

# Oklahoma State University College of Osteopathic Medicine

## Student Handbook 2024-2025



**1111 West 17th Street**

**Tulsa, Oklahoma 74107-1898**

**918-582-1972; 800-677-1972**

<https://medicine.okstate.edu/>

**An Equal Opportunity Affirmative Action Institution**

The Oklahoma State University Center for Health Sciences provides equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or other protected category.

## **Administration**

Kayse Shrum, D.O.  
President and System CEO

Johnny Stephens, Pharm.D.  
President, OSU Center for Health Sciences  
Interim President of OSU-Tulsa  
Senior Vice President of Health Affairs for OSU  
Professor, Department of Medicine

Jeffrey S. Stroup, Pharm.D., BCPS, FCCP  
Senior Vice President /Provost  
Professor, Department of Medicine  
COO, OSU Medical Authority and Trust

Eric Polak, M.B.A.  
Vice President for Administration and Finance  
CEO, OSU Medical Authority and Trust

Dennis Blankenship, D.O.  
Dean, College of Osteopathic Medicine  
Clinical Professor of Emergency Medicine

Natasha N. Bray, D.O., M.S.Ed., FACOI, FACP  
Site Dean, College of Osteopathic Medicine at Cherokee Nation  
Associate Dean for Accreditation  
Clinical Professor for Rural Health

Carrie Gilstrap, D.O., FACR, FACOI  
Interim Associate Dean of Curriculum and Academic Success

Christopher Thurman, D.O.  
Associate Dean of Clinical Education  
Professor of Family Medicine

Kent Smith, Ph.D.  
Associate Dean, Office of American Indians in Medicine and Science  
Professor of Anatomy

Jeffrey B. Hackler, J.D., M.B.A.  
Associate Dean for Enrollment Management  
Clinical Associate Professor for Rural Health

Angela R. Bacon, EdS, M.S.  
Interim Assistant Dean of Campus Life and Wellness  
Title IX Deputy Coordinator

Randall Davis, Ph.D.  
Associate Dean of Biomedical Sciences  
Director, Biomedical Sciences Graduate Program  
Professor of Pharmacology

Brenda J. Davidson, DHA, M.S.  
Assistant Dean, Division of Access and Community Impact

Douglas Nolan, D.O.  
Associate Dean of Tribal Health Affairs at the Cherokee Nation

# TABLE OF CONTENTS

## Contents

<b>OSU-CHS 2023-24 ACADEMIC CALENDAR</b> .....	6
<b>Introduction</b> .....	7
<b>General Educational Goals</b> .....	7
<b>Purpose of Student Handbook</b> .....	7
<b>Administrative Services</b> .....	7
<b>Communication/Messages for Students</b> .....	8
<b>Bookstore</b> .....	8
<b>Building Hours</b> .....	8
<b>Study Space</b> .....	8
<b>Security</b> .....	8
<b>OSU Photo Identification</b> .....	9
<b>Vendors/Visitors</b> .....	9
<b>Children</b> .....	9
<b>Wellness Center</b> .....	9
<b>Lost and Found</b> .....	10
<b>Non-Discrimination Statement</b> .....	10
<b>Sexual Violence Prevention Training</b> .....	10
<b>Sexual Harassment</b> .....	10
<b>Student Rights and Responsibilities</b> .....	11
<b>Students’ Rights to Privacy</b> .....	11
<b>Definitions</b> .....	11
<b>Withholding Disclosure of Information</b> .....	12
<b>Access to Records</b> .....	12
<b>Parking</b> .....	12
<b>Photography</b> .....	12
<b>Room Arrangements</b> .....	13
<b>Tobacco Use</b> .....	13
<b>SUBSTANCE ABUSE POLICY</b> .....	13
<b>Purpose</b> .....	13
<b>Definitions</b> .....	13
<b>Rationale</b> .....	14
<b>Voluntary Requests for Treatment</b> .....	14
<b>Vendor and Drug Screening Information</b> .....	14
<b>Drug Screening Timing and Procedures</b> .....	15
<b>Accepted Applicants</b> .....	15
<b>Student Doctors</b> .....	15
<b>Random Testing</b> .....	16
<b>Testing for Reasonable Suspicion</b> .....	16
<b>OSU-COM Drug Screen Review Committee Structure, Meetings and Membership</b> .....	17
<b>OSU-COM Drug Screen Review Committee Structure</b> .....	17
<b>OSU-COM Drug Screen Review Committee Meetings</b> .....	17
<b>OSU-COM Drug Screen Review Committee Membership</b> .....	17
<b>Reporting of Drug Screening Findings</b> .....	17
<b>Adjudication of Positive Drug Screen and/or Diluted Specimen Results</b> .....	18
<b>Accepted Applicants</b> .....	18
<b>Student Doctors</b> .....	18
<b>Falsification of Information</b> .....	18
<b>Confidentiality of Records and Retention of Records</b> .....	18
<b>WELLNESS</b> .....	19
<b>Wellness Support Team</b> .....	19
<b>Behavioral Health Services</b> .....	19
<b>On Campus Support</b> .....	19

Virtual Campus Support.....	19
OSU-Tulsa Counseling Clinic .....	20
Community Resources.....	20
Physical Examination .....	20
Immunizations and Tuberculosis Testing .....	20
Health and Hospitalization Insurance.....	20
Student Health Service Fees.....	20
Behavioral Health Support Services - On Campus .....	20
Behavioral Health Support- Off Campus/Virtual.....	21
Physical Health Support Services - Virtual.....	21
Lab Services .....	21
Other Covered Services .....	21
Americans with Disabilities Act Accommodations .....	22
Academic Affairs .....	22
Academic Standards.....	22
Appeal of a Final Grade Not Involving Allegation of Dishonesty or Misconduct .....	22
Allegation of Academic Dishonesty or Misconduct.....	23
Attendance Requirements .....	23
Awards.....	23
Native American Honoring Ceremony Policy .....	23
Deans' Hour (MSI and MSII) .....	23
Clinical Clerkship.....	24
Office of Academic Success .....	24
Academic Counseling .....	25
Emergency Procedures .....	26
Emergency Alert System .....	26
Tornado and Severe Weather .....	26
Bomb Threat .....	26
Fire Procedures.....	26
Hazardous Odors .....	27
Hazardous Material Spills.....	27
Hazardous Release/Spill/Explosion Outside of Building.....	27
Possible Heart Attack Victim.....	27
Student Services.....	27
Computing and Network Resources .....	27
OSU E-mail .....	28
New Students.....	28
Multi Factor Authentication.....	28
Financial Aid, Loans, and Scholarships.....	28
Scholarship Programs.....	29
Federal Aid Programs .....	29
Return of Title IV Funds Policy.....	29
Probation and Financial Aid .....	29
Satisfactory Academic Progress for Financial Aid Eligibility .....	29
Business and Finance .....	30
Fee Payment .....	30
Policy for Payment of Tuition and Fees .....	30
Loan Disbursement and Repayment.....	31
Work Study Program Opportunities.....	31
Student Payroll.....	31
Registrar .....	31
Registration and Enrollment.....	31
Transcripts and Records .....	31
Medical Library.....	32
Facilities .....	32
Borrowing Library Materials .....	32
Loan Periods.....	32

