conduct observed or reported, an explanation of how the conduct is inconsistent with the College’s standards for non-cognitive academic performance, and an indication that repetition will result in assignment of a grade of “N”. In addition, at his/her discretion, the course coordinator may refer the student to the student’s faculty mentor or the Dean of Students or take other appropriate actions intended to assist the student in fulfilling the College’s non-cognitive academic standards. This guideline does not preclude a course coordinator from assigning a grade of “N” either without a warning or after only one instance of inappropriate conduct of a serious nature.

2.3.2 For Faculty, Staff, and Students

- 2.3.2.1 Student conduct not consistent with OSU-COM non-cognitive grading policy may also occur outside of a course setting. OSU-COM faculty, staff, or students may report such incidents to the Chief Academic Officer or Dean of Students.
- 2.3.2.2 Upon receiving such reports, the Chief Academic Officer or Dean of Students may investigate the occurrence, consult with the Academic Standards Committee, refer the matter to the Academic Standards Committee, apply academic sanctions within the established authority of the Chief Academic Officer, or take other appropriate action.

2.3.3 For the Academic Standards Committee (ASC)

- 2.3.3.1 The ASC will review all students who receive a grade of “N”. The review will determine what action, if any, is to be recommended to the Chief Academic Officer. As part of the review, the ASC may interview or consult with the student who received the grade, the faculty member who assigned the grade, and any other individual who may have relevant information or advice.
- 2.3.3.2 In determining its recommendation for action, the ASC may consider the frequency and seriousness of inappropriate conduct, the number of non-cognitive standards of concern, the number of faculty members reporting inappropriate conduct, the non-cognitive

academic performance of the student in other courses in current or previous semesters, the history and outcome of previous recommendations for remedial activity by the student, the student's acknowledgment of the problem and willingness to take remedial action, and other relevant information or advice.

2.3.3.3 After its review, the ASC may recommend any of the following:

- take no further action
- counsel the student regarding the consequences of receiving additional "N" grades
- suggest that voluntary actions be taken by the student to avoid reoccurrences of the problem
- place the student on academic probation with or without a requirement to successfully complete specific remedial activities within a specified period of time
- approve the student's request for a leave of absence from the College with permission to return contingent on successful completion of specific actions within a specified time period
- dismiss the student from the College
- under special circumstances, take other actions appropriate to the nature of the student's inappropriate conduct

2.3.3.4 Definitions and procedures described in the College's current Academic Standards Handbook with regard to correction of academic deficiencies, academic sanctions (recommendations for academic probation or dismissal from the College), and requests for withdrawal from the College shall apply here.

2.3.3.5 Of most concern to the ASC will be a pattern of recurring inappropriate conduct indicated by "N" grades assigned in more than one course or by more than one instructor. A single "N" grade, or even several in one course, may result in no recommendation for academic sanctions. In such instances, the ASC may counsel students regarding the consequences of receiving additional "N" grades and, optionally, may recommend to the student voluntary activities intended to help the student avoid reoccurrences of the problem. This guideline does not preclude the ASC from recommending action after only one instance of inappropriate conduct of a serious nature.

2.3.3.6 Recommendations for withdrawal or dismissal from the College will be reserved ordinarily for students who refuse to participate in recommended remedial activities, or who, after completing recommended remedial activities, continue to fail to fulfill the College's non-cognitive grading policy, as evidenced by assignment of additional "N" grades. This guideline does not preclude the ASC from recommending withdrawal or dismissal without opportunity for remedial activity for students judged irremediable.

3.0 Examinations

Students are required to be present for all examinations as scheduled. A student who is unable to be present for a scheduled examination must notify the department chair or course coordinator prior to the examination.

3.1 Examination Procedures

- 3.1.1 The type, content, and frequency of examinations will be stated in the course syllabus.
- 3.1.2 Changes in the examination policy (e.g., type, content, frequency, and percentage of total grade) will not be made after distribution of the syllabus at the beginning of the course, except when deemed absolutely necessary by the department chair or course coordinator. Any changes must have prior approval of the Chief Academic Officer. Notification of any changes shall be made in writing (hard copy or email) to the students at least five (5) college working days prior to the examination date(s).
- 3.1.3 The department chair or course coordinator will preview questions for examinations to assure conformity of the examination format.
- 3.1.4 The department chair or course coordinator shall submit final course grades to the Registrar within three college working days (72 hours) of the final examination date.

3.2 Scheduling and Administration of Examinations

- 3.2.1 The examination times and dates will be stated in the course syllabus. Only the department chair or course coordinator may initiate a change in the examination schedule. Any changes must have prior approval of the Chief Academic Officer. If natural elements intervene just before or during the administration of a scheduled examination (e.g., interruption of electrical service), the examination shall be rescheduled by the department chair or course coordinator.

- 3.2.2 An effort will be made whenever possible to schedule examinations so there is minimal conflict with other courses. Examinations shall be given as scheduled in the approved syllabus.

3.3. Academic Counseling After Earned "D" and "U" Examination Scores

Any student who earns a "D" or "U" examination score should contact the department chair or course coordinator within five (5) college working days following notification of such scores for academic counseling in the course. Student compliance will weigh heavily in determining the possibility of course deficiency corrections.

3.4 Makeup Examination(s)

- 3.4.1 Permission to make up an examination is a privilege granted by the department chair or course coordinator who retains the right to deny permission to make up an examination based on available evidence.

