



OKLAHOMA STATE UNIVERSITY
CENTER FOR HEALTH SCIENCES

*College of
Osteopathic Medicine*

**Academic Standards Handbook
2024 – 2025**

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INTRODUCTION

The Academic Standards Handbook (“Handbook”) is designed to be used by students and faculty as a resource for academic standards required by the Oklahoma State University College of Osteopathic Medicine (OSU-COM). The purpose of this handbook is to state, clarify and explain the rules and guidelines governing the academic environment of OSU-COM. In addition, OSU-COM will make every effort to ensure that due process in all academic matters is extended to all our students.

Administration, faculty, staff and students of OSU-COM adhere to the American Osteopathic Association's Code of Ethics adopted by OSU-COM in 2008. As student members of the osteopathic profession, OSU-COM requires its students to comply with the AOA Code of Ethics, which can be found at <https://medicine.okstate.edu/com/code-of-ethics.html>

This Handbook is normally revised in between academic years, but may be revised during the academic year for good cause upon advance notice to the students of OSU-COM.

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1.0 Academic Grading System

The evaluation standard for all required first-year and second-year OSU-COM courses will be an alpha/numerical system. The numerical system ranges from 0 to 100%, with 69.50% as the lowest passing grade. A grade of 64.50%-69.49% is defined as a marginal (D) grade and requires remediation. A grade of 64.49% or less is defined as a failing (F or "Fail") grade and requires remediation. Letter grades will be determined from rounded numerical grades according to Section 1.1 below. Course Directors must report percentage grades to the Registrar to at least the hundredth.

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.

Required clerkship rotations will issue ratings of Pass, Fail, and Honors. Pass and Fail grades for OSU-COM are defined below. Grades will be awarded based upon the student's class/clerkship rotation preparation, class/clerkship rotation attendance and participation, and scores made on examinations and other assignments. Honors criteria are defined in each department's grading criteria and can be found in each department's clerkship syllabus.

A clerkship rotation Fail grade is issued when a student meets two or more Evaluation failure criteria (see the Clerkship Handbook for a listing of the criteria). A grade will not be assigned until a student passes the Comprehensive Medical Achievement Test (COMAT) (see section 11.2 of Academic Standards Handbook).

A clerkship rotation Pass grade is issued when a student passes the Evaluation and COMAT (when applicable).

All elective clerkship rotations are graded using a Pass (P) or Fail (F) grading system.

The Course Director will assign the final grade for each course/clerkship. Once a grade has been entered on a student record, it can only be changed by the Course Director.

A cumulative grade point average (GPA) 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 (A = 4; B = 3; C = 2; D = 1; F = 0) 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. Final class rank is calculated at the end of the student's OMS-II year due to the Pass, Fail, and Honors grading system during clerkship rotations.

If a student is required to repeat a year or a clerkship 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. Only the new grades will be used to compute GPA and class rank.

In addition to the grades described above, students will receive a professionalism grade (hereinafter referred to as a “non-cognitive” grade) of Satisfactory (S) or Needs Improvement (N) for each course/clerkship rotation based on performance with regard to OSU-COM non-cognitive academic standards. A non-cognitive grade of “S” is implied for each student in each course unless a Course Director submits an “N” grade for a student. Non-cognitive grades are not included in determining a student’s GPA. All “N” grades will be reported using the non-cognitive grade referral 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 *2.3 Guidelines for Assigning and Reviewing Non-cognitive Academic Grades*.

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 Director for clarification.

1.1 Grades

A - Excellent (Numerical range 89.50-100%)

B - Good (Numerical range 79.50-89.49%)

C - Satisfactory (Numerical range 69.50-79.49%)

D - Marginal (Numerical range 64.50-69.49%)

F - Fail (Numerical range 64.49% and below)

P – A clerkship “Pass” grade will be assigned for required clerkship rotations when a student passes the Evaluation and COMAT (when applicable) and for elective clerkship rotations when the student’s score is 69.50% or better on the Evaluation.

F – A clerkship “Fail” grade will be assigned for required clerkship rotations when a student meets two or more Evaluation failure criteria (see the Clerkship Rotation Handbook and/or clerkship syllabus for Evaluation failure criteria) and for elective clerkship rotations if the student scores below a 69.50% on the Evaluation.

H – A clerkship “Honors” grade may be considered at the discretion of each department for required clerkship rotations.

AU - Audit

W - Withdrawn

WP - Withdrawal, in good academic standing

WU - Withdrawal, not in good academic standing

I - Incomplete

Non-cognitive grades:

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 Course Director and the Dean or designee. 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 unless the ASC recommends the audit.

W - Withdrawal indicates withdrawal from OSU-COM.

A student may request to withdraw from OSU-COM. A request for withdrawal from OSU-COM must be submitted in compliance with the *Leave of Absence and Withdrawal Policy* administered by the Office of Enrollment Management.

Withdrawal grades may be given based on the time in the semester and the student's academic standing at the time of withdrawal:

- Withdrawal (W), based on the published academic calendar allowed withdrawal date;
- Withdrawal in good academic standing (WP); and/or
- Withdrawal not in good academic standing (WU).

If withdrawal is approved, the Course Director will assign a "W," "WP," or "WU" grade as appropriate for submission to the Registrar. If a student

withdraws from a course, re-enrollment and successful completion of the course is required to receive credit.

I - Incomplete indicates unfinished course requirements.

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

Students who receive an “I” must contact the Course Director 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, which cannot exceed four (4) weeks after the end of the semester. In rare and extenuating circumstances, the Dean or designee may approve students to complete the required objectives beyond this four (4) week deadline.

When a Course Director determines that a student is eligible for an incomplete (I) grade, he or she will also specify a default grade, based on all graded segments of the course, (e.g., “A,” “B,” “C,” “D,” “F,” “P,” “F,” or “H”), including those the student has not completed. If the student fails to complete the required objectives by the stated deadline, the “I” grade will be replaced by the default letter grade (e.g., “A,” “B,” “C,” “D,” “F,” “P,” “F,” or “H”) that was calculated by the Course Director at the time the original composite “I” grade was posted.

An “I” 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 Course Director’s discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an “F.”

S - Satisfactory (Non-Cognitive grade)

A “S” grade denotes a student’s satisfactory demonstration of non-cognitive academic standards and is described in *Section 2.0: Non-Cognitive Grades and Academic Sanctions.* An “S” grade is implied unless a student receives an “N” grade.