Renewals.....	33
Interlibrary Loan.....	33
Off Campus Access.....	33
Research Profiles.....	33
Work Study Positions.....	33
Library Policies.....	33
Study Carrel and Group Study Room Policies.....	33
<b>RESEARCH.....</b>	<b>34</b>
<b>Student Government Association.....</b>	<b>34</b>
Class Officers.....	34
Peer Review Committee.....	35
Committees with Student Representation.....	35
Learning Resources Committee.....	35
Student Affairs Committee.....	35
Affirmative Action Committee.....	35
Curriculum Committees.....	36
College Committees.....	36
Curriculum Oversight Committee.....	36
National Student Representation.....	37
<b>Campus.....</b>	<b>38</b>
Student Organizations.....	38
Sponsored Programs.....	38
Student Travel and Attendance at Professional Meetings.....	39
International Student Travel.....	39
<b>Student Grievance Procedures.....</b>	<b>39</b>
<b>Student Academic Complaint Policy and Procedures.....</b>	<b>39</b>
Academic Complaint Procedures.....	40
<b>Student Non-Academic Complaint Policy.....</b>	<b>41</b>
Non-Academic Complaint Procedures.....	41
<b>Student Grievance Policy and Procedures for Alleged Discrimination.....</b>	<b>42</b>
<b>Complaints Regarding Non-Compliance with AOA Accreditation Standards.....</b>	<b>42</b>
<b>Facilities Planning and Space Utilization Committee.....</b>	<b>43</b>
<b>Leave of Absence and Withdrawal Policy.....</b>	<b>43</b>
Overview.....	43
<b>Student Conduct Report.....</b>	<b>44</b>
<b>APPENDICES.....</b>	<b>45</b>
<b>Appendix 1.....</b>	<b>45</b>
<b>Oklahoma State University Student Government Constitution.....</b>	<b>45</b>
<b>Code of Ethics.....</b>	<b>45</b>
<b>Article I — Name and Duties.....</b>	<b>46</b>
<b>Article II — Student Senate.....</b>	<b>46</b>
<b>Article III — Student Government Association Executive Board.....</b>	<b>47</b>
<b>Article IV – Class Officers.....</b>	<b>50</b>
<b>Article V — Elections and Installations.....</b>	<b>51</b>
<b>Article VI — Committees.....</b>	<b>53</b>
<b>Article VIII – Club Organizations.....</b>	<b>56</b>
<b>Article IX – Campus Communication.....</b>	<b>56</b>
<b>Learning Resources Committee.....</b>	<b>56</b>
<b>Student Affairs Committee – The Office of Campus Life.....</b>	<b>57</b>
<b>Student Curriculum Committee – Curriculum Oversight Committee.....</b>	<b>57</b>
<b>Peer Review Committee.....</b>	<b>57</b>
<b>Appendix 2 Student Awards.....</b>	<b>59</b>
<b>Appendix 3 OSU-COM Dress Code.....</b>	<b>60</b>
<b>Examination Attire.....</b>	<b>60</b>
<b>Exceptions.....</b>	<b>60</b>
<b>Appendix 4 Financial Responsibility.....</b>	<b>61</b>

# OSU-CHS 2024-25 ACADEMIC CALENDAR

## FALL 2024

July 1	Class of 2026 rotations begin ( <b>3<sup>rd</sup>/4<sup>th</sup> years see detailed schedule from Clinical Education</b> )
July 4	July 4th Holiday
July 29 – Aug. 1	MSI Required Orientation (see detailed schedule)
Aug. 2	White Coat Ceremony – <b>Tahlequah Campus</b>
Aug. 3	White Coat Ceremony – <b>Tulsa Campus</b>
Aug. 5	First Day of Class
Aug. 13	Last day for 100% refund on withdrawal
Aug. 20	Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)
Sept. 2	Labor Day Holiday
Nov. 11	Last day to withdraw from all courses with automatic “W”
Nov. 28-29	Thanksgiving Holiday
Nov. 26	Last day to withdraw from all courses with assigned “W” or “F”
Dec. 5	Last day of class
Dec. 9-12	Finals
Dec. 17	Final grades due from faculty

## SPRING 2025

Jan. 6	First Day of Class
Jan. 14	Last day for 100% refund on withdrawal
Jan. 20	Martin Luther King holiday
Jan. 21	Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)
March 17-21	Spring Break
April 8	Last day to withdraw from all courses with automatic “W”
April 10	Last Day <b>MS II</b> Regular Classes
April 14-18	<b>MS II</b> Finals
April 23	Last day to withdraw from all courses with assigned “W” or “F”
May 8	Last Day <b>MS I</b> Classes
May 10	Graduation
May 12-15	<b>MS I</b> Finals
May 20	Final grades due from faculty
May 26	Memorial Day
June 19	Juneteenth Holiday
June 20	End of <b>MS II</b> Semester

## **Introduction**

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

## **General Educational Goals**

The primary educational goal at OSU-COM is to educate qualified students to become osteopathic physicians, imbued with the philosophical principles and palpatory and manipulative skills of osteopathic medicine. It is the stated mission of the College to educate osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma. The synopsis of the curriculum and description of courses can be found in the College Catalog at <https://medicine.okstate.edu/site-files/documents/catalog-fnl.pdf>. As you pursue your training, we encourage you to take advantage of the resources on campus, many of which are described in this Handbook, to help you reach your goals.

## **Purpose of Student Handbook**

The Student Handbook is published to familiarize students with pertinent policies and procedures, campus resources, and student organizations. As student-related policies and procedures change, we will attempt to notify the student body. For information on academic policies, please refer to the 2024-2025 Academic Standards Handbook at <https://medicine.okstate.edu/com/academics/index.html> as well as the policies section found at <https://medicine.okstate.edu/com/academics/policies.html> where various policies can be found. OSU-CHS Administration expects all students to review the Academic Standards Handbook and Student Handbook as part of their matriculation. Administration, faculty, staff and students of the OSU-College of Osteopathic Medicine must adhere to the American Osteopathic Association's Code of Ethics adopted by the College in 2008. As student members of the osteopathic profession, OSU- COM expects its students to comply with the AOA Code of Ethics, which can be found at <https://medicine.okstate.edu/com/code-of-ethics.html>

Provisions in this handbook will guide the operation of the Office of Campus Life during the 2024-2025 academic year and apply to all students. The College is not responsible for any misrepresentation of its requirements or provisions resulting from editorial or printing errors in the preparation of this Handbook or from official changes in college policy approved after the printing of this Handbook.

Should students have questions, please contact the Interim Assistant Dean for Campus Life or the Associate Dean for Enrollment Management.

## **Administrative Services**

- Angela Bacon, EdS, M.S., Interim Assistant Dean for Campus Life & Wellness
- Jeffrey B. Hackler, J.D., M.B.A., Associate Dean for Enrollment Management

Oklahoma State University College of Osteopathic Medicine  
1111 West 17th Street  
Tulsa, Oklahoma 74107-1898  
(918) 582-8421  
<https://medicine.okstate.edu/>

## **Communication/Messages for Students**

The Office of Enrollment Management maintains students' use of OSU email for official communications only. It is each student's responsibility to update their contact information via their student okey self-service account at <https://apps.okstate.edu/okey/>

Please be aware that the official form of communication to students for school-related matters is the student's okstate e-mail account. If a student's e-mail box becomes full, the Office of the Registrar will notify the student of this situation and request that space be made available so that designated e-mails can be received. Students who do not comply with this request may be required to meet with the Associate Dean of Enrollment Management to assist in resolution.

## **Bookstore**

The OSU Center for Health Sciences Bookstore is located in Founders Hall in Tulsa and near the main entrance to campus in Tahlequah. It stocks medical supplies, lab coats, and scrubs. The Bookstore does offer personalization of scrubs and lab coats for students, residents, staff and faculty. The Bookstore will also carry various sundry items and collegiate license apparel. The staff strives to accommodate its students and will make special orders for titles not in stock at the cost of staff or students. Customers may also visit the Bookstore website:

<https://medicine.okstate.edu/bookstore/> to view a items available. The Bookstore may be contacted at 918-561-1170(Tulsa) or 918-525-6361 (Tahlequah) or by email at [chs.store@okstate.edu](mailto:chs.store@okstate.edu).

## **Building Hours**

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

## **Study Space**

Breakout rooms, study carrels and the library area are designated as quiet zones to facilitate individual study. Breakout rooms must be reserved through the online room reservation system. Students not following proper protocol are subject to others using the room that have followed the reservations process. Conference rooms are not for single/group study and will not be granted permission for student reservation.

## **Security**

The College is protected by security services 24-hours a day, seven days a week. Campus Security personnel patrol the campuses and affiliated clinics on a random rotation. Security personnel are available to walk students to their cars and assist in any other security measures. Suspicious or unusual circumstances should be reported to Campus Security immediately. Dialing 918-625-8592 will connect you directly to the Tulsa OSU-CHS Campus Security. Dialing 918-453-3572 will connect you directly to Tahlequah OSU-CHS-CN Campus Security. If property or the safety of others is being threatened, call Tulsa OSU-CHS Security at 918-625-8592 or Tahlequah OSU-CHS-CN Campus Security at 918-453-3572 for immediate assistance. In extreme emergencies, call 911; if using a college phone from within the campus, you must first dial "9" to get an outside line. Dialing 9-911 from a campus phone will connect you directly to a 911 dispatcher. Under no circumstance are locked external doors to be propped open in order to gain entrance for the sake of convenience. This allows access to individuals who have no legitimate business at the College. College parking lots are monitored by security cameras. Vehicles must be securely locked with valuables kept out of sight or locked in the trunk. The College has an excellent, low-incidence crime record. Copies of crime rate reports are available upon request from Campus Security Department by calling 918-625-8592 or the Tahlequah OSU-CHS-CN Campus Security at 918-453-3527.