- 3.4.2 A student may be granted the privilege to take a makeup examination when the department chair or course coordinator determines that the student has a valid reason for missing a scheduled examination.

- 3.4.3 Requirements for being granted a makeup examination:

3.4.3.1 If the absence is anticipated, a student shall submit to the department chair or course coordinator, no later than two (2) working days before the examination date, a written (letter or email) statement of the reason(s) for missing the examination and should request permission to take a makeup examination.

3.4.3.2 A student missing an examination for an unanticipated reason must submit to the department chair or course coordinator a written (letter or email) statement of reason(s) for missing the examination not later than twenty-four (24) hours after the examination and should request permission to make up the examination.

3.4.3.3 The department chair or course coordinator may require a statement from a physician when a student requests permission to make up an examination due to illness.

- 3.4.4 The department chair or course coordinator is solely responsible for determining whether the reason(s) is/are valid and shall notify the student of the decision in writing (letter or email). If permission is granted, the time, date, and location of the makeup exam will be

stated in the letter or email. If permission is denied, the reasons for the denial will be stated in the letter or email.

3.4.5 The format and scheduling of the makeup examination will be the prerogative of the department chair or course coordinator.

3.5 Final Examination(s)

No student will be exempt from taking a final examination. No final examination may be given early or late, except in unusual circumstances and with approval from the department chair or course coordinator.

4.0 Course Credit by Examination

Qualified students may be able to satisfy requirements of certain courses by demonstrating competence in the course subject areas through successful completion of a comprehensive examination. Students who are repeating an academic year under probationary status are not permitted to obtain course credit by examination.

A student's eligibility to obtain course credit by examination is determined by the faculty members and the department chair or course coordinator responsible for that course. Eligibility may include successful completion of a comparable graduate level course, an undergraduate or graduate degree in the discipline encompassing that course, or professional expertise in a given discipline. Proof of eligibility will be the student's responsibility.

The student must initiate the course credit by examination procedure prior to the end of the first week of course instruction. After consultation with the department chair or course coordinator, the student is required to submit a written (letter or email) request to the department chair or course coordinator for permission to take the appropriate examination. The department chair or course coordinator will approve or disapprove the request in a timely manner. It is the responsibility of the faculty of the course to determine the minimum acceptable levels of performance on a course for credit examination. Students are expected to attend all classes in the course until a decision is rendered.

The grade of "ST" will be recorded for successfully achieving credit by examination. The "ST" grade will be used to determine promotion and graduation but will not be utilized to determine grade point average.

Courses specifically excluded from Credit by Examination include:

- Osteopathic Manual Medicine I
- Osteopathic Manual Medicine II
- Osteopathic Manual Medicine III
- Osteopathic Manual Medicine IV
- All third and fourth year courses

5.0 Grade Reports

Reports of the grades of all students are compiled shortly after the end of each semester by the office of the Registrar. These reports are made available to the students, the student's advisor, the Academic Standards Committee Chairman, and the Chief Academic Officer.

6.0 Correcting Grades Reported in Error

A department chair or course coordinator who reports an incorrect grade to the Office of the Registrar will submit a grade change request form to the Office of the Registrar, and this will be copied to the Chief Academic Officer for information purposes. In no case will a grade be lowered after a student has graduated.

7.0 Grade Appeals

A student may appeal a grade given by an instructor in which he or she believes the grade awarded is inconsistent with the announced grading policy. (See the College academic policy number COM2-0205a or contact the Office of Student Services.)

8.0 Attendance Policy

One hundred percent attendance is expected of all students at all lectures, laboratories, and clinical assignments. It is recognized that there may be isolated instances when an individual must be absent; however, the student who misses a class is not excused from the subject materials presented during the lecture or laboratory period. Additional requirements for attendance may be contained in the course syllabus.

8.1 On Campus Attendance Requirements

Students are expected to attend ALL scheduled lectures and laboratory periods, and are responsible for the course work requirements. Refer to course syllabi for individual course attendance requirements.

8.2 Clinical Attendance Requirements

100% attendance is required at all scheduled clinical assignments. Prior approval of an absence from a clinical assignment must be received from the department chair or course coordinator or preceptor. All absences from clinical assignments must be "made up" prior to the issuance of a grade. Failure to comply will result in an "I" or "U" grade.

9.0 Correcting Academic Deficiencies

The opportunity to correct academic deficiencies is a privilege that must be earned by the student. Decisions regarding remedial work or corrective programs will be made on an individual basis after considering all of the pertinent information pertaining to the student's performance in a course or courses. Decisions will be made by the Chief Academic Officer after receiving a recommendation from the Academic Standards Committee, and when appropriate, the divisional deans, departmental chairs, course coordinators, and the student involved.

No student may graduate from OSU-COM with a "D", "U", or "I" grade. All students will be required to complete remedial work in all courses in which "D" or "U" grades were earned. Additionally, all "I" grades must be replaced in accordance with the policy described under section "I – Incomplete indicates unfinished course requirements" on page 4 of this document.

The educational objectives for remedial coursework will be the same as the educational objectives for regular courses in the curriculum. However, different teaching methods and evaluation procedures may be used and these methods may vary from course to course and department to department.

- 9.1** MSI and MSII students may attempt remediation in no more than three (3) courses in total and in no more than two (2) courses in an academic year. Students earning one or more "D" or "U" grades are required to meet with the Academic Standards Committee at the end of the semester and prior to participating in course remediation.