N - Needs Improvement (Non-Cognitive grade)

An “N” grade denotes a student needs improvement with respect to one or more non-cognitive academic standards. “N” grades are further described in *Section 2.3: Guidelines for Assigning and Reviewing Non-Cognitive Grades and Academic Sanctions.*

1.2 Grade Book and Records

It is the responsibility of the Course Director to ensure the existence of student grade records and materials the Course Director uses to conduct the course and evaluate student performance. 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 accordance with *OSU Policy and Procedures 2-0214: Retention of Grade Books and Records* regarding the length of time that these documents must be maintained.

1.3 Course/Instructor Evaluation

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

2.0 Non-Cognitive Grades and Academic Sanctions

2.1 General Provisions

Students matriculating at OSU-COM are considered student members of the osteopathic medical profession. As such, students are required to conduct themselves in a manner consistent with the standards of the osteopathic medical profession. This requirement 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 the student has exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine.

Students are required to comply with all OSU-COM policies, contracts, and agreements as well as the American Osteopathic Association's Code of Ethics. Failure to do so may result in referral to the academic standards process as further described herein. Action may also be taken for any violation of local ordinances, state, or federal law, on or off campus that adversely affects the OSU-COM community or the pursuit of OSU-COM's lawful educational mission, process, or function.

The criteria listed in Section 2.2 herein describe, in part, the characteristics required of OSU-COM students. Each criterion is followed by descriptions of conduct that fulfills that criterion. It is not possible to enumerate all forms of conduct that a student might or might not engage in to meet a particular criterion. Therefore, the descriptions within each category are not exhaustive.

Conduct inconsistent with that described for each criterion is inappropriate and might indicate a student's inability or unwillingness to exhibit appropriate

conduct in professional circumstances. Students deemed unable or unwilling to exhibit appropriate conduct in professional circumstances will be subject to academic sanctions as described in this Academic Standards 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.; and/or
- 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; and/or
- 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 consistently with his or her level of training under the supervision of physician educator;
- Gets approval of supervising physician before implementing diagnostic and therapeutic decisions; and/or
- 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; and/or
- 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; and
- Does not cheat on academic assignments, exams, or performance evaluations.

2.2.6 Emotional Stability

Examples:

- Shows appropriate emotional responses warranted by the situation; and
- 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 “N” Non-Cognitive Grades and Academic Sanctions

2.3.1 Faculty Members

- 2.3.1.1 For each course and clerkship rotation in the curriculum, a faculty member, generally the Course Director, may issue a referral for a “N” non-cognitive grade to the ASC if the student needs improvement with respect to the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine.
- 2.3.1.2 Student conduct not consistent with OSU-COM non-cognitive and academic standards policy may also occur outside of a course setting. Faculty members are also permitted to submit a non-cognitive “N” grade referral to the ASC for conduct occurring outside a course setting.
- 2.3.1.3 Issuance of a grade referral 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 in a professional situation, which must be described in the note accompanying the grade referral.

2.3.1.4 Faculty members must use professional judgment in assigning “N” grade referrals. Faculty members 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. Faculty members may ask other Faculty members including (preceptors) involved in the course or activity giving rise to the non-cognitive grade to evaluate student performance with regard to these standards and may use this information in assigning non-cognitive grade referrals. Faculty members may consult with colleagues before issuing a grade referral of “N.”

2.3.1.5 Ordinarily, Faculty members will warn students before issuing a grade referral 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 OSU-COM standards for non-cognitive academic performance, and an indication that repetition will result in issuance of a grade referral of “N.” In addition, at his/her discretion, the Faculty member may refer the student to the student’s faculty mentor, the Associate Dean for Enrollment Management, or take other appropriate actions intended to assist the student in fulfilling OSU-COM non-cognitive academic standards. This guideline does not preclude a Faculty member from issuing a grade referral of “N” either without a warning or after only one instance of inappropriate conduct of a serious nature.

2.3.2 Staff and Students

2.3.2.1 OSU-COM staff or students may report incidents of student conduct not consistent with OSU-COM non-cognitive and academic standards to the Associate Dean for Enrollment Management.

2.3.2.2 Upon receiving such reports, the Associate Dean for Enrollment Management shall inform the student, investigate the occurrence, and shall determine whether a grade referral of “N” is appropriate. If the Associate Dean for Enrollment Management issues a “N” grade referral, the

student shall be referred to the Academic Standards Committee (ASC).

2.3.3 Review by the Academic Standards Committee

2.3.3.1 The ASC will review the circumstances that resulted in the referral to the ASC. The review will determine what action, if any, the ASC will recommend to the Dean or designee. As part of the review, the ASC will meet with the student subject to the review and may interview or consult with the faculty, staff, or student who reported the conduct, the Associate Dean for Enrollment Management, and any other individual who may have relevant information or advice. The ASC may request documentation from the student subject to the review or from any other person consulted by the ASC.

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, staff, and/or students reporting inappropriate conduct, the non-cognitive academic performance of the student in or out of 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 During the process of reviewing "N" grade referrals and Academic Sanctions, the student has the right to:

2.3.3.3.1 A written notice of the alleged violation(s), including the "N" grade referral(s);

2.3.3.3.2 An explanation of the ASC review process upon request;

2.3.3.3.3 Have no violation assumed;

2.3.3.3.4 A timely meeting with the ASC, including an opportunity to be heard;

2.3.3.3.5 Advanced access to information and documents to be presented at the ASC meeting;

- 2.3.3.3.6 Ask questions the ASC deems relevant to any participant or witness present, either directly or indirectly;
 - 2.3.3.3.7 Present material witnesses with firsthand knowledge of conduct giving rise to the “N” grade referral. The student is responsible for contacting and arranging for the attendance of their own witnesses in all cases; and
 - 2.3.3.3.8 Receive a written notification of the outcome of the process.
- 2.3.3.4 After its review, the ASC may recommend any one or more of the following to the Dean or designee:
- 2.3.3.4.1 Take no further action;
 - 2.3.3.4.2 Assign a “N” grade;
 - 2.3.3.4.3 Decline to assign a “N” grade;
 - 2.3.3.4.4 Counsel the student regarding the consequences of receiving an additional “N” grade(s);
 - 2.3.3.4.5 Suggest voluntary actions be taken by the student to avoid recurrences of the problem;
 - 2.3.3.4.6 Place the student on probation with or without a requirement to successfully complete specific remedial activities within a specified period of time;
 - 2.3.3.4.7 Suspend the student;
 - 2.3.3.4.8 Report the “N” grade to the Registrar for record keeping;
 - 2.3.3.4.9 Report the “N” grade on the student’s transcript and/or Medical Student Performance Evaluation (MSPE);
 - 2.3.3.4.10 Dismiss the student from OSU-COM; and/or