## **OSU Photo Identification**

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

If you have any safety concerns while on campus, please contact Chief Meagan Robertson at [meagan.robertson@okstate.edu](mailto:meagan.robertson@okstate.edu). If preferred, you may also use the silent witness form located at <https://medicine.okstate.edu/about/security/index.html>, or call 918-625-8592 for immediate assistance. For students who remain on campus in the evening hours, please be aware of your surroundings upon exiting the building. Security officers will be available to safety escort you to your vehicle. Tulsa officers can be reached at 918-625-8592 and Tahlequah officers can be reached at 918-453-3572, allowing 15 minutes time for advance notification.

## **ID Issuance and Replacement**

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

## **Vendors/Visitors**

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

## **Children**

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

## **Fitness Center**

Student, faculty, and staff membership at the Fitness Center is free of charge (a current OSU ID is required at time of enrollment). The Fitness Center operates from 5a.m. to midnight every day of the week. More information can be found at <https://medicine.okstate.edu/wellness/index.html>.

## **Lost and Found**

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

## **Non-Discrimination Statement**

Oklahoma State University is committed to creating an environment for all students and employees that is fair and responsible, an environment where all members of the OSU community are treated with dignity and respect and distinctions are made on the basis of ability and performance. This commitment is based on our dedication to educational justice and the promise of each individual, as well as adherence to federal and state civil rights laws and University policies and procedures.

The Oklahoma State University Center for Health Sciences will provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or other protected category.

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

## **Sexual Violence Prevention Training**

In an effort to comply with the Violence Against Women Act and the Office of Civil Rights federal guidelines, all students will be required to be trained in sexual violence prevention. The College will notify students of the resource to access to comply with this requirement. Failure to complete this training, as specified, will result in a delay in enrollment for the upcoming academic term. Additional information can be found at <https://health.okstate.edu/hr/1is2many/index.html> or by contacting the Office of Campus Life, Room 202. For questions about compliance with this training, please contact the Registrar's Office or Assistant Dean for Campus Life and Wellness at 918-561-1880.

## **Sexual Harassment**

Oklahoma State University-Center for Health Sciences takes acts of sexual harassment, including sexual violence, seriously and believes that 1 victim is 2 many. For information on resources, reporting options, policies, and the student conduct process please visit:

<https://health.okstate.edu/hr/1is2many/index.html>) Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at OSU-CHS. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations, or other academic opportunities.
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual.
3. Such conduct is sufficiently severe, pervasive, or persistent and objectively offensive that it has the effect of creating an intimidating, hostile, or offensive situation that negatively affects an individual's academic or employment environment.

It is possible for sexual harassment to occur at different levels: Between faculty and students, between staff and students, or between students. Sexual harassment is expressly prohibited. Complaints can be addressed as follows:

### **Situations Regarding OSU-CHS Students**

Tina Tappana, Title IX Coordinator  
Angela Bacon, Title IX Deputy Coordinator  
Adriana Livingston, Title IX Deputy Coordinator  
918-594-8105  
Tulsa.[titleix@okstate.edu](mailto:titleix@okstate.edu)

### **Situations Regarding Faculty and Staff**

Tina Tappana, Title IX Coordinator  
OSU-Tulsa, Main Hall 1405  
918-594-8105  
[Tulsa.titleix@okstate.edu](mailto:Tulsa.titleix@okstate.edu)

### **Student Rights and Responsibilities**

Students are expected to always conduct themselves in a professional and ethical manner. The student is expected to be familiar with the policies and regulations governing students enrolled at the Oklahoma State University College of Osteopathic Medicine. Students, faculty, and administration share responsibility for maintaining an effective learning environment. Academic dishonesty will not be tolerated. Refer to the Academic Standards Handbook for the policy and procedure regarding academic dishonesty, which applies to all students at the OSU Center for Health Sciences. Students with complaints can refer to the "Student Grievance" section of this Handbook for additional information.

### **Students' Rights to Privacy**

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

An OSU-CHS student has the right to:

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

### **Definitions**

- "Educational Record" refers to those records that are directly related to a student and are maintained by an educational institution.
- "Directory Information" includes:
  - student's name (including chosen or preferred first name)
  - local and permanent addresses or hometown
  - institutional electronic mail address
  - telephone number
  - year of birth
  - major field of study
  - dates of attendance at Oklahoma State University
  - degrees, honors, and awards granted or received, and dates granted or received
  - academic classification such as first year, second year, third year, etc.

- most recent educational institution previously attended
- dissertation or thesis title
- advisor or thesis/dissertation advisor
- participation in officially recognized organizations, activities, sports, and weight and height of student participating in officially recognized sports parents' names and addresses (city and state only)

*\*Directory information can be released upon request, unless the student has specially requested that such information not be disclosed. Students wishing to withhold directory information should visit the Registrar's Office.*

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

### **Withholding Disclosure of Information**

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

### **Access to Records**

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

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

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

### **Parking**

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

### **Photography**

OSU Center for Health Sciences Marketing and Communications Services takes photos and videos during classroom exercises, simulations, special events and other university activities. Students are advised that photos or video taken by OSU Center for Health Sciences staff or designee of COM students participating in university-related activities may be used in media relations, advertising or promotion of the college including but not limited to newspapers, websites, social media, videos, and/or print. Students may opt out by contacting campus life in writing via their university email address.

## Room Arrangements

Students who need to reserve building space for non-academic functions should contact the Office of Campus Life at [chs-campuslife@okstate.edu](mailto:chs-campuslife@okstate.edu), located in the Kern-Headington Student Center and at the Cherokee Nation campus office number 3043. For student club functions, the Student Government Administrative Vice Presidents at each campus will assist with making plans. Club officers will need to submit an Event Request Form via the Student Engagement site Presence. Please provide the following information when requesting use of campus facilities: Date, time, space desired, type of meeting, person in charge, and special arrangements, if any. Please remember to plan ahead to allow for the appropriate approvals and arrangements to be made. Attempts will be made to honor requests; however, the priorities established by the college policy must govern approval.



## Tobacco Use

Smoking and the use of smokeless tobacco is prohibited on all campus grounds, in all College buildings and in college vehicles. Individuals who violate this policy will be subject to disciplinary action.

## SUBSTANCE ABUSE POLICY

### Purpose

This policy outlines the Drug Screening requirements for Accepted Applicants and Student Doctors in the Oklahoma State University-College of Osteopathic Medicine (OSU-COM).

### Definitions

For the purpose of this policy:

1. “Accepted Applicant” is defined as an individual that has been accepted to OSU-COM but has not yet started the first year of the program.
2. “Clerkship Program” is defined as the time in which Student Doctors complete clinical rotations during years three and four of the OSU-COM program.
3. “Controlled Substance” is defined as a drug or substance that is listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812). To lawfully take a prescription drug, a student must be under the direct medical care of the licensed health care professional. Although medical marijuana is legal in the State of Oklahoma, marijuana is a Schedule 1 Controlled Substance under 21 U.S.C. § 812 and continues to be a prohibited substance for purposes of this policy even with a valid prescription or license.
4. “Diluted Specimen” is defined as a sample that cannot be accurately tested based on the standards of the Vendor’s laboratory and the conclusions of the Medical Review Officer.
5. “Drug Screen” is defined as a laboratory test administered for the purpose of determining the presence or absence of a Controlled Substance or its metabolites.
6. “Medical Review Officer (MRO)” is defined as the licensed physician, an employee of the Vendor, who is responsible for receiving, reviewing, and certifying the results of Drug Screens.
7. “Positive Drug Screen” is defined as any result, which has been reviewed and certified by the Medical Review Officer, which indicates the presence of a Controlled Substance in the submitted specimen.
8. “Pre-Clerkship” is defined as the time between completing all second year requirements and the beginning of the Clerkship Program in year three.

9. "Random" is defined as the unannounced and indiscriminate selection of student(s) by a process designed to ensure that selections are made in a nondiscriminatory manner without conscious decision of which student(s) are selected.
10. "Reasonable Suspicion" is defined as suspicion of use or possession of a Controlled Substance by a Student Doctor or Accepted Applicant based upon specific and objective grounds, as a justification to conduct a Drug Screen on a Student Doctor or Accepted Applicant.
11. "Student Doctor" is defined as all students currently enrolled in years one through four of the OSU-COM programs.
12. "Vendor" is defined as the company that has been contracted by OSU-COM to provide Drug Screening services.