- 9.1.1 The department chair or course coordinator will recommend whether a student who earned a "D" or "U" grade in a prerequisite or in one of a series of courses (e.g., Pharmacology I) will be allowed to take the subsequent course (e.g., Pharmacology II) prior to correcting the academic deficiency. The approval must be written (letter or email) and submitted to the Academic Standards Committee, which will consider the recommendation and make its own recommendation to the Chief Academic Officer. The Chief Academic Officer will make the final decision regarding the recommendation.

The department chair or course coordinator determines the form and time of remedial work for students earning "D" or "U" grades. Remedial work may take the form of a single examination or set of examinations, under the direction of the department chair or course coordinator. Alternatively, remediation may take the form of enrolling in a course outside of OSU-COM. Remedial efforts should be completed by the first Friday in August for MSI students,

before taking COMLEX Level 1 for MSII students, or as specified by the Chief Academic Officer.

Students must earn a “C” grade or better when remediating a “D” or “U” grade. A “C” grade will be the final recorded grade for courses that have been successfully remediated (i.e., the student has earned a C or higher grade). The highest percentage submitted for remedial coursework will be 70.0%. This is regardless of the actual percentage attained during the remediation.

Students who are required to remediate a course may petition the Chief Academic Officer to remediate the course at another institution. Before a student enrolls in a course outside of OSU-COM, the institution, the course, and all materials pertaining to the course must be approved by the department chair or course coordinator (in consultation with the discipline faculty) and the Chief Academic Officer. Upon completion of a course at another institution, an official transcript must be sent to the registrar’s office at OSU-COM in order to grant credit for the course.

- 9.1.2 MSI and MSII students who earn three or more "D" or "U" grades in total, or two or more "D" or "U" courses in an academic year, or are unsuccessful in remediating a "D" or "U" grade may not be allowed to continue their original program of study.

Students meeting the criteria listed above will meet with the Academic Standards Committee at the end of the semester. The Committee's purpose will be to consider the student’s academic record and any extenuating circumstances that contributed to the student’s academic performance. Students will be given ample opportunity to explain their academic difficulties and the circumstances that led to their current academic situation.

After meeting with the student, the Academic Standards Committee will recommend one of the following to the Chief Academic Officer:

9.1.2.1 Remediate the course or courses

The Academic Standards Committee may recommend this option for a student if the student can demonstrate extenuating circumstances that affected their academic performance. This option allows the student to remediate the course or courses in which they earned a “D” or “U” grade. Policies regarding course remediation are described in 1. under “9.0 Correcting Academic Deficiencies”.

9.1.2.2 Repeat the year.

This option allows the student to return to the College with the next incoming class to repeat the entire curriculum for the year that the academic deficiencies occurred in. This would include all courses, both the failed and passed courses. Course waivers are not permitted.

Repeating students must adhere to academic standards set forth in their probation as delineated by the Chief Academic Officer in consultation with the Academic Standards Committee. Because this is the student's second opportunity to participate in the curriculum, and because of previous academic difficulties, all repeating students will be placed on academic probation until the successful completion of COMLEX step 1 (see section 11.0 "Policies Concerning Promotion, Probation, and Dismissal"). Students repeating a year may also be subject to certain scholastic regulations other than those established for the class with which the student entered the College, as determined by the Chief Academic Officer.

The number of allowable "D" and "U" grades will not be reset when repeating a year. For instance, a student earns a "D" and a "U" grade in the first year and is asked to repeat year one. That student may earn only one more "D" or "U" grade, three total, in their academic program. Therefore, it is critical that MSI and MSII students work diligently to avoid all "D" and "U" grades as they are cumulative and exceeding three of them will result in dismissal from OSU-COM.

9.1.2.3 Dismissal from OSU-COM.

Once dismissed from the College, a student can return to the College only by repeating the entire admissions process. There is no guarantee that the student will be re-admitted. It is expected that a student who wishes to reapply will seek to improve their ability to satisfactorily compete in the College's academic environment by taking additional course work, seeking professional counseling, etc.

9.2 MSIII and MSIV students may attempt remediation in no more than two (2) rotations in total.

A student who earns a “D” or “U” grade in a clinical rotation will be required to remediate the rotation. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation.

Any student who earns a “D” or “U” grade in a remediated clinical rotation will be dismissed from the College.

Clinical rotation deficiencies may be remediated by one of the following:

- 9.2.1 Repeat a portion or section(s) of a clinical rotation.
This may be done at the original site or a new site if deemed necessary by the department chair, or course coordinator, and/or the Committee.
- 9.2.2 Repeat the entire clinical rotation.
This may be done at the original site or at a new site if deemed necessary by the department chair, or course coordinator, and/or the Committee.
- 9.2.3 Makeup of missed time because of the 100% attendance requirement for clinical rotations.

This procedure is used when a student is absent from a rotation for sickness, personal reasons, etc. If excessive time is missed, the student may be required to repeat the entire rotation.
- 9.2.4 Repeat the entire clerkship program or one year of the clerkship program. This may occur when the student receives repeated below average, marginal, and/or “U” evaluations or when the student has excessive absences at the rotation site(s).

MSIII and MSIV students who earn more than two (2) "D" or "U" grades in total will be dismissed.

NOTE: The prerogative of which procedures are to be used to correct the academic deficiencies is with the department chair or course coordinator, Academic Standards Committee, and the Chief Academic Officer.