- 2.3.3.4.11 Under special circumstances, take other actions appropriate to the nature of the student's inappropriate conduct.
- 2.3.3.5 In making its recommendation to the Dean or designee, the ASC will be most concerned with a pattern of recurring inappropriate conduct indicated by the previous assignment of the "N" grade(s). This Section does not preclude the ASC from recommending any action after only one instance of inappropriate conduct of a serious nature.
- 2.3.3.6 Recommendations for suspension or dismissal from OSU-COM 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 act in accordance with the non-cognitive academic standards, as evidenced by assignment of additional "N" grades. This Section does not preclude the ASC from recommending suspension or dismissal without opportunity for remedial activity if warranted by the circumstances.
- 2.2.3.7 The ASC shall submit its recommendations to the Dean or designee, who may:
 - 2.3.3.7.1 Accept and implement the recommendations of the ASC;
 - 2.3.3.7.2 Modify the recommendations of the ASC, but shall not implement measures more severe than those recommended by the ASC; or
 - 2.3.3.7.3 Decline to implement the recommendations of the ASC and implement other measures, including no measures.

The decision of the Dean or designee shall be communicated to the student in writing.

2.4 Appeal from an "N" Grade, Probation, Suspension, or Dismissal Resulting from Non-Cognitive Criteria

- 2.4.1 A student who receives an "N" grade, is placed on probation, is suspended, or dismissed from OSU-COM due to a violation of a non-cognitive academic standard shall have the right of due process and appeal as delineated herein. Students who are placed on probation, suspended, or dismissed not as a result of an "N" grade or violation of a

non-cognitive criteria are not entitled to the rights delineated in this section. No disciplinary action may be carried out while a case is being appealed. The student must follow the Appeal Policy and Procedures available on the OSU-COM website (academic policy number) for submitting an appeal or contact the Associate Dean for Enrollment Management for information on how to file an appeal. The deadline for filing appeals is no later than six (6) weeks from the date of a disciplinary letter from the Dean or designee.

2.4.2 The grounds on which a student may base an appeal under this section include:

2.4.2.1 A failure to follow policies and procedures included and/or referenced herein that affected the outcome of the matter;

2.4.2.2 New evidence that was not reasonably available at the time the ASC recommendation was made that could affect the outcome of the matter; and/or

2.4.2.3 The Dean or an ASC member had a conflict of interest or bias against the student that affected the outcome of the matter.

2.4.3 If the Academic Appeals Board (AAB) finds there is no merit to any of the grounds cited in the appeal, it will issue a finding as such, and that decision will be final. If the AAB finds there was a procedural irregularity that affected the outcome of the matter, the matter shall be remanded for a new ASC meeting. If the AAB finds new evidence exists that was not reasonably available that could affect the outcome, the matter shall be remanded to the ASC. If the AAB finds that the Associate Dean for Enrollment Management or an ASC member had a conflict of interest or bias against the student (generally, or specifically in this matter) that affected the outcome of the matter, the case shall be remanded for a new ASC meeting.

2.4.3.1 If the matter is remanded to the ASC, the ASC shall review the matter, including justification and all supporting documentation, including new documentation and witness testimony raised during the appeal, and make a recommendation regarding disciplinary action to the Dean or designee. The Dean or designee shall be responsible for the final decision and implementation regarding disciplinary action.

3.0 Examinations

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 the syllabus is distributed at the beginning of the course, except when the Course Director deems it absolutely necessary. Any changes must have prior approval of the Dean or designee. Notification of any changes shall be made in writing (hard copy or OSU email) to the students at least five (5) college working days prior to the examination date(s).
- 3.1.3 The Course Director will preview questions for examinations to assure conformity of the examination format.

3.2 Scheduling and Administration of Examinations

- 3.2.1 The examination times and dates will be stated in the course syllabus. Only the Course Director may initiate a change in the examination schedule. Any changes must have prior approval of the Dean or designee. If natural elements intervene immediately before or during the administration of a scheduled examination (e.g., interruption of electrical service), the examination shall be rescheduled by the Course Director in coordination with the Associate Dean of Curriculum .
- 3.2.2 An effort will be made whenever possible to schedule examinations so there is minimal conflict with other courses.

3.3. Academic Counseling After Earned “D” and “F” Examination Scores

Any student who earns a “D” or “F” examination score shall contact the Course Director 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 Examinations

- 3.4.1 Permission to make up an examination is a privilege granted by the Associate Dean of Curriculum who retains the right to deny permission to make up an examination based on available evidence. Permission to make up an examination will be communicated by the Associate Dean of Curriculum to the Course Director as soon as possible.

- 3.4.2 A student may be granted the privilege to take a makeup examination when the Associate Dean of Curriculum determines 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 a student anticipates an absence, the student shall submit to the Associate Dean of Curriculum, no later than two (2) working days before the examination date, a written (letter or OSU email) statement of the reason(s) for missing the examination and must request permission to take a makeup examination.
- 3.4.3.2 A student missing an examination for an unanticipated reason must submit to the Associate Dean of Curriculum a written (letter or OSU email) statement of reason(s) for missing the examination no later than twenty-four (24) hours after the examination and should request permission to make up the examination.
- 3.4.3.3 The Associate Dean of Curriculum may require a statement from the student's treating health care provider when a student requests permission to make up an examination due to illness.
- 3.4.4 The Associate Dean of Curriculum is solely responsible for determining whether the reason(s) is/are valid and shall notify the student of the decision in writing (letter or OSU email). If permission is granted, the time, date, and location of the makeup exam will be stated in the writing. If permission is denied, the reasons for the denial will be stated in the writing.
- 3.4.5 The scheduling of the makeup examination will be the prerogative of the Associate Dean of Curriculum.

3.5 Final Examinations

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 Associate Dean of Curriculum.

4.0 Grade Reports

Course grades for OMS-I and OMS-II courses are compiled after the end of each course by the Course Director. Within two weeks of the course ending, the Course Director must report grades to the Chair of the ASC, the Associate Dean of Academic Affairs, the Associate Dean of Curriculum, and the Office of the Registrar. Course Directors must consistently report letter and percentage grades

across all OSU-COM-endorsed platforms and ensure those grades are accessible to students and student advisors within the two-week deadline. Course grades for OMS-III and OMS-IV courses are specified in the Clerkship Rotation Handbook.