### **Rationale**

- The mental and physical health and well-being of students is vital to the success of the OSU-COM and is necessary to maintain the high standards of healthcare provided to the general public. OSU-COM has the right and obligation to provide students with a safe, healthy, efficient, and effective learning environment free from outside influences, which includes the illegal use and/or distribution of Controlled Substances.
- Although under the supervision of qualified faculty and/or adjunct faculty, Student Doctors are responsible for the health, safety, and welfare of patients. Student Doctors regularly have access to confidential and sensitive information, which requires the exercise of ethical behavior. Required and Random Drug Screenings of students and Accepted Applicants is an important component in assessing their suitability to function in a clinical setting.
- Increasingly, clinical facilities are implementing Drug Screening policies and procedures as required by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Furthermore, clinical facilities are increasingly requiring that OSU-COM review and certify each student's Drug Screening results prior to the beginning of each rotation through specific and explicit clauses within affiliation agreements.

### **Voluntary Requests for Treatment**

OSU-COM strongly encourages Student Doctors who illegally use Controlled Substances to seek help from the College's Student Assistance Program by contacting the Office of Enrollment Management or following the directions established in the OSU-COM Student Handbook. Any Student Doctor that voluntarily seeks treatment will receive confidential assistance; provided, however, that a Student Doctor seeking treatment after the Student Doctor's selection for a Drug Screen, either based upon a Random Drug Screen or Reasonable Suspicion, does not constitute voluntarily seeking treatment and will result in corrective action should a Positive Drug Screen Result.

### **Vendor and Drug Screening Information**

OSU-COM will select a qualified third-party Vendor to provide the Drug Screening service, as well as the Medical Review Officer for this policy. Results from any company or government entity other than those designated by OSU-COM will not be accepted; provided, however, exceptions may be made in very limited instances in which circumstances would reasonably prevent Accepted Applicant from utilizing OSU-COM's Vendor. Exceptions must be requested by Accepted Applicant prior to the Drug Screening, and OSU-COM reserves sole discretion regarding whether to approve such request. Any Drug Screening of an Accepted Applicant that is not completed by OSU-COM's Vendor must be performed by a licensed physician performing medical review officer services who is trained and certified by the American Association of Medical Review Officers (AAMRO) and The Medical Review Officer Certification Council (MROCC) to complete their Drug Screening. Accepted Applicants who are granted an exception to using OSU-COM's Vendor will be solely responsible for payment for any Drug Screening not conducted by OSU-COM's Vendor. Any Drug Screening conducted by a Medical Review Officer other than OSU-COM's Vendor must be an 8-panel Drug Screen identical to the one conducted by OSU-COM Vendor and the Drug Screening must comply with all provisions of this Policy.

Any appeal right of a Positive Drug Screen rests solely between the Student Doctor or Accepted Applicant, the Medical Review Officer and the qualified third-party Vendor.

OSU-COM will require that all Accepted Applicants and Student Doctors complete an 8-panel Drug Screen, which tests for:

1. Amphetamines/Methamphetamines;
2. Barbiturates;
3. Benzodiazepines;
4. Marijuana;
5. Cocaine;
6. Opioids (including opiates);
7. Phencyclidine; and
8. Methadone.

### **Drug Screening Timing and Procedures**

An Accepted Applicant's or Student Doctor's written and/or oral consent is not required to put the terms of this policy into effect, as consent is an implicit condition of enrollment in the OSU-COM program.

### **Accepted Applicants**

The OSU-COM Office of Admissions will provide all Accepted Applicants with the procedural requirements for completing their pre-matriculation Drug Screen. Accepted Applicants must complete the required Drug Screen at least fourteen (14) days prior to matriculation to allow sufficient time for the following steps to be completed before the first day of classes:

- Vendor to complete the laboratory specimen test;
- The Medical Review Officer (MRO) to review and certify the Drug Screen results; and
- Review of the MRO's report by the Office of Admissions.

Accepted Applicants who receive notice of acceptance to OSU-COM within thirty (30) days of the start of class will have fourteen (14) days from the date of acceptance to complete the required Drug Screen. Accepted Applicants may begin the first year of medical school at OSU-COM if Drug Screen results have not been received by OSU-COM except that any Accepted Applicant who received their offer of admission more than fourteen (14) days prior to the start of class and fails to complete the required Drug Screen prior to the first day of class will not be allowed to begin the program until this requirement has been met, and may jeopardize their admission status at OSU-COM.

### **Student Doctors**

All Student Doctors are required to complete a Drug Screen prior to beginning the Clerkship Program in year three. The OSU-COM Office of Clinical Education will provide all Student Doctors with the procedural requirements for completing their Pre-Clerkship Drug Screen. Student Doctors must complete this required Drug Screen during Transition Week to allow sufficient time for the following steps to be completed before the first day of classes:

- Vendor to complete the laboratory specimen test;
- The Medical Review Officer (MRO) to review and certify the Drug Screen results; and
- Review of the MRO's report by the Office of Clinical Education.

Any Student Doctor who fails to complete the required Drug Screen prior to the first day of the third year will not be allowed to begin the Clerkship Program until this requirement has been met.

Any Student Doctor who takes a leave of absence or withdrawal that is six (6) months or longer is required to complete a Drug Screen prior to returning to educational activities and/or clinical rotations. Testing costs will be borne by the student and testing will be done in accordance with the procedures outlined in the OSU-COM Drug Screening Policy.

## **Random Testing**

OSU-COM reserves the right to conduct Random, unannounced Drug Screenings of all Student Doctors currently enrolled at OSU-COM. The Dean or designee may determine the dates of Random Drug Screen(s) and the total number of Student Doctors, up to and including all Student Doctors at OSU-COM, that OSU-COM will Randomly Drug Screen. The Associate Dean for Enrollment Management and the Assistant Dean of Campus Life will randomly select students for designated Random Drug Screens. A Student Doctor who is selected for a Random Drug Screen is required to report to a designated testing laboratory within 36 hours after receiving notice of being selected for a Random Drug Screen, for collection of a urine and/or blood sample to conduct a Drug Screen. The Student Doctor may request that a blood sample be collected in addition to a urine sample. Testing cost for Random Drug Screenings will be borne by OSU-COM and testing will be done in accordance with the standard testing procedure outlined in this policy.

Any Student Doctor who refuses to consent to a Random Drug Screening, fails to immediately report to the designated testing laboratory within a reasonable time after receiving notice of being selected for a Random Drug Screen, or fails to provide an adequate specimen (as determined by the MRO) may be subject to corrective actions pursuant to this policy up to and including dismissal.

## **Testing for Reasonable Suspicion**

OSU-COM may require a Student Doctor to submit to a Drug Screen based upon a Reasonable Suspicion of the unauthorized use or possession of a Controlled Substance. Reasonable Suspicion may be based upon, but is not limited to, the following:

- Direct observation of unauthorized use or possession of a Controlled Substance;
- A pattern of abnormal or erratic behavior consistent with unauthorized use of a Controlled Substance;
- Observation of physical symptoms indicative of the unauthorized use of a Controlled Substance;
- Arrest or conviction for a drug related offense; and/or
- Report(s) of unauthorized use or possession of a Controlled Substance that has been corroborated by additional evidence.

All persons reporting activity or behavior that causes Reasonable Suspicion of unauthorized use or possession of a Controlled Substance under this policy shall document the exact reason(s) for these suspicions, including relevant details such as date, location, witnesses present, and the symptoms or actions of the Student Doctor. All such reports shall be made to the Dean or his/her designee, who will conduct an investigation of the reported activities or behavior, including obtaining corroborating statements from other administrators, faculty, employees, Student Doctors or witnesses where reasonably possible. The Dean or his/her designee shall determine, based on his or her investigation, whether cause exists to request a Drug Screening.

Upon a Drug Screen for Reasonable Suspicion, all results of any such test shall be provided by OSU-COM's Vendor MRO to the Dean or his/her designee. Until the results of the Drug Screening are received, the Student Doctor may be suspended from all training or activities involving clinical work, laboratory work or patient contact. The student may be permitted to continue participating in lectures; however, the Dean or his/her designee retains sole discretion to suspend the student from all activities if the continued participation of the Student Doctor in such activities presents a danger to the personal safety or threatens the health and welfare of the individual, patients/clients, students, faculty and/or staff of OSU-COM.

When a determination to test for Reasonable Suspicion has been made, the Student Doctor will be asked to submit to a Drug Screening. The Student Doctor will report immediately to the designated testing laboratory after receiving notice of a Drug Screen for Reasonable Suspicion for collection of a urine and/or blood sample to test for a Controlled Substance. The Student Doctor may request that a blood sample be collected in addition to a urine sample. Testing cost will be borne by OSU-COM and testing will be done in accordance with the Drug Screen procedure.