A student receiving an “I” (Incomplete) grade will not be permitted to begin the next clerkship rotation (course) following the issuance of the incomplete grade until the deficiency is removed or a plan of corrective action is in place.

10.0 Academic Dishonesty (Policy COM2-0206a)

10.1 Policy

10.1.1 Academic dishonesty is not condoned nor tolerated at Oklahoma State University College of Osteopathic Medicine.

10.1.2 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:

10.1.2.1 Plagiarism - The representation of someone else's ideas as if they are one's own. Where the arguments, data, designs, etc., of someone else are being used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one's own work. (For instance, it would be plagiarism to credit someone else with the content of only one paragraph in a paper, when in fact one is borrowing two pages of the paper from this source.) And one must not suppose that only verbatim copying requires crediting. Paraphrasing of someone else's ideas is still using someone else's ideas, and must be acknowledged.

10.1.2.2 Unauthorized Collaboration on Out-of-Class Projects - The representation of work as solely one's own when in fact it is the result of a joint effort.

10.1.2.3 Cheating on In-Class Exams - The covert gathering of information from other students, the use of unauthorized notes, unauthorized aids, etc. It is the responsibility of the instructor to make clear what aids, if any, are authorized for use during an exam.

10.1.2.4 Unauthorized Advance Access to an Exam - The representation of materials prepared at leisure, as a result of unauthorized advance access (however obtained), as if it were prepared under the rigors of the exam setting. This misrepresentation is dishonest in itself even if there are no compounding factors, such as unauthorized use of books or notes. (Note: Access to an exam given in a

previous semester and routinely returned to a previous student is not unauthorized access. Nor is it unauthorized access for a student to discuss an exam taken by a student in an earlier section. It is the obligation of the instructor to ensure that access of these sorts does not become an unfair advantage for some students.)

- 10.1.2.5 Fraudulent Alteration or Misrepresentation of Transcripts, Clinical Evaluation Forms, or Other Academic Documents - Alterations of graded papers, research data, course withdrawal slips, falsifying and altering clinical evaluation forms, or any other academic material in order to receive undeserved credit or advantage.
- 10.1.2.6 Known Cooperation with Another Person in an Academically Dishonest Undertaking. Failure by a student to prevent misuse of his/her work by others. Care must be taken that exam answers are not seen by others, that term papers or projects are not plagiarized or otherwise misused by others, etc. Even passive cooperation in a dishonest enterprise is unacceptable. This must not, however, be understood to require that a student inform on another student. That is, a student must actively project his/her own work, but he/she is not obliged to report cheating or attempted cheating to anyone.
- 10.1.2.7 Misuse of Patient Data or Breach of Patient Confidentiality
- 10.1.3 The test in any case of suspected academic dishonesty is whether undeserved intellectual creditor advantage is being sought through deliberately fraudulent means.
- 10.1.4 Burden of Proof for Allegations of Academic Dishonesty – In the case of an academic dishonesty appeal, the burden of proof rests with the faculty member, i.e. instructor of record, to demonstrate by clear and convincing evidence that the alleged act(s) of academic dishonesty has occurred. Clear and convincing evidence is a level of proof, which may be said to be midway between preponderance of the evidence and beyond reasonable doubt.
- 10.1.5 Evidential Standards for Allegations of Academic Dishonesty
 - 10.1.5.1 Experience of the Academic Appeals Board (AAB) has indicated that the standard of proof requires more than a

mere assertion that a student has been involved in dishonesty.

- 10.1.5.2 In most circumstances, evidence supporting the faculty member's assertion of academic dishonesty should be presented in the form of (1) documentary evidence or (2) corroborating testimony from other University faculty, administration, staff, or students.
- 10.1.5.3 Only in instances in which no other supporting evidence is available should other students in a class be utilized as witnesses by a faculty member in support of an allegation of academic dishonesty. In no case should a faculty member base an allegation of academic dishonesty on an allegation by a single student, which is unsupported either by documentary evidence or observation of the allegedly dishonest conduct by a member of the University faculty, administration, staff, or by another student.
- 10.1.5.4 Because the student accused of academic dishonesty has the right to cross-examine the witnesses against him/her, written statements by persons not present at the AAB hearing normally will not be considered by the Board. In the event that a majority of the Board concludes that such written statements are necessary, the record of the case shall contain the reasons for the conclusion.
- 10.1.5.5 Examples of documentary evidence which have been found acceptable in past cases include examination papers with identical or highly similar answers, particularly when the answer on one or both examinations is incorrect, and when the faculty member can demonstrate that the papers were produced by students seated in close proximity to one another during an examination; written work submitted by the student in which plagiarism is charged when the faculty member can produce the original source(s) from which the work is alleged to have been taken; improper source materials such as notes taken from a student during the course of an examination for which no such notes were allowed; and text materials improperly in possession of a student during the examination. In these situations, the documentary evidence should be retained by the faculty member. It of course strengthens the faculty member's case to have another witness to the presence of improper

materials during the examination, particularly if there is a dispute as to the presence of the materials.

10.1.5.6 Academic dishonesty requires intent to deceive. The fact that intent is a state of mind rather than an externally observable phenomenon does not present insuperable evidential difficulties. A person's actions in context can provide clear and convincing evidence of his/ her guilty intentions, protestations of innocence notwithstanding.

10.1.6 The examples listed above in no way may be taken to be an exhaustive list of the types of documentary evidence which may be submitted to the AAB; rather they are provided by way of illustration.