5.0 Correcting Grades Reported in Error

A Course Director who reports an incorrect grade to the Office of the Registrar must submit a grade change request form to the Office of the Registrar, which must be signed by the Associate Dean of Curriculum and the Associate Dean for Clinical Education. The Associate Dean of Curriculum must also sign grade change request forms due to remediation. In no case will a grade be lowered after a student has graduated.

6.0 Grade Appeals

A student may appeal a grade if the student believes the grade awarded is inconsistent with the announced grading policy. The student must follow the Grade Appeal Policy and Procedures available on the OSU-COM website (academic policy number COM2-0205a) when submitting an appeal. If the student has questions concerning the filing of an appeal, the student should contact the Associate Dean for Enrollment Management.

7.0 Attendance Policy

Students shall attend each didactic course, including labs, in accordance with the attendance policy set forth in the course syllabus. Notwithstanding any absence, a student who misses class is responsible for knowing the subject materials presented during the student's absence. For clerkship rotations, students must abide by attendance requirements set forth in the Clerkship Rotation Handbook.

8.0 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 pertinent information pertaining to the student's performance in a course or courses. Decisions will be made by the Dean or designee after receiving a recommendation from the ASC, and when appropriate, Deans, Course Directors, and the student involved.

Students who earn one or more "D" or "F" grades in a semester must meet with the ASC. The ASC will review the student's academic record and speak with the student to discuss factors that contributed to the student's unsatisfactory academic performance. The ASC will then make a recommendation to the Dean or designee, who will decide what course of action to take.

No student can graduate from OSU-COM with a “D,” “F,” or “I” grade. Additionally, all “I” grades must be replaced in accordance with the policy described under *Section 1.1* of this Handbook.

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.

A student who completes a preclinical course may not take a leave of absence until the final grade is issued and, if the student earns a “D” or “F” grade in the course, the student has met with the ASC and received a letter from the Dean or designee with a decision regarding the course of action.

8.1 Remediation Guidelines – Preclinical

OMS-I and OMS-II students may attempt remediation in no more than six (6) total credit hours or no more than three courses in an academic year, and no more than ten (10) total credit hours in the preclinical years. Students earning one or more “D” or “F” grades are required to meet with the ASC prior to participating in course remediation.

8.1.1 Students earning “D” or “F” grades will meet with the ASC. The ASC’s purpose will be to consider the student’s academic record and any factors that contributed to the student’s academic performance. Students will be given ample opportunity to explain their academic difficulties and the factors that led to their current academic situation. After meeting with the student, the ASC will recommend one of the following to the Dean or designee:

8.1.1.1 The student be placed on probation.

8.1.1.2 The student remediate the course or courses.

The ASC 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 “F” grade. Policies regarding course remediation are described later in this section.

8.1.1.3 The student repeat the year.

This option allows the student to return to OSU-COM with the following class to repeat the entire curriculum for the year in which the academic deficiencies occurred. When a student

repeats the year, the student will repeat all courses (failed and passed courses). Course waivers are not permitted.

Repeating students must adhere to academic standards set forth in their probation as delineated in this Handbook and by the Dean or designee in consultation with the ASC. Because this is the student's second opportunity to participate in the curriculum, and because of previous academic difficulties, all students who are required to repeat a year will be placed on probation until they have passed the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1. When a student is required to repeat an academic year, the student will be dismissed if the student earns a "D" or "F" grade in any course that the student previously earned a "D" or "F" grade. Additionally, the student will be dismissed if the student earns a "D" or "F" grade in more than one course after beginning the repeated year. Only in extenuating circumstances will there be any exceptions to this policy.

8.1.1.4 The student be dismissed from OSU-COM.

Exceeding the allowed number of credit hours/courses with "D" or "F" grades results in dismissal from OSU-COM (i.e., more than six (6) total credit hours or more than three courses in an academic year, or more than ten (10) total credit hours in the preclinical years).

Once dismissed from OSU-COM, a student can return to OSU-COM 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 her/his ability to satisfactorily compete in OSU-COM's academic environment.

- 8.1.2 If the Dean or designee decides a student shall remediate, the ASC will request the Course Director to provide a written plan and timeframe for remediation for the student. The Course Director shall determine the form and time of remedial work. Remedial work may take the form of a single examination or set of examinations under the direction of the Course Director. The written plan and timeline for remediation will be sent from the Course Director to the Associate Dean of Curriculum within one week of receipt of the letter from the ASC.
- 8.1.3 Unless otherwise specified by the Dean or designee, OMS-I students must complete summer remedial assignments by July 15, and OMS-II students must complete remedial assignments before July 15 and before

taking the Comprehensive Osteopathic Medical Licensing Examination ("COMLEX").

- 8.1.4 The Course Director of a subsequent course will recommend whether a student who earned a “D” or “F” grade in a prerequisite or in one of a series of courses will be allowed to take the subsequent course before remediating the prior course deficiency. The approval must be written (letter or OSU email) and submitted to the ASC, which will consider the recommendation and make its own recommendation to the Dean or designee. The Dean or designee will make the final decision regarding the recommendation.
- 8.1.5 Students must earn a “C” grade or better when remediating a “D” or “F” grade. A “C” grade will be the highest final grade recorded for courses the student successfully remediates. The highest percentage submitted for remedial coursework will be 70.00%, regardless of the actual percentage attained during remediation.
- 8.1.6 Students who are unsuccessful in remediating a “D” or “F” grade are subject to dismissal.

8.2 Remediation Guidelines – Clinical

A student who earns a “F” grade in a clerkship rotation will be referred to ASC, which will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the clerkship rotation. If the Dean decides remediation is appropriate, the Dean or designee may consult with the Course Director, Associate Dean for Clinical Education, and/or the ASC to decide what remediation shall take place and communicate that to the student. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation.

OMS-III and OMS-IV students may attempt remediation in no more than two (2) clerkship rotations. OMS-III and OMS-IV students who earn more than two (2) “F” grades will be dismissed from OSU-COM, but a student may be dismissed after only one “F” grade. Any student who earns an “F” grade in a remediated clerkship rotation will be dismissed from OSU-COM.

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

- 8.2.1 Repeat a portion or section(s) of a clerkship rotation (this may be done at the original site or a new site if deemed necessary by the Course Director and/or the ASC); or

- 8.2.2 Repeat the entire clerkship rotation (this may be done at the original site or at a new site if deemed necessary by the Course Director and/or the ASC).