Any Student Doctor who refuses to consent to a Drug Screening for Reasonable Suspicion, fails to immediately report to the designated testing laboratory within a reasonable time after receiving notice



submitting to a Drug Screen for Reasonable Suspicion, or fails to provide an adequate specimen (as determined by the MRO) will be deemed to have submitted a positive Drug Screen result and may be subject to corrective action pursuant to this policy up to an including dismissal from OSU-COM.

## **OSU-COM Drug Screen Review Committee Structure, Meetings and Membership**

### **OSU-COM Drug Screen Review Committee Structure**

In order to facilitate a formal and efficient process, the Drug Screening policy outlined in this document will be administered by the Drug Screen Review Committee (here after “Committee”). Upon implementation of the OSU-COM required Student Drug Screening policy, it is the responsibility of the Committee to ensure that all OSU-COM materials are updated to include necessary information regarding Drug Screening, including, but not limited to:

- Handbook(s);
- Website(s);
- Admissions Documents; and
- Other print and/or electronic items as determined by the Committee.

### **OSU-COM Drug Screen Review Committee Meetings**

The Committee is required to convene a formal meeting upon receipt of a Positive Drug Screen or Diluted Specimen result that is not cleared by the MRO for Accepted Applicants and Student Doctors. In the case in which the Committee is in receipt of a Positive Drug Screen or Diluted Specimen result for a Student Doctor that is not cleared by the MRO, the responsibilities of the Committee and its members are to:

- Ensure prompt action by formally removing the Student Doctor from their current course;
- Formally contact the Student Doctor and provide a date, time, and location for their meeting with the Committee;
- Review the results of the MRO report with the Student Doctor;
- Provide an opportunity for the Student Doctor to make a formal presentation and provide information to the Committee; and
- Discuss, formulate, construct, and deliver the Committee’s recommendation(s) for the Student Doctor to the Dean or his/her designee.

The recommendations submitted to the Dean or his/her designee by the Committee are nonbinding. The final decision for adjudication in these cases lies solely with the Dean or his/her designee.

The Committee must also meet to approve policy change proposals, which must be referred to the Dean or his/her designee for review and action.

### **OSU-COM Drug Screen Review Committee Membership**

The required, voting, members of the Committee are:

- Assistant or Associate Dean for Academic Affairs (Committee Chair);
- Assistant or Associate Dean for Enrollment Management;
- Assistant Director for Admissions; and
- Director for Clinical Education.

Committee membership and participation is required for the individual employees that serve in the above listed positions. Changes in Committee membership, other than those that occur through normal personnel transitions (i.e., promotion, retirement, resignation, etc.), are at the sole discretion of the Dean or his/her designee.

### **Reporting of Drug Screening Findings**

The Vendor will provide the Office of Enrollment Management and the Office of Clinical Education with a list of Accepted Students and Student Doctors that the MRO has certified as passing the Drug Screen. Each

student will receive the results of the Drug Screening report from the Vendor, as well. Student Doctors and Accepted Applicants who provide a Diluted Specimen may be subject to immediate re-testing until an adequate Specimen is received by the Vendor. Adequacy of each specimen shall be determined solely by the Vendor and MRO.

Accepted Applicants and Student Doctors that receive a Positive Drug Screening will have the opportunity to present valid medical explanations directly to the MRO who will decide if the Accepted Applicant/Student Doctor is cleared. If, after review by the Vendor's Medical Review Officer, there is a valid medical explanation for the screening results, the Vendor will notify OSU-COM of a clear test. If, after review by the Medical Review Officer, there is not a valid medical explanation for the Positive Drug Screen, then the Drug Screen results will stand. Any appeal right of a Positive Drug Screen rests solely between the Student Doctor or Accepted Applicant, the Medical Review Officer and the qualified third-party Vendor.

### **Adjudication of Positive Drug Screen and/or Diluted Specimen Results**

#### **Accepted Applicants**

Accepted Applicants who receive a Positive Drug Screen result or a Diluted Specimen result that has not been cleared by the MRO will not be allowed to begin the first year of medical school at OSU-COM. Accepted Applicants who receive their notice of acceptance less than fourteen (14) days prior to classes beginning may begin the first year of medical school at OSU-COM prior to OSU-COM receiving the results of their Drug Screen. Upon receipt of a positive drug screen from any Accepted Applicant, OSU-COM may rescind the Accepted Applicant's admission, defer the Accepted Applicant's admission to the following academic year, or take other action based upon the circumstances. Accepted Applicants with a Positive Drug Screen who eventually enroll at OSU-COM will be considered to have had their first Positive Drug Screen under this policy.

#### **Student Doctors**

Any Student Doctor with a Positive Drug Screen or Diluted Specimen that are not cleared by the MRO will automatically be referred to the OSU-COM Drug Screen Review Committee, which will submit nonbinding corrective recommendations to the Dean or his/her designee. Student Doctors with a first Positive Drug Screen or Diluted Specimen may face corrective action up to and including suspension for the remainder of the semester and administrative withdrawal from all courses and/or suspension for the following semester. Student Doctors who are suspended may not be able to progress to the next semester based on specific program requirements. Student Doctors with a Positive Drug Screen who are in their third or fourth year of medical school will be immediately removed from clinical rotations and may not return to rotations until approved by the Drug Screen Review Committee and the Dean or his/her designee.

After a Student Doctor is found to have a Positive Drug Screen, additional scheduled Drug Screenings may be required by OSU-COM for the remainder of the Student Doctor's enrollment at OSU-COM as a condition of continued enrollment. OSU-COM reserves the right to impose additional reasonable sanctions on Student Doctors for a Positive Drug Screening or Diluted Specimen. Student Doctors who receive a Positive Drug Screen or Diluted Specimen result and are not cleared by the MRO will not be allowed to begin the Clerkship Program.

Any Student Doctor who has a second Positive Drug Screen will be dismissed from OSU-COM.

#### **Falsification of Information**

Falsification of information will result in immediate removal from the Accepted Applicant list or dismissal from OSU-COM.

#### **Confidentiality of Records and Retention of Records**

Drug Screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA)

regulations. Reports and related records are retained in a secure location and are maintained for the following timeframes, or longer as required by law:

- Current Student Doctors: 5 years after Drug Screening
- Accepted Applicants: 2 years after Drug Screening (provided no legal complaint)

## **WELLNESS**

The OSU Center for Health Sciences Department of Wellness mission is to enhance quality of life of students, faculty, and staff through improved physical and mental development that leads to a healthy and rewarding life.

### **Wellness Support Team**

The Wellness Support Team (WST) can quickly triage students, residents, and employees, utilize defusing techniques, and provide immediate assistance by offering helpful resources and arranging plans for support through a time of need. If you're worried about a friend or colleague, please complete the anonymous referral form at <https://medicine.okstate.edu/wellness/student-wellness/resources.html>. Self-referrals are also accepted. For more information, feel free to contact us at [wellnesssupportteam@okstate.edu](mailto:wellnesssupportteam@okstate.edu).

### **Behavioral Health Services**

All students have access to 24/7 confidential counseling services through BetterHelp. The Department of Wellness and University Counseling Services have partnered with BetterHelp to offer virtual and/or message-based counseling services for OSU CHS students. Information about these services can be found at <https://medicine.okstate.edu/wellness/student-wellness/resources.html>

### **On Campus Support**

University Counseling Services are available on both the Tulsa and Tahlequah campuses. Free, on-site, confidential counseling sessions are available to all students. Counselors are available to meet with students in person or via tele-health. Students are welcome to contact university counselors by stopping by the office, via phone or scheduling an appointment online. All counseling services will be available during our normal business hours for both Tulsa and Tahlequah campuses, Monday through Friday from 8am to 5pm Central Standard Time. Evening virtual appointments are also available each week.

Services are available to all students participating in programs through the Center for Health Sciences Tulsa Campus, including COM and graduate program participants that reside in Oklahoma, and for the College of Medicine at the Cherokee Nation campus in Tahlequah.