10.2 Procedure

The allegation(s) of academic dishonesty may come from students, faculty, staff, or administration.

10.2.1 Instructor of Record: The instructor of record is the individual responsible for final grade assignment, i.e. course coordinator, preceptor, department chair, Associate Dean for Clinical Education. Other faculty members who are participating in a course such as in team-taught courses or clinical faculty on rotations and/or teaching assistants are also expected to participate in an appropriate way in assessing any penalties for misconduct or dishonesty and in any appeal.

10.2.2 Instructor Procedure: In instances where the instructor of record has clear and convincing evidence that a student has engaged in dishonest academic behavior, the following procedures will be used:

10.2.2.1 The instructor of record shall discuss the situation as soon as possible with the student, explaining the allegation, the reasons for it, and the disciplinary action(s) being considered, and shall give the student the opportunity to respond to the allegation.

10.2.2.2 If after consultation with the student, evidence is NOT disputed by the student, and the instructor of record decides to initiate disciplinary action, he/she may do one or more of the following:

10.2.2.2.1 Require the student to complete a substitute assignment, examination, or rotation.

10.2.2.2.2 Award a grade of “zero”, “U” and/or “N” for the assignment, examination, or rotation.

- 10.2.2.2.3 Award a reduced grade for the assignment, examination, or rotation.
- 10.2.2.2.4 Award a grade of “U”, and/or “N” for the course or rotation.
- 10.2.2.2.5 Recommend to the Academic Standards Committee (ASC) that action be initiated for more stringent disciplinary action, i.e. probation, suspension, or dismissal from the College. The ASC will then review and make a recommendation to the Chief Academic Officer regarding disciplinary action. The Office of Academic Affairs shall be responsible for the final decision and implementation regarding disciplinary action
- 10.2.2.2.6 If any disciplinary action is taken other than recommendation to the ASC, the instructor of record must communicate in writing, within ten (10) working/school days the actions taken and the reasons for them to: the student, the student’s advisor, instructor of record’s Department Chair, instructor of record’s Unit Dean, and the Dean of Students.

10.2.2.3 If after consultation with the student, and evidence IS disputed by the student, the instructor of record immediately refers the case to the ASC for review and action. If evidence is again disputed by the student(s), the ASC submits the case to the Dean of Students to initiate an Appeal Process.

10.2.3 Peer Review Committee: Allegations from students will be directed, in writing, to the Dean of Students by the Peer Review Committee (See Student Handbook). The Dean will then forward the allegations to the ASC. If after consultation with the student, evidence is disputed by the student(s), the ASC submits the case to the Dean of Students to initiate an Appeal Process.

10.2.4 Student Appeal: A student alleged to have engaged in academic dishonesty or misconduct shall have the right of due process and appeal as delineated herein should he/she believe the instructor’s action was unfair or incorrect. No disciplinary action may be carried out while a case is being appealed nor may the student who has been accused of academic dishonesty withdraw from the course while the accusation is pending. The deadline for filing grade appeals is no later than six (6) weeks from the date of the Academic Standards Committee meeting.

10.2.5 The student will use the following procedures in filing an appeal:

- 10.2.5.1 The student obtains and completes an appeal form. Appeal forms are available to students in the Office of Dean of Students or Academic Affairs. In completing the forms, the student will discuss the allegation(s) with the Instructor, the Course Coordinator, the Unit Dean, and the Chief Academic Officer. The completion of these forms ensures that appropriate parties have an opportunity to consider the allegation(s) and appeal.
- 10.2.5.2 Form A is submitted to the Dean of Students. The Dean of Students accepts the form, all supporting documents, and appoints the AAB before transferring the case to the Chair of the Appeals Board.
- 10.2.5.3 Academic Appeals Board Chair schedules hearing. Appointments for hearings are confirmed by mail. The student and instructor meet with the Board at the same time, so no further allegations can be made against the student without the student's knowledge or against the instructor without the instructor's knowledge. With prior notification through the Board Chair, both parties have the right to present witnesses such as an advisor, fellow student(s), faculty member(s), or other persons to provide evidence to the Board to assist in establishing the factors of the case. The student may also be accompanied by a parent or attorney, but only in an advisory capacity.
- 10.2.5.4 Appeals Board renders decision. The decision of the AAB is communicated in writing within five (5) working/school days of the hearing to: the student, the instructor of record, Course Coordinator, instructor of record's Unit Dean, Dean of Students, and the Chief Academic Officer. If the Board rules that an act(s) of academic dishonesty or misconduct did NOT occur, the final grade will be changed as appropriate and the case, including justification and all supporting documentation, is referred to the Dean of Students for finalizing. If the Board rules that an act(s) of academic dishonesty or misconduct DID occur, the case, including justification and all supporting documentation, is referred back to the Academic Standards Committee (ASC), which then reviews and makes a recommendation regarding disciplinary action to the Office of Academic Affairs. The Office of Academic Affairs shall be responsible for the final decision and implementation regarding disciplinary action.