A student who receives an “I” grade will not be permitted to begin the next clerkship rotation following the issuance of the “I” grade until the deficiency is removed or a plan for completion is in place.

9.0 Academic Dishonesty and Misconduct

9.1 Academic Dishonesty

- 9.1.1 Academic dishonesty is prohibited at OSU-COM.

- 9.1.2 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:

9.1.2.1 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. One must not suppose that only verbatim copying requires crediting. Paraphrasing someone else’s ideas is still using someone else’s ideas and must be acknowledged.

9.1.2.2 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.

9.1.2.3 Cheating on In-Class Examinations or Evaluations

The covert gathering of information from other students, the use of unauthorized notes and/or aids, recording examination items, etc. It is the responsibility of the Course Director to make clear what aids, if any, are authorized for use during an examination or evaluation.

9.1.2.4 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, 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 Course Director to ensure that such access does not become an unfair advantage for some students.)

9.1.2.5 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 to receive undeserved credit or advantage.

9.1.2.6 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 protect his/her own work, but he/she is not obliged to report cheating or attempted cheating to anyone.

9.1.2.7 Misuse of Patient Data or Breach of Patient Confidentiality

9.2 Academic Misconduct

9.2.1 Academic Misconduct is prohibited at OSU-COM. 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 absent. Misconduct includes, but is not necessarily limited, to the following types of cases:

9.2.1.1 Failure to observe the rules governing the conduct of examinations or evaluations 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 or evaluation, failure to stop when time is called at the end of an examination or evaluation, etc.

9.2.1.2 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.

9.2.1.3 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.

9.3 Procedures for Alleging Academic Dishonesty or Misconduct

9.3.1 An allegation(s) of academic dishonesty or misconduct may come from faculty, staff, or students.

9.3.1.1 Course Director

9.3.1.1.1 In instances where the Course Director believes a student engaged in academic dishonesty or misconduct, the following procedures shall be used.

9.3.1.1.2 The Course Director shall discuss the situation as soon as possible with the student, explaining the allegation of either dishonesty or misconduct, the reasons for it, and shall give the student the opportunity to respond to the allegation.

9.3.1.1.3 After the student has had an opportunity to respond to the allegation, if the Course Director believes the student engaged in academic dishonesty or misconduct, the Course Director should refer the case to the ASC for review. The Course Director should communicate to the student the disciplinary action(s) the Course Director will recommend to the ASC.

9.3.1.1.4 Other faculty members who are participating in a course, such as in team-taught courses or clinical faculty on clerkship rotations and/or teaching assistants, are also expected to participate in an appropriate way in assessing any recommendations of penalties for misconduct or dishonesty. In no case should a faculty member base an allegation of academic dishonesty or misconduct on an allegation by a single student that cannot be corroborated by other evidence. When an allegation of academic dishonesty or misconduct is alleged by two or more students, the Course Director may take action, including:

9.3.1.1.4.1 Deferring resolution of the matter to the Peer Review Committee; and/or

9.3.1.1.4.2 Issuing a Non-Cognitive Grade.

9.3.1.2 Other Faculty and Staff

9.3.1.2.1 Faculty and staff who reasonably believe a student engaged in academic dishonesty or misconduct shall send the allegation in writing to the Associate Dean of Curriculum or the Associate Dean for Enrollment Management. The Associate Dean of Curriculum or the Associate Dean for Enrollment Management will review the allegation, conduct an investigation of the allegation, and refer the matter to the ASC if there is reasonable evidence to support the claim.

9.3.1.3 Students

9.3.1.3.1 A student who reasonably believes another student engaged in academic dishonesty or misconduct shall discuss the matter with the Course Director and send the allegation in writing to the chair of the Peer Review Committee. The Peer Review Committee shall review the matter in accordance with the Student Handbook and draft a report including recommendations for any discipline it deems appropriate. The Peer Review Committee shall send said report to the Associate Dean for Enrollment Management, who shall forward the report to the ASC for review.

9.4 ASC Review of Allegation of Academic Dishonesty or Misconduct

9.4.1 Burden of Proof for Allegations of Academic Dishonesty: In the case of an academic dishonesty allegation which is disputed by the student, the burden of proof rests with the Course Director to demonstrate by clear and convincing evidence that the alleged act(s) of academic dishonesty 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.

9.4.2 Evidentiary Materials Supporting Allegations of Academic Dishonesty

9.4.2.1 In most circumstances, evidence supporting the faculty member's assertion of academic dishonesty should be presented in the form of documentary evidence and/or corroborating testimony from other OSU-COM faculty, administration, staff, or students.

9.4.2.2 Only in instances in which no other supporting evidence is available should other students in a class be utilized to testify in support of an allegation of academic dishonesty.

9.4.2.3 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 ASC meeting normally will not be considered by the ASC. If a majority of the ASC concludes that such written statements are necessary, the record of the meeting shall include the reasons for the conclusion.

9.4.2.4 Examples of documentary evidence found acceptable in past cases include:

9.4.2.4.1 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;

9.4.2.4.2 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;

9.4.2.4.3 Improper source materials such as notes taken from a student during the course of an examination for which no such notes were allowed; and

9.4.2.4.4 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 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.

9.4.2.5 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 intentions.

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

9.4.4 Burden of Proof and Procedures for Allegations of Academic Misconduct: In the case of an academic misconduct allegation, the burden of proof rests with the Course Director, to demonstrate by clear and convincing evidence that the alleged act(s) of academic dishonesty 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.

9.4.5 The ASC shall review the alleged instance of academic dishonesty or misconduct and determine whether they believe the Course Director met the required burden of proof. The ASC will also recommend disciplinary action, if any, to the Dean or designee for final decision and implementation. As part of the review, the ASC will meet with the student subject to the review, and may interview or consult with the faculty, staff, or student who reported the conduct, the Associate Dean for Enrollment Management, and any other individual who may have relevant information or advice. The ASC may request documentation from the student subject to review or from any other person consulted by the ASC.