If you have any questions about scheduling or services provided, please feel free to contact university counseling via email at [osuchs.counseling@okstate.edu](mailto:osuchs.counseling@okstate.edu) or through the following platforms:

- **Tulsa:** 918-561-1822
  - Room number 442
- **Tahlequah:** 918-525-6350
  - Room number 3050
- **Online:** <https://chscounselingservices.as.me/schedule.php>

### **Virtual Campus Support**

BetterHelp provides around the clock behavioral health services to all students at OSU CHS. Offering virtual and/or message-based counseling services, the BetterHelp partnership allows up to six free sessions for our students. Following the six free sessions, further discounted services with BetterHelp will be offered. To access these services, please visit <https://medicine.okstate.edu/wellness/student-wellness/resources.html>

### **OSU-Tulsa Counseling Clinic**

The OSU-Tulsa Counseling Clinic is available to see students and residents for five free counseling sessions. Additional sessions are \$5 per session. Appointments can be made by calling **918-594-8568**. The OSU-Tulsa Counseling Clinic is located on the OSU-Tulsa campus at 700 N. Greenwood in Main Hall room 2419. <https://tulsa.okstate.edu/counselingcenter/>

### **Community Resources**

There are also a variety of community resources that students may wish to access independent of the services provided by OSU. Click on the hyperlink(s) for [Tulsa Community Resources](#) for the Tulsa campus or [Tahlequah Community Resources](#) for the Tahlequah campus.

### **Physical Examination**

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

### **Immunizations and Tuberculosis Testing**

Entering students are required to provide evidence prior to matriculation of immunization for or immunity to tetanus Tdap within the last 10 years, polio, measles, mumps, rubella, varicella, hepatitis A, and hepatitis B. If the immunization series has not been completed prior to matriculation, they must be completed during the first year at the student's expense. Any series must be started prior to matriculation. Students must also provide evidence of a 2-step TST Tuberculosis test done within the last year prior to matriculation. After matriculating, students are required to update their tuberculosis and other immunizations every year. Students must also be fitted annually for a mask.

### **Health and Hospitalization Insurance**

All students are required to maintain an active health insurance policy for health/hospitalization care while enrolled at the OSU College of Osteopathic Medicine. Students are required to provide proof of insurance within 60 days of matriculation, and they are required to maintain it throughout their course of study. Students must provide documentation of this coverage annually. OSU-COM recognizes proof of coverage as documentation from the insurance company that includes the student's name and the period of coverage. Students who are members of a federally recognized tribe may receive health care through their tribe(s) or Indian Health Services (IHS). However, Indian health care is not considered health insurance. Students who receive tribal or IHS health care are required to obtain health insurance in addition to this care. Health care sharing programs are also not forms of insurance and are therefore not accepted under this policy. OSU recommends students research health insurance options and potential subsidies through the Health Insurance Marketplace at [healthcare.gov](http://healthcare.gov). Students may participate in the OSU Student Health Plan. Information may be found at <https://hr.okstate.edu/benefits/student-health.html>. Additionally, insurance information may also be obtained from the Office of Campus Life and/or the OSU Medical Clinic.

### **Student Health Service Fees**

This fee does not replace the requirement for students to obtain health insurance coverage. See College Catalog for a listing of fees. The following services **are covered** under the student health fee:

### **Behavioral Health Support Services - On Campus**

Students who are interested in campus behavior health and support can contact OSU- CHS Counseling Services:

- Telephone 918-561-1822 with confidential voicemail.
- Via email at: [osuchs.counseling@okstate.edu](mailto:osuchs.counseling@okstate.edu)
- Or schedule virtual/in person visits directly at: <https://CHSCounselingServices.as.me/>

- Licensed mental health providers are on staff to provide free in person or virtual services Monday through Friday, 8 a.m. to 5 p.m.

### **Behavioral Health Support- Off Campus/Virtual**

- BetterHelp support offers 24/7/365 virtual and/or message-based counseling for all students.
- All students also have access to 6 free counseling sessions.
- To use this service, visit <https://medicine.okstate.edu/wellness/student-wellness/better-help.html>

### **Physical Health Support Services - Virtual**

All students have access to urgent care services 24-hours a day, 365 days a year, accessible in all locations where students receive education from OSU-COM through virtual medical consultations from Warren Clinic 24/7 Virtual Urgent Care. If the student is located in a state where Warren Clinic does not have a licensed provider, Warren Clinic will direct the student to the nearest emergency room or urgent care in order to receive care.

- Virtual services provided by Warren Clinic are accessible 24/7/365 and cover a wide range of acute illnesses and/or non-emergency conditions.
- To access services, please visit <https://medicine.okstate.edu/wellness/student-wellness/university-health-services.html>.
- Please note this service is for OSU students only and does not extend to family members.
- This service is limited to virtual services only and does not cover in-person visits to clinic locations.
- In the event of an emergency, please call 911 or go to your local Emergency Center.

### **Lab Services**

Students may access services at the Student Health Clinic at the Healthcare Center:

- a. Staffed from 8-5pm with Student Health Nurse to schedule covered services (see below) by appointment only. Student Health Nurse will work with student to get scheduled at primary care clinic as needed. Students should disclose to the Office of Academic Affairs or the Office of Clinical Education any therapeutic relationship with a provider who may participate in their education so a proper recusal can be documented.
- b. Student Health Clinic will have resources to direct students to urgent care, primary care clinics, dental offices, and other health needs.

**Tulsa Student Health Nurse:** Ph. 918-281-2755, email: [CHSstudhealth@okstate.edu](mailto:CHSstudhealth@okstate.edu)

**Tahlequah Student Health Nurse:** Ph. 918-822-4914, email: [CNstudhealth@okstate.edu](mailto:CNstudhealth@okstate.edu)

Other Covered Services covered under the student health fee include:

- Initial titers
- Flu shots
- Immunizations needed after matriculation due to non-immune titer results
- Follow up immunizations if titers show not immune
- Annual TB screening
- Mask fittings
- Lab tests or treatment following an inadvertent needle stick or exposure during the course of training.

Any other service is the responsibility of the student and/or his or her insurance. If a student chooses to be seen by OSU-CHS to obtain immunizations, or for any other treatment, students must make an appointment through the OSU-CHS Student Health Nurse.

The following services **are not covered** by the student health fee and will be the responsibility of the student and/or his or her insurance:

- Any service not outlined in this Handbook, unless approved by Safety or HR
- Specialty care, procedural fees or hospitalization, unless related to an exposure during training
- Fees associated with a pregnancy
- Prescriptions and over-the-counter medication

- Radiology services, unless required due to training exposure
- Supplies (crutches, etc.).

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

### **Americans with Disabilities Act Accommodations**

The Oklahoma State University College of Osteopathic Medicine will provide reasonable accommodations to medical students with disabilities as defined by the Americans with Disabilities Act (ADA) and /or Section 504 of the Federal Rehabilitation Act. The purpose of providing students with such accommodations is to assure equal access to educational opportunities, not to assure academic success. Reasonable accommodations provided to students must not pose an undue hardship on OSU-COM, result in a fundamental alteration in the nature of the academic program or activity, or result in an undue financial or administrative burden on OSU-COM. All medical students at OSU-COM must meet the Technical Standards of OSU-COM and fulfill the requirements of the Academic Program in a reasonably independent manner with or without approved accommodations. The Student Accessibility Committee serves both the Tulsa and Tahlequah campuses and is responsible for the review and approval of student requests for accommodations related to disabilities. The Interim Assistant Dean of Campus Life & Wellness or designee will serve on the Committee, and will provide administrative support for the Committee, including coordination of activities and communications with regard to student requests for accommodations of disabilities.

Further information about accommodations can be found at <https://medicine.okstate.edu/com/student-life/disability-services.html> or by contacting the Office of Campus Life. To inquire or request accommodations, please contact:

Angela Bacon, EdS, M.S.  
Interim Assistant Dean for Campus Life & Wellness  
Office: 918-561-1880  
[angela.bacon@okstate.edu](mailto:angela.bacon@okstate.edu)

### **Academic Affairs**

#### **Academic Standards**

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

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

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

### **Allegation of Academic Dishonesty or Misconduct**

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

### **Attendance Requirements**

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

When members of any religion seek to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first two weeks of classes.

### **Awards**

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

### **Military Commissioning**

Each year during graduation week, the Oklahoma State University – Center for Health Sciences (OSU – CHS) will host one military commissioning for both the Tulsa and Tahlequah campuses. CHSCOM Students are invited to attend the commissioning if they are rising in rank in the US Military. This is on a voluntary basis and is not required. Students are required to bring their own military officiant to participate in each of their respective commissioning processes. Students are welcome to bring guests at the direction and discretion of the Office of Campus Life. OSU-CHS is not involved in commissioning the students.

### **Native American Honoring Ceremony Policy**

Each year during graduation week, the Oklahoma State University – Center for Health Sciences (OSU – CHS) will host an American Indian Honoring Ceremony alternating years on the Tulsa and Tahlequah campuses. Although OSU – CHS welcomes all students, staff, faculty, and administrators to attend the AIHC, only those who graduate from the COM and self-identify as American Indian will be recognized at the ceremony. During the honoring ceremony, the appropriate tribal official of a federally recognized tribe will recognize their citizens that graduate from the COM. Students are responsible for contacting the appropriate tribal official within their federally recognized tribe to request a tribal stole for graduation. OSU – CHS will not be involved in determining which students will receive a tribal stole from their respective tribe.