10.3 Academic Misconduct

- 10.3.1 Academic misconduct is academically unacceptable behavior that is distinguished from academic dishonesty in that the intent to obtain "undeserved intellectual credit or advantage" by "fraudulent means" is missing. Misconduct includes, but is not necessarily limited to the following types of cases:

- 10.3.1.1 Failure to observe the rules governing the conduct of examinations through ignorance, carelessness, preoccupation, or psychological stress. Examples could include bringing study notes into a closed-book examination but without the intent or act of consulting them during the examination, failure to stop when time is called at the end of an examination, etc.
 - 10.3.1.2 Failure to observe strict requirements for the proper identification and citation of courses and supporting ideas in reports and essays. Examples could include inadvertently incomplete or erroneous attribution of ideas to bibliographically identifiable sources, etc.
 - 10.3.1.3 Excessive reliance upon and borrowing of the ideas and work of others in a group effort. Examples could include uncritical acceptance of calculations, perhaps erroneous, in joint laboratory reports in which it is understood that the reports will be prepared jointly, etc.
- 10.3.2 The factor distinguishing these and similar events from academic dishonesty is the lack of intent to obtain intellectual advantage by fraudulently violating specific rules and accepted academic standards.
- If after consultation with the student the instructor of record decides to take disciplinary action, he/she may do one or both of the following:
- 10.3.2.1 Require the student to complete a substitute assignment, examination, or rotation.
 - 10.3.2.2 Award a grade of "zero", "U" and/or "N" (or a reduced grade) for the assignment, examination, or rotation.
- 10.3.3 The student must be clearly notified of any penalty within ten (10) working/school days of the discovery of the alleged act of misconduct. These penalties can be severe (a zero on an examination, for example) if the student has been properly instructed in the rules and warned of the consequences of violating them. Such warning is of course the responsibility of the instructor and calls for care in the writing of the course syllabus.
- 10.3.4 Burden of Proof and Procedures for Allegations of Academic Misconduct. Grade reductions for reasons of academic misconduct make no allegations of moral shortcomings and require no further notification of College officials. Student appeals in such cases are to be seen as generally comparable to grade appeals and treated as a regular grade appeal. (See Policy and Procedures COM2-0205a.) The burden of proof rests upon the student to establish his/her case. This may be done by showing that (1) the student was not clearly notified of the impermissibility of the behavior in question, (2) the penalty was inconsistently administered, or (3) the impermissible behavior did not occur. If the student wishes to argue the

third alternative, he/she should be prepared to present corroborating evidence in support of the claim.

10.4 Academic Appeals Board

10.4.1 The Academic Appeals Board (AAB) is authorized by the Chief Academic Officer to review regular grade appeals as well as appeals of alleged academic misconduct or dishonesty. While the Board may change the final grade for either appeal process, during appeals involving alleged academic dishonesty, the Board is to also rule on the student's guilt or innocence with respect to the alleged instance(s) of academic dishonesty or misconduct and whether or not to uphold the assigned grade.

The decision of the AAB is communicated in writing within five (5) working/school days of the hearing to: the student, the instructor of record, Course Coordinator, instructor of record's Unit Dean, Dean of Students, and Chief Academic Officer.

If the Board rules that an act(s) of academic dishonesty or misconduct did NOT occur, the final grade will be changed as appropriate and the case, including justification and all supporting documentation, is referred to the Dean of Students for finalizing. If the Board rules that an act(s) of academic dishonesty or misconduct DID occur, the case, including justification and all supporting documentation, is referred back to the Academic Standards Committee, which then reviews and makes a recommendation regarding disciplinary action to the Office of Academic Affairs. The Office of Academic Affairs shall be responsible for the final decision and implementation regarding disciplinary action.

10.4.2 The procedures for the Academic Appeals Board (AAB) afford the student and the instructor of record their right of due process by providing them with:

10.4.2.1 Written (letter or email) notification of the time and place of the hearing of the appeal.

10.4.2.2 The right to appear in person and present their case. Either party may elect not to appear. In this instance, the hearing shall be held in his/her absence. Failure to appear must be noted without prejudice.

10.4.2.3 The right to meet with the Board at the same time, so no further allegations can be made against the student without the student's knowledge or against the instructor without the instructor's knowledge.

10.4.2.4 The right to, with prior notification through the Board Chair, present witnesses such as an advisor, fellow student(s), faculty member(s), or other persons to provide evidence to the Board to

assist in establishing the factors of the case. The student also has the right to be accompanied by a parent or attorney, but only in an advisory capacity.

- 10.4.2.5 The right to call witnesses to assist in establishing facts of the case.
 - 10.4.2.6 The right to ask questions and refuse to answer questions.
 - 10.4.2.7 The right to an expeditious hearing of the case.
 - 10.4.2.8 The right to an explanation of the reasons for any decision rendered.
- 10.4.3 The Academic Appeals Board is appointed on a case-by-case need; it is not a standing committee of the College. The Board consists of two (2) Basic Scientists, two (2) Clinicians, and two (2) students who are appointed by the Dean of Students, in consultation with the Associate Dean for Clinical Education, Associate Dean for Basic Sciences, and the Student Senate President. One (1) faculty member serves as Chair and votes only in case of a tie vote. Another faculty member is designated as the Co-Chair and serves in the absence of the Chair. The student filing the appeal has the right to refuse committee member appointments. To afford due process, careful attention should be paid to assembling an objective committee. If the student filing the appeal refuses a committee member appointment, that member of the Board shall step down and an individual will be named by the Dean of Students to replace the Board member affected.

11.0 Policies Concerning Promotion, Probation, and Dismissal

- 11.1** Normal progression through the curriculum requires that there be no “D”, “I”, or “U” grades. Achievement of this standard in each academic year is, therefore, required for promotion to the next academic year. This standard must also be met before third year students can begin clinical clerkship rotations and fourth year students can graduate.