9.4.6 During the review process for academic dishonesty or misconduct, the student has the right to:

9.4.6.1 Written notice of the alleged violation(s);

9.4.6.2 An explanation of the academic dishonesty and misconduct process upon request;

- 9.4.6.3 Have no violation assumed;
 - 9.4.6.4 A timely meeting with the ASC, including an opportunity to be heard;
 - 9.4.6.5 Have access to the information and documents to be presented at the ASC meeting in advance;
 - 9.4.6.6 Ask questions the ASC deems relevant to any participant or witness present, either directly or indirectly;
 - 9.4.6.7 Present material witnesses with firsthand knowledge of the incident. The student is responsible for contacting and arranging for the attendance of their own witnesses in all cases; and
 - 9.4.6.8 Receive a written notification of the outcome of the process.
- 9.4.7 After its review, the ASC may recommend any one or more of the following to the Dean or designee:
- 9.4.7.1 Take no further action;
 - 9.4.7.2 Require the student to complete a substitute assignment, examination, course, or clerkship rotation;
 - 9.4.7.3 Award a grade of “Zero” or “F” for the assignment, examination, or clerkship rotation;
 - 9.4.7.4 Award a reduced grade for the assignment, examination, course, or clerkship rotation;
 - 9.4.7.5 Assign a “N” grade;
 - 9.4.7.6 Decline to assign a “N” grade;
 - 9.4.7.7 Counsel the student regarding the consequences of engaging in further acts of academic dishonesty or misconduct;
 - 9.4.7.8 Suggest voluntary actions be taken by the student to avoid recurrences of the problem;

- 9.4.7.9 Place the student on academic probation with or without a requirement to successfully complete specific remedial activities within a specified period of time;
- 9.4.7.10 Suspend the student;
- 9.4.7.11 Report the “N” grade to the Registrar for record keeping;
- 9.4.7.12 Report the “N” grade on the student’s transcript and/or Medical Student Performance Evaluation (“MSPE”);
- 9.4.7.13 Dismiss the student from OSU-COM; and/or
- 9.4.7.14 Under special circumstances, take other actions appropriate to the nature of the student’s inappropriate conduct.

9.4.8 Appeal

A student found to have engaged in academic dishonesty or misconduct shall have the right of due process and appeal as delineated in the Appeal Policy. No disciplinary action may be carried out while a case is being appealed nor may the student who has been found to have committed academic dishonesty or misconduct withdraw from the course while the accusation is pending. The deadline for filing appeals is no later than six (6) weeks from the date of the letter from the Dean or Designee.

The grounds on which a student may base an appeal under this section include:

- 9.4.8.1 A failure to follow policies and procedures included and/or referenced herein that affected the outcome of the matter;
- 9.4.8.2 New evidence that was not reasonably available at the time the ASC recommendation was made that could affect the outcome of the matter; or
- 9.4.8.3 The Dean or an ASC member had a conflict of interest or bias against the student that affected the outcome of the matter.

9.5 Appeals Process

- 9.5.1 The Academic Appeals Board (AAB) is authorized by the Dean or designee to review academic appeals as well as appeals of alleged academic dishonesty and misconduct. The student must follow the Appeal Policy and Procedures available on the OSU-COM website for submitting an appeal. If the student has questions concerning the filing

of an appeal, the student should contact the Associate Dean for Enrollment Management for information on how to file an appeal.

10.0 Policies Concerning Promotion, Probation, and Dismissal

10.1 General Provisions

Normal progression through the curriculum requires that there be no “D,” “F,” or “I” 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 OMS-III students can begin clerkship rotations and OMS-IV students can graduate.

The academic standards for successful completion of each course and clerkship rotation are determined by the Course Director. The student has the primary responsibility for acquiring knowledge and clinical proficiency, and for meeting the academic standards set for each course and clerkship rotation. OSU-COM does not guarantee that any student will achieve any level of academic accomplishment.

The ASC will review each student’s academic progress throughout each year. Review of students’ progress by the ASC is necessary to ensure that students meet the minimum OSU-COM standards.

10.2 Promotion

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

10.2.1 A student will be recommended for promotion to the Dean or designee by the ASC.

10.2.2 A student will not be recommended for promotion if they have academic deficiencies or “D,” “F,” or “I” grades.

10.2.3 A student may not be promoted to the third year of study without passing the COMLEX Level 1. As some exam results are not available until after the start of the third year, OMS-II students will receive provisional promotion to the third year to allow for third year non-patient-facing clerkship rotations to begin. Upon receipt of a passing COMLEX Level 1 score, a student will be formally promoted to the OMS-III year and may begin patient-facing clerkship rotations.

10.3 Probation

Probation represents an official sanction by OSU-COM for unacceptable academic or non-cognitive standard performance. Probation is a period of time

during which the student's progress will be closely monitored by the Office of Academic Success, the ASC, and the Dean or designee.

A student placed on probation will be notified in writing by the Dean or designee and the reasons will be stated. The notification will be delivered to the student by U.S. mail or email. Copies of the letter will be placed in the student's permanent file and distributed to the Chair of the ASC. The Dean or designee will determine the duration of probation.

10.3.1 Terms of Probation

A student on probation will not be allowed to participate in student government or student clubs in any leadership/officer or organizational role, or in extracurricular activities that require additional time for the duration of the probation. Exceptions are attendance at local health fairs or related activities that are course requirements. Attendance at other activities is subject to approval from the Dean or designee.

OMS-I and OMS-II students on probation must follow the *Probation Protocol* as developed by the Office of Academic Success (<https://medicine.okstate.edu/site-files/documents/com/probation-protocol.pdf>). The student will meet with his/her faculty advisor or the Course Director, if needed, on a monthly basis.

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

- 10.3.1.1 Earning a "D" grade in any course;
- 10.3.1.2 Earning an "F" grade in a course or clerkship rotation;
- 10.3.1.3 Earning an "N" grade;
- 10.3.1.4 Failing COMLEX Level 1 or Level 2-CE;
- 10.3.1.5 Failing the Capstone Objective Structured Clinical Examination (OSCE); and/or
- 10.3.1.6 A student may be placed on probation for other academic or non-cognitive performance the Dean or designee deems deficient.

10.4 Failure to Comply with Conditions of Probation

- 10.4.1 If it is determined that any of the conditions of probation have not been met by a student, an "N," non-cognitive grade, can be issued by the ASC in consultation with other parties as deemed necessary by the ASC.

10.4.2 Students who fail to comply with the conditions of probation will meet with the ASC for determination of further action.

10.4.3 For students receiving Veterans Administration (VA) benefits, the Registrar's Office will promptly notify the VA upon determination that a student fails to meet any of the conditions of probation (including, but not limited, to remediation guidelines), and VA benefits will be terminated if so determined by the VA.