### **Deans' Hour (MSI and MSII)**

Academic administration is available to meet with students during pre-designated periods throughout the academic year. Dean's hours are coordinated by the Office of Campus Life.

## **Clinical Clerkship**

The Clerkship Program, directed by the Office of Clinical Education and individual clinical departments of Oklahoma State University College of Osteopathic Medicine, is designed to provide the student with education and primary care training in the areas of Internal Medicine, Surgery, Obstetrics and Gynecology, Pediatrics, Emergency Medicine, Family Medicine, OMM, and Psychiatry. The program is organized to permit the greatest degree of educational exposure in a practical clinical environment to develop skills in the areas of patient diagnosis and management.

The Clerkship Program is divided into a sequence of 22, four-week clerkship rotations, including up to two four-week wellness periods. Each student will be assigned required clerkship rotations by the Office of Clinical Education. The College reserves the right to make supervising physician and/or site changes when necessary. Each rotation is four weeks of actual clinical experience. Students should also refer to the Clerkship Handbook for any additional details regarding rotations. Any questions, concerns, or suggestions for the Clerkship Program should be directed to the clinical education staff member listed below. Students can refer to the College Catalog for a description of the clerkship curriculum for the traditional and rural medical track program. Contact information is as follows:

Christopher C. Thurman, DO  
Associate Dean of Clinical Education  
Professor of Family Medicine  
[christopher.thurman@okstate.edu](mailto:christopher.thurman@okstate.edu)

Nicole Farrar, DO  
Medical Director of Simulation  
Department Chair of Medical Education  
Clinical Associate Professor  
[nicole.farrar@okstate.edu](mailto:nicole.farrar@okstate.edu)

Nancy Thornburgh, MS  
Director of Clinical Education  
918-561-1181  
[nancy.thornburgh@okstate.edu](mailto:nancy.thornburgh@okstate.edu)

Simulation - Tahlequah Campus  
[cnmedsim@okstate.edu](mailto:cnmedsim@okstate.edu)

Simulation - Tulsa Campus  
[medsim@okstate.edu](mailto:medsim@okstate.edu)

## **Office of Academic Success**

The Office of Academic Success provides resources and support to promote academic and career success. Students can request meetings with members of the Office of Academic Success to discuss academic and/or career advisement and may also be referred to the Office by a faculty advisor or the Academic Standards Committee.

Carrie Gilstrap D.O., FACR, FACOI  
Interim Associate Dean of Curriculum and Academic Success  
918-561-1458  
[carrie.gilstrap@okstate.edu](mailto:carrie.gilstrap@okstate.edu)



Sara Bradberry, Ed.D.  
Associate Director, Office of Academic Success  
918-525-6349  
[sara.bradberry@okstate.edu](mailto:sara.bradberry@okstate.edu)

Amanda, Cain, D.O.  
Assistant Director, Office of Academic Success  
918-561-1828  
[amanda.cain@okstate.edu](mailto:amanda.cain@okstate.edu)

### **Academic Counseling**

The Academic Counselors in the Office of Academic Success are available to assist students on both the Tulsa and Tahlequah campuses with developing study strategies that are necessary for success in medical school. Services that are offered by the Academic Counselors include: administering and interpreting learning inventories and study assessments; creating individualized success plans; and facilitating resources for improved academic performance, time management and organization. For students seeking and/or in need of academic advisement, individualized learning plans are developed through a coordinated effort between the Office of Academic Success and the student. Student success requires the student to engage in the development and implementation of a learning plan. The resources and services provided through the Office of Academic Success are designed to connect students early in the academic curriculum to provide timely support, track academic performance, and assist with academic success. Information can be found on the Office of Academic Success website at <https://medicine.okstate.edu/com/academics/office-academic-success.html> and in the Academic Success and Medical Advisement and Professional Skills (MAPS) courses in Leo.

### **Tahlequah Campus**

Maddie Walker, B.S., Academic Counselor  
[maddie.walker@okstate.edu](mailto:maddie.walker@okstate.edu)  
918-561-5731

### **Tulsa Campus**

Luci Clark, M.Ed., Academic Counselor  
[luci.clark@okstate.edu](mailto:luci.clark@okstate.edu)  
918-561-1241

Kelli West, B.S., Academic Counselor  
[kelli.v.west@okstate.edu](mailto:kelli.v.west@okstate.edu)

### **Career Counseling**

The Career Counselors in the Office of Academic Success are available to assist students with career planning and creation of important documents for the residency application process. The Career Counselors provide group and individual career advisement, which focuses on career exploration, residency and application resources, reviewing and editing residency application documents, and assisting students with the match process. Additionally, the Office of Academic Success hosts an annual Residency Fair, to allow students to learn about various residency programs and network with physicians in various specialties.

### **Tahlequah Campus**

Jessica Langston, M.S., Career Counselor  
[jessica.langston@okstate.edu](mailto:jessica.langston@okstate.edu)  
918-525-6174

## **Tulsa Campus**

Tanya O'Grady, M.B.A., Career Counselor

[tanya.ogrady@okstate.edu](mailto:tanya.ogrady@okstate.edu)

918-561-8273

## **Emergency Procedures**

### **Emergency Alert System**

This handbook addresses general emergency conditions: tornadoes and severe weather, bomb threats, fire and explosions, hazardous odors, and hazardous materials spills. Each of these conditions presents the potential for property damage, personal injury, or even death. These instructions are designed to familiarize students with the basic actions to be taken in an emergency to minimize the danger to themselves and others at the College.

Students should register to receive emergency notifications using their O-Key account and password. The OSUA&M System provides an emergency notification system for all faculty, staff, and students. The system will be utilized during events that pose an imminent danger to the lives and safety of the OSUA&M community through emergency calls and text messaging broadcasts.

### **Tornado and Severe Weather**

The College monitors National Weather Service broadcasts. Early severe weather warnings transmitted by the National Weather Service/Civil Defense enable College Administration to provide campus occupants with ample time to reach a designated tornado area of refuge. Locations are notified of severe weather when the tornado sirens are activated by Civil Defense. When the sirens are activated, it is because there is reason to believe that a severe storm is imminent. The elevators will continue to function. However, when possible, students should use stairways to travel to lower levels in the case of power outage. When the Civil Defense siren is activated, students should go directly to a designated tornado area of refuge. All areas of refuge are located on the ground floor and are marked by signs. Remember to stay inside and away from windows. Areas of refuge can be reached from any building without going outside.

### **Bomb Threat**

The College, like any other public institution, is subject to telephone bomb threats. The majority of telephone bomb threats to public institutions are made in an attempt to disrupt the normal routine of the institution.

If a threatening call is received, listen carefully to the caller and immediately write down everything that is said. This will help to record the information needed by College Administration and bomb experts to assess the potential danger and take the appropriate action. Call Campus Security when the information is complete, and the officer on duty will notify the proper authorities. Do not talk to other people about the call. Cooperate with authorities to complete a safe and orderly evacuation.

### **Fire Procedures**

Activate the alarm system if there is a fire within the buildings by pulling one of the red fire alarm switches or pull stations. The alarm system is designed to be activated automatically via smoke and fire detectors, but quick action will save valuable time in evacuating the buildings.

Exit the building immediately upon hearing the alarm. If possible, quickly take any belongings or keys and use the nearest exit. All fire exits are marked with illuminated signs. Do not use the elevators. They have been programmed to go directly to the ground floor and stay there when the system is activated. Once outside, move 300 feet from the buildings. Arriving fire-fighting units and other emergency equipment will need access to the building from all sides.

### **Hazardous Odors**

Unpleasant odors of undetermined origin should be immediately reported to a security officer and/or physical plant engineer on duty. If it is determined the building should be evacuated, they will activate the alarm and direct the emergency operations.

### **Hazardous Material Spills**

Report all emergency chemical, biological, or radiological spills to the Tulsa Campus Security Office at 918-625-8592 or CN Tahlequah Campus Security at 918-453-3572

If the spill presents an immediate danger, shut off equipment and lights, leave the area, warn others, and control entry to the spill site. Remove any contaminated clothing and flush skin/eyes with water at least 15-30 minutes. NEVER assume gases or vapors do not exist or are harmless because of lack of odor. Do not allow anyone to resume work in the spill area until a survey is made and approval to return is secured.