The academic standards for successful completion of each course or clinical rotation are determined by the Academic Unit under which the course or rotation is administered. The student has the primary responsibility for acquiring knowledge and clinical proficiency, and for meeting the academic standards set for each course or program. The College does not guarantee that any student, once enrolled, will achieve any level of academic accomplishment.

The academic progress of students will be reviewed by the Academic Standards Committee throughout the year each year. Review of students’ progress by the Committee is necessary to ensure that students meet the minimum College standards, and thus, remain in good academic standing. Students earning “D” or “U” grades are not considered to be in good

academic standing and will be placed on academic probation. The duration of academic probation will be determined by the Chief Academic Officer in consultation with the Academic Standards Committee.

Students earning one or more “D” or “U” grades in a semester are required to meet with the Academic Standards Committee. The Committee will review the students’ academic record and speak with the student to discuss what factors have led to, or are contributing to, their unsatisfactory academic performance. The Committee will then make a recommendation to the Chief Academic Officer, who will decide what course of action to take. The recommendations that can be made by the Academic Standards Committee include, but are not limited to:

- 11.1.1 A student be required to remediate or repeat a given course.
- 11.1.2 A student be required to repeat the academic year.
- 11.1.3 A student not be permitted to enroll in OSU-COM for a given period of time, not to exceed two semesters, before continuing the program.
- 11.1.4 A student be dismissed from the College.

11.2 Promotion

Promotion is defined as progression from one academic year to the next.

- 11.2.1 A student will be recommended for promotion to the Chief Academic Officer by the Academic Standards Committee.
- 11.2.2 A student will not be recommended for promotion if they have academic deficiencies or "D", "U", or "I" grades, with the possible exception of a grade assigned to a third year clinical rotation.
- 11.2.3 All students enrolled in the D.O. program must take the timed, Phase 1, Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) offered by the NBOME. Students must take the Phase 1 COMSAE prior to attending the Level 1 board review offered by the College. To ensure adherence to this requirement, students must provide proof of taking the exam on the first day of the Level 1 board review. Students not providing proof will be required to visit with the Academic Standards Committee.
- 11.2.4 A student may not be promoted to the third year of study without passing the COMLEX Level 1 examination. Customarily, the results are not available until the first of August, therefore, second year students will be

allowed to begin third year rotations. Upon receipt of a passing COMLEX Level 1 score, students will be formally promoted to the third year.

Students failing the COMLEX Level 1 examination will be required to discontinue clinical rotations and to meet with the Academic Standards Committee. The Committee will review the student's academic record and speak with the student to discuss the factors that contributed to failing the Level 1 exam. The Committee will then make a recommendation to the Chief Academic Officer, who will determine what course of action to take. The recommendations that can be made by the Academic Standards Committee include, but are not limited to:

11.2.4.1 A student be asked to take a formal board preparation course.

11.2.4.2 A student be required to retake a particular course or to retake a particular semester at OSU-COM.

11.2.4.3 A student may attempt to pass the COMLEX Level 1 examination three times. Failing the Level 1 exam a third time will result in dismissal from OSU-COM.

11.2.4.4 If the student has failed the COMLEX Level 1, the student be required to take the online practice Level 1 COMSAE Exam and provide the results of which to the Dean of Clinical Education. Additionally, students failing the Level 1 exam will be required to meet with the Academic Skills Coordinator to develop a study plan, learn about available study resources, and receive assistance filing for COMLEX accommodations should any be warranted.

The student is expected to follow the course of action delineated by the Chief Academic Officer. The course of action is mailed to the student within one to two weeks of meeting with the Academic Standards Committee. If the Academic Standards Committee or Chief Academic Officer determines that the student has failed to follow the requirements set forth by the Chief Academic Officer, the Academic Standards Committee or Chief Academic Officer may issue a non-cognitive (N) grade for professionalism and judgment.

11.3 Academic Probation

Probation represents an official sanction by the College for unacceptable academic performance. Probation is a period of time during which the student's progress will be closely monitored by the Academic Standards Committee and the Chief Academic Officer or his/her designee.

A student placed on probation will be notified in writing by the Chief Academic

Officer and the reasons will be stated. Notification will be delivered by certified mail or hand delivered and acknowledged by signatures of the student and the Chief Academic Officer or his/her designee. Copies of the letter will be placed in the student's permanent file and distributed to the chairman of the Academic Standards Committee. The Academic Standards Committee will ascertain when the terms of the probation can be rescinded. A student on probation will not be allowed to participate in student government or extracurricular activities for the duration of the probation. Exceptions may be attendance at local health fairs. Attendance at these activities will be with approval from the Dean of Students.

The student on probation is required to meet with his/her faculty mentor on a monthly basis. Additionally, the student is required to complete a standard form outlining the substance of the meeting and submit it to the Dean of Students no later than the fifth day of each month. The Offices of the Dean of Students and Academic Affairs will track the meetings to insure consistent and appropriate monitoring and academic advising.

A student will be placed on academic probation for any of the following reasons:

- 11.3.1 Earning a "D" grade in any course or clinical rotation.
- 11.3.2 Earning a "U" grade in any course or clinical rotation
- 11.3.3 Repeating an academic year.
- 11.3.4 Earning a "N" grade in any course or clinical rotation.