10.5 Removal from Probation

A student will be removed from probation if and when the student satisfies all conditions of probation.

10.6 Dismissal

The ASC may recommend dismissal of a student from OSU-COM for any of the following reasons:

10.6.1 Earning a "D" grade in more than one course;

10.6.2 Earning a "F" grade in one or more courses or clerkship rotations;

10.6.3 Earning a "F" grade while on probation;

10.6.4 Earning an "N" grade;

10.6.5 Demonstrating unethical or unprofessional behavior;

10.6.6 Meeting criteria for being placed on probation more than once;

10.6.7 Failure to satisfy conditions of probation; and/or

10.6.8. For any other reason specified in this Handbook

11.0 Policies Concerning National Board of Osteopathic Medical Examiners (NBOME)

All students must follow the NBOME requirements listed in this Handbook. In the case of failure of any of the NBOME examinations, the student must follow the course of action delineated by the Dean or designee. The course of action is mailed to the student by U.S. mail or email as soon as reasonably possible after meeting with the ASC.

11.1 Comprehensive Osteopathic Medical Licensing Examination Level 1 (COMLEX Level 1)

Passing the COMLEX Level 1 is required for full promotion to the OMS-III year. Students who do not pass the COMLEX Level 1 are only provisionally promoted until they pass the examination.

11.1.1 The Office of Academic Success will conduct an academic performance review to assess each student's overall academic performance following a timed and proctored school-administered COMSAE in April. The Office of Academic Success will review pre-clinical academic data, including, but not limited to, course grades, class rank, and COMSAE performance. Based on these variables, students who are determined to be at high risk of not passing COMLEX Level 1 must meet with the ASC.

Based upon a review of the student's pre-clinical academic record and COMSAE performance, the ASC will make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations the ASC can make include, but are not limited to:

11.1.1.1 The student be placed on probation;

11.1.1.2 The student engages in a structured study plan in coordination with the Office of Academic Success;

11.1.1.3 The student enrolls in and completes an external board preparation course;

11.1.1.4 The student takes a leave of absence from OSU-COM; and/or

11.1.1.5 The student be dismissed.

11.1.2 Students will not be allowed to take COMLEX Level 1 if they meet any of the following criteria:

11.1.2.1 The student failed to successfully remediate a failed course(s).

11.1.2.2 The student was referred to ASC by the Office of Academic Success for being at significant risk of failing COMLEX Level 1, and the student has not completed the requirements from the Dean.

11.1.2.3 The student has failed to achieve a threshold score on a COMSAE as determined by the Office of Academic Success.

- 11.1.2.3.1 Students who do not achieve the threshold score on the April COMSAE will be given one attempt at the COMSAE per month (with the exception of either May or June, depending on the year as determined by the Associate Dean of Curriculum, in which they are allowed two attempts) until October of the same calendar year (unless an attempt would result in a score being returned after the completion of clerkship rotation 4).
- 11.1.2.4 The student is on a leave of absence for medical reasons.
- 11.1.3 Students who receive a passing COMLEX Level 1 score prior to the start of clerkship rotation 1 may begin a patient-facing clerkship rotation for clerkship rotation 1. Students who have not received a passing COMLEX Level 1 score, but who have sat for a COMLEX Level 1 prior to the start of clerkship rotation 1, may begin a maximum of two (2) non-patient-facing clerkship rotations (Research and/or Wellness I elective clerkship rotation). Students who have not received a passing COMLEX Level 1 score and who have not sat for a COMLEX Level 1 prior to the start of clerkship rotation 1 may begin a maximum of two (2) non-patient-facing clerkship rotations (Study or Wellness I elective clinical rotation for clerkship rotation 1 with the option of a Research elective clerkship rotation for clerkship rotation 2 if the student has sat for COMLEX Level 1 prior to the start of clerkship rotation 2).
- 11.1.4 Any student who has not received a passing COMLEX Level 1 score by the end of clerkship rotation 2 may request a leave of absence for a maximum of two clerkship rotation blocks (through the end of clerkship rotation 4). If the student elects to request a leave of absence, the student may only reenroll in OSU-COM after the student has passed COMLEX Level 1. Any student who has not received a passing COMLEX Level 1 score before the end of clerkship rotation 4 will be dismissed from OSU-COM. Because students must receive a passing COMLEX Level 1 score before the end of clerkship rotation 4, they must be mindful of when they will receive their COMLEX Level 1 results based on the examination date for which they register. Students are solely responsible for ensuring they receive their COMLEX Level 1 results before the end of clerkship rotation 4.
- 11.1.5 Students who fail a COMLEX will be required to meet with the ASC and be placed on probation. This requirement applies to any failure of COMLEX Level 1 or Level 2-CE (i.e., first, second, or third failure). The ASC will review the student's academic record and speak with the student to discuss the factors that contributed to failing COMLEX. The

ASC will then make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations the ASC can make include, but are not limited to:

- 11.1.5.1 The student be placed on probation;
 - 11.1.5.2 The student engages in a structured study plan in coordination with the Office of Academic Success;
 - 11.1.5.3 The student enrolls in and completes an external board preparation course;
 - 11.1.5.4 The student takes a leave of absence from OSU-COM; and/or
 - 11.1.5.5 The student be dismissed.
- 11.1.6 A student may have no more than three attempts at COMLEX Level 1 or three attempts at Level 2-CE. A student may have no more than five cumulative attempts across COMLEX Level 1 and Level 2-CE. A student who does not pass COMLEX Level 1 or Level 2-CE within the maximum number of attempts will be dismissed from OSU-COM. A student is not entitled to reach the maximum number of attempts before the ASC and/or the Dean or designee may take action, up to and including dismissal.

11.2 Clinical Comprehensive Osteopathic Medical Achievement Test (COMAT)

A Clinical COMAT is given following required clerkship rotations. Students must pass each COMAT with a minimum standard score of 90 to pass the clerkship rotation.

- 11.2.1 If a student does not pass the COMAT, the Course Director for the clerkship rotation must contact the student within 10 days of being notified of the student's failure. The Course Director will schedule a meeting with the student to discuss the results of the COMAT and plan for formal remediation.
- 11.2.2 Within two weeks of receiving a notice of a student failing a COMAT, the Course Director will submit to the Associate Dean of Clinical Education and the Associate Dean of Curriculum the details of the student's formal remediation process, which shall include plans on scheduling to re-take the COMAT.
- 11.2.3 Any student who receives a failing grade on any COMAT after receipt of a failing grade on a prior COMAT must meet with the ASC (the

COMATs may be associated with different clinical rotations). The ASC will forward a recommended corrective action to the Dean or designee for decision and implementation.

- 11.2.4 Each student must pass each Clinical COMAT with a minimum standard score of 90 before taking COMLEX Level 2-CE, unless the Dean or designee grants an exception upon a student's request. The only exception to this policy is for the Emergency Medicine (EM) COMAT: Students who have not completed their EM rotation before taking the COMLEX Level 2-CE do not need to pass the EM COMAT before they may take the COMLEX Level 2-CE.

11.3 Comprehensive Osteopathic Medical Licensing Examination Level 2 – Cognitive Evaluation (COMLEX Level 2-CE)

Passing Comprehensive Osteopathic Medical Licensing Examination Level 2 – Cognitive Evaluation (COMLEX Level 2-CE) is required for graduation. Before taking COMLEX Level 2-CE, a student must demonstrate a minimum score as determined by the Office of Academic Success on a timed and proctored school-administered Level 2 COMSAE.

- 11.3.1 A student may have no more than three attempts at COMLEX Level 1 and three attempts at Level 2-CE. A student may have no more than five cumulative attempts across COMLEX Level 1 and Level 2-CE. A student who does not pass COMLEX Level 1 or Level 2-CE within the maximum number of attempts will be dismissed from OSU-COM. A student is not entitled to reach the maximum number of attempts before the ASC and/or the Dean or designee may take action, up to and including dismissal.
- 11.3.2 Students who fail a COMLEX must meet with the ASC. This requirement applies to any failure of any COMLEX Level 1 or Level 2-CE. The ASC will then make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations that the ASC can make include, but are not limited to:
- 11.3.2.1 The student be placed on probation;
 - 11.3.2.2 The student engages in a structured study plan in coordination with the Office of Academic Success;
 - 11.3.2.3 The student takes a leave of absence from OSU-COM;
 - 11.3.2.4 The student enrolls in and completes an external board preparation course; and/or

11.3.2.5 The student be dismissed.

11.3.3 A student who has failed COMLEX Level 2-CE cannot retake COMLEX Level 2-CE until approved by the Office of Academic Success.

11.3.4 A student who has not received a passing COMLEX Level 2-CE score by December 31 of the student's OMS-IV year may be dismissed from OSU-COM. Students not scheduled to graduate by May of the OMS-IV year may receive a different deadline as recommended by ASC in consultation with other parties it deems relevant. The Dean or designee may adopt or reject the ASC's recommendation.

12.0 Policies Concerning the Objective Structured Comprehensive Examination (OSCE)

12.1 OSCE Summary

The OSCE is a summative assessment of clinical skills to determine a student's readiness for graduation and residency training. Students will take a Practice OSCE and a Capstone OSCE in the OMS-III year.

12.2 Practice OSCE

If a student fails the fall Practice OSCE, the student will be required to complete additional preparation and training as directed by the OSCE Course Director prior to being allowed to take the Spring Capstone OSCE.

12.3 Capstone OSCE

Passing the Capstone OSCE is required for graduation (see *Section 14.0: Requirements for Graduation*). If a student fails the Capstone OSCE, the student will be referred to the ASC, which will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the OSCE. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation. The recommendations that the ASC can make include, but are not limited to:

12.3.1 The student be placed on probation;

12.3.2 The student complete remediation as directed by the Course Director;

12.3.3 The student take a leave of absence from OSU-COM; and/or

12.3.4 The student be dismissed from OSU-COM.

12.4 Repeated Capstone OSCE Failures

If a student is allowed to remediate, successfully passes remediation, and fails the Capstone OSCE again, the student will be referred to the ASC. The ASC will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the OSCE again. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation. The recommendations that the ASC can make include, but are not limited to:

12.4.1 The student be placed on probation;

12.4.2 The student complete remediation as directed by the Course Director;

12.4.3 The student take a leave of absence from OSU-COM; and/or

12.4.4 The student be dismissed from OSU-COM.

If a student becomes off-cycle prior to completing the Capstone OSCE, the student must successfully pass the Practice OSCE and Capstone OSCE before the student will be promoted to the fourth year.

13.0 Suspension and Interim Suspension

13.1 Suspension

Suspension is a forced absence from OSU-COM. It is a temporary solution imposed by the Dean or designee when a student is having an academic, professional, or personal situation that requires additional time for OSU-COM to gather information concerning this matter. The student is not allowed to attend classes or clerkship rotations until the suspension is removed.

13.2 Interim Suspension

In cases where a student's acts and/or omissions are reasonably believed to jeopardize a person's health and/or safety, the Dean or designee, in consultation with the President of OSU-COM, or designee, may suspend a student for the period of time required to allow a thorough investigation and an opportunity for a hearing. Students who are so suspended are not permitted on campus or in college buildings, facilities, or to physically participate in activities at any time for any reason during the period of the interim suspension, unless otherwise permitted in writing by the Dean or designee.

14.0 Requirements for Graduation

14.1 General Provisions

A Doctor of Osteopathic Medicine (D.O.) student shall have no more than six (6) years following matriculation to complete the requirements for graduation. The Dean or designee, in consultation with the ASC, the Registrar, and the Associate Dean for Enrollment Management, will ensure that each qualified D.O. student completes the D.O. degree within 150% of the standard time to achieve the degree (six years following matriculation). Students in a dual degree program may be granted additional time to complete all D.O. degree requirements. Requests for additional time must be approved by the Dean or designee. A student who has satisfactorily completed all academic requirements and who has been recommended by OSU-COM faculty may be awarded the D.O. degree, provided the student has:

- 14.1.1 No un-remediated “D,” or “F” grades, and no grades of “I;”
- 14.1.2 Passed all clerkship rotations;
- 14.1.3 Passed the Capstone OSCE;
- 14.1.4 Complied with all legal and financial requirements of OSU-COM;
- 14.1.5 Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine;
- 14.1.6 Demonstrated acceptable competence in the knowledge, skills, and attitudes required of an osteopathic physician;
- 14.1.7 Passed COMLEX Level 1 and Level 2-CE;
- 14.1.8 Been recommended for graduation by the appropriate OSU-COM bodies;
- 14.1.9 Attended the commencement ceremony (only in unusual circumstances, and with prior approval of the Dean or designee, will a degree be awarded in absentia); and
- 14.1.10 Met the graduation requirements listed in the Catalog.