11.4 Removal from Probation

A student will be removed from probation:

- 11.4.1 When all requirements for correcting "D", "U", or "N" grades have been completed satisfactorily.
- 11.4.2 For students repeating an academic year, after passing the COMLEX level 1 examination.

11.5 Dismissal

The Academic Standards Committee may recommend dismissal of a student from the College for any of the following reasons:

- 11.5.1 Earning a "D" grade in more than one course or clinical rotation.
- 11.5.2 Earning a "U" grade in one or more courses or clinical rotations.

11.5.3 Earning a “U” grade while on academic probation.

11.5.4 Earning a "N" grade.

11.5.5 Demonstrating unethical or unprofessional behavior.

11.5.6 Being placed on probation more than once.

12.0 Withdrawal, Leaves of Absence, and Suspension from the College

12.1 Withdrawal

Application for voluntary withdrawal from the College must be made in writing to the Chief Academic Officer. Except in rare and special circumstances, the application will be accompanied by a personal interview. Every effort should be made to assure that no misunderstandings or errors occur in the withdrawal process.

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

In addition, students must report to the Registrar’s Office to complete a withdrawal form before they can officially withdraw from the College. Students who do not complete this application for voluntary withdrawal will not be entitled to an official withdrawal and, consequently, will not be considered for readmission at a later date.

Readmission following the withdrawal procedure is not assured unless it is a part of the final decision and/or agreement made by the Chief Academic Officer and the withdrawing student. This final decision and/or agreement must be in writing so that it is understood by all parties involved. A student who is granted readmission following withdrawal in good standing will re-enter at the beginning of a semester and must register for all courses scheduled during the semester of the withdrawal.

12.2 Leave of Absence

A student in good academic standing may request a leave of absence due to a medical or severe personal problem. Students requesting a leave of absence must apply to the Chief Academic Officer in writing. If the leave of absence is for a

medical or psychological problem, the request must be accompanied by a letter from a physician or doctoral-level mental health professional describing the nature of the disability or problem and the estimated length of time needed for recovery.

After consultation with the student, the Chief Academic Officer will decide whether or not the leave is to be granted and the conditions under which the student may resume the OSU-COM program. In addition, students must complete a leave of absence form before their request can be approved. Students who do not complete this application for leave of absence will not be entitled to an official leave of absence and consequently may not be considered for readmission at a later date.

Before a student may resume his or her studies, the student must submit a written request to the Chief Academic Officer. A letter from a physician or doctoral-level mental health professional stating that the student has recovered from the disability or problem and is able to participate in a full academic program must accompany the request.

12.3 Academic Suspension

Suspension is a forced absence from the College. It is a temporary situation imposed by the Chief Academic Officer when a student is having an academic, professional, or personal situation that requires additional time for the College to gather information concerning this matter. The student is not allowed to attend classes or clinical rotations until the suspension is removed.

13.0 Requirements for Graduation

A student who has satisfactorily completed all academic requirements and who has been recommended by the College faculty may be awarded the Doctor of Osteopathic Medicine (D.O.) degree, provided the student has:

13.1 No unremediated “D” or “U” grades, and no grades of “I”;

13.2 Satisfactorily completed all clinical rotations;

13.3 Complied with all legal and financial requirements of the College;

13.4 Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine;

13.5 Demonstrated acceptable competence in the knowledge, skills, and attitudes required of an osteopathic physician;

13.6 Passed COMLEX Level 2, both cognitive (CE) and performance (PE), and reported the scores to OSU-COM prior to graduation.

13.6.1 A student may attempt to pass the COMLEX Level 2 examination (both CE and PE) three times. Failing either the CE or PE or both a third time will result in dismissal from OSU-COM.

13.6.2 Students failing the COMLEX Level 2 examination (either the CE or PE) will be required to meet with the Academic Standards Committee. The Committee will meet with the student to provide counsel in preparation for taking the exam and discuss their performance. The Committee will then make a recommendation to the Chief Academic Officer, who will determine what course of action to take. At a minimum the Academic Standards Committee will recommend the following:

13.6.2.1 The student be required to meet with the Dean of Clinical Education to discuss their plan for preparing to take the COMLEX Level 2 CE or PE exam again.

13.6.2.2 If the student has failed the COMLEX Level 2 PE, the student be required to schedule standardized patient encounters with the Dean of Clinical Education. These encounters will be used to provide feedback to the student so that they can improve their performance on the Level 2 PE examination.

13.6.2.3 If the student has failed the COMLEX Level 2 CE, the student be required to take the online practice Level 2 CE COMSAE Exam and provide the results of which to the Dean of Clinical Education. Additionally, students failing the Level 2 CE will be required to meet with the Academic Skills Coordinator to develop a study plan, learn about available study resources, and receive assistance filing for COMLEX accommodations should any be warranted.

The student is expected to follow the course of action delineated by the Chief Academic Officer. The course of action is mailed to the student within one to two weeks of meeting with the Academic Standards Committee. If the Academic Standards Committee, Chief Academic Officer, or the Dean of Clinical Education determines that the student has failed to follow the requirements set forth by the Chief Academic Officer, the Academic Standards Committee, Chief Academic Officer, or the Dean of Clinical Education may issue a non-cognitive (N) grade for professionalism and judgment.

13.7 Been recommended for graduation by the faculty and the appropriate College bodies;

13.8 Attended the commencement ceremony (only in unusual circumstances, and with prior approval of the Chief Academic Officer, will a degree be awarded in absentia); and

13.9 Met the graduation requirements listed in the catalog.