### **Hazardous Release/Spill/Explosion Outside of Building**

If a hazardous release, spill, or other emergency occurs outside of the buildings, students should follow the instructions of emergency personnel or Civil Defense Officials. If federal, state, or local officials have issued no such instruction, the students should shelter in place or seek shelter inside the buildings. Evacuation of the buildings will be based upon the threat to students within the structure.

### **Possible Heart Attack Victim**

If an individual is encountered who may have experienced a heart attack, notify emergency personnel by calling 911 and Tulsa Campus Security at 918-625-8592 or Tahlequah Campus Security at 918-453-3572. Campus Security Officers are trained to perform Basic Life Support (BLS) and are the designated responders who will coordinate transport with Tahlequah Campus Security.

## **Student Services**

### **Computing and Network Resources**

At OSU-Center for Health Sciences, we understand the importance of Information Technology and the role it plays during a medical student's educational experience. Medical Students may connect to the OSU-CHS wireless network from any location on the CHS campus. As an OSU-CHS student, you have access to state-of-art- computing technology. Located in the Medical Library, students may use computers that give students access to Microsoft Office apps, Internet, and other productivity tools, as well as a variety of networked computer resources. Students are provided email accounts, access to free software including Microsoft Operating Systems and Office products, as well as Microsoft Forefront Client Security.

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

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

## **OSU E-mail**

Oklahoma State University issues an email account to every enrolled student. This email account will be available to students to use throughout their time enrolled at OSU CHS. In an effort to meet regulatory requirements, when a student graduates or separates from OSU CHS, their email account and content will no longer be available to the student; however, if a student graduates, they can request a separate @okstate.edu email account by contacting OSU's main IT department in Stillwater. Stillwater IT department will assist graduate students issue a new email account and they can be contacted at 405-744-4357 or by email at helpdesk@okstate.edu

To sign up for Cowboy Mail, you must create an account by the end of the current semester. To sign up, go to <https://okey.okstate.edu> and login, click on "E-mail Destination" on the left menu and choose your e-mail option.

## **New Students**

In order to access student e-mail, your Orange Key account will need to be activated. Orange Key (O-Key) is OSU's Identity Management System. By activating your O-Key account, you are able to obtain your OSU username, password, email address, and more. In addition, O-Key profiles store emergency contact information (to be used in the event of a campus emergency, sent via email or text), confidential contact information (to be used by OSU Campus Police in the event that you are considered a missing person), and authorization to send password reset tokens to either your alternate email address or cell phone. OSU community members are able to activate from any internet-accessible computer. Please read these details on creating an O-Key account. Email can be accessed through one of the following platforms:

[Cowboy Mail](#) is the email service for OSU students and is hosted by Microsoft. It allows for greater flexibility, online file storage via SkyDrive (25 GB of space), and increased e-mail storage capacity (50 GB).

[Office 365](#) (also known as Cowboy Mail) is the platform used by OSU faculty staff and students. There are a variety of ways to access your Office 365 mailbox. The Outlook client is available for installation on business workstations. Office 365 Web Access (<http://cowboymail.okstate.edu>) is available from a web browser. Mac workstations have Office 2016 available in Office 365 software downloads, and you can set up cowboy Mail in your smart device (Android or iPhone), for more information about Cowboy Mail, visit the following link: [Cowboy Mail | Oklahoma State University \(okstate.edu\)](#).

## **Multi Factor Authentication**

Securing OSU's computing environment is more important now than ever. Historically, one of the most often used methods to compromise computer systems is through individual user ID's and passwords. In an effort to increase security of our faculty, staff and students, OSU has implemented and requires that all users set up multi factor authentication to protect their Okey account.

Multifactor authentication is a method of enhancing the traditional user ID/password combination that has been used for years. DUO provides multifactor authentication (MFA). Multifactor Authentication increases the security of an account by requiring a user to provide multiple forms of authentication. This generally includes something you know (a password) and something you have (such as a mobile device). Because both are required for a successful login, this protects an account by reducing the likelihood of an attacker successfully logging in. The attacker would need to know the user's password and have access to a physical device that provides the secondary factor in order to complete a successful login.

A student can log into the [OSU Duo portal](#) using their O-Key username and password. Once they log in they are able to sign up for Duo, add a new device, or manage existing devices.

## **Financial Aid, Loans, and Scholarships**

Students who need financial assistance are encouraged to consider financial aid options available through the OSU College of Medicine Office of Financial Aid. These programs include scholarships, loans, and work-study.

## **Scholarship Programs**

Oklahoma State University Center for Health Sciences annually offers scholarships to qualifying students each year. OSU-COM scholarships are awarded on the basis of academic achievement, academic potential, leadership, community service, financial need, and other factors. Awardees are selected by the scholarship committee. Scholarship opportunities may be viewed at: <https://medicine.okstate.edu/com/financial-aid/scholarships.html>

## **Federal Aid Programs**

Federal aid at OSU-COM is awarded on the basis of demonstrated financial need. Each student who wishes to be considered for federal aid should submit the Free Application for Federal Student Aid (FAFSA) as soon after October 1 as possible. Students can apply for assistance by submitting the FAFSA electronically at <https://studentaid.gov/h/apply-for-aid/fafsa>.

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

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

## **Return of Title IV Funds Policy**

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

## **Probation and Financial Aid**

If the Academic Standards Committee places a student on academic probation, the student is notified by the Financial Aid Officer that they may not be eligible for College approved (Title IV) funds until probation status is removed. For more information, contact Financial Aid in the Office of Enrollment Management on the Tulsa campus in room B-157 and in Student Services on the Tahlequah campus in room 3045.

## **Satisfactory Academic Progress for Financial Aid Eligibility**

Students enrolled in the College of Osteopathic Medicine must show satisfactory academic progress to remain eligible for financial aid. A copy of the policy detailing the requirements is available in the Office Financial Aid and on the website at: <https://medicine.okstate.edu/site-files/documents/com/financial-aid/policy-sap.pdf>.

## **Director of Financial Aid**

Teri Cochran  
918-525-6346  
[teri.cochran@okstate.edu](mailto:teri.cochran@okstate.edu)

## **Tulsa Campus Financial Aid**

Shannon Taylor, Coordinator of Financial Aid  
918-561-1228  
[shannon.taylor11@okstate.edu](mailto:shannon.taylor11@okstate.edu)

## **Tahlequah Campus Financial Aid**

Danny Eastham, Coordinator of Financial Aid  
918-525-6348  
[danny.eastham@okstate.edu](mailto:danny.eastham@okstate.edu)

## **Business and Finance**

### **Fee Payment**

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

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

### **Policy for Payment of Tuition and Fees**

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

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

Students may select one of the following payment options:

Pay fees and tuition by mail, online, or in person to the OSU-CHS Bursar before September 15 for the fall semester and February 15 for the spring semester. Notify the Bursar's Office by e-mail at [tulsa.bursar@okstate.edu](mailto:tulsa.bursar@okstate.edu) or in person before tuition is due if being paid by one of the following:

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

Any remaining fees or tuition that will not be paid by the funding agency must be paid by the student before the payment deadline for each semester. All loans are disbursed by Electronic Funds Transfer (EFT). OSU will deduct the fees and tuition owed and issue a refund for any overpayment. Refunds will be issued through the OSU Bursar and mailed to the local address

specified by the student on a bi-weekly schedule. Loan EFTs not disbursed to a student within 2-3 days of receipt of the funds must be returned to the lender. Students can sign up for direct deposit by going online to <https://my.okstate.edu> Select the “STUDENT” tab and then “CHS Bursar Account Link” near the bottom of the page. By participating in direct deposit, students will receive their refunds in their bank account within 72 business hours after the credit balance occurs on their bursar account.

Direct inquiries about this payment policy to:  
Denise Ware-Marshall, Bursar Office  
OSU CHS Tulsa and Tahlequah Campus  
[denise.ware10@okstate.edu](mailto:denise.ware10@okstate.edu)  
918-561-1565

### **Loan Disbursement and Repayment**

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

Loan repayment information is provided to the student during exit counseling which must be completed before graduation. All fourth-year students are required to complete exit counseling at <https://studentaid.gov/exit-counseling/>.

### **Work Study Program Opportunities**

A limited amount of funds is available to qualified students under the Federal Work Study Program. For information, please contact the Office of Financial Aid at 918-5251-6348.

### **Student Payroll**

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

### **Registrar**

#### **Registration and Enrollment**

Only students who have been officially admitted to the College may register for, enroll in, and attend a course. Registration is an expression of intent to enroll in one or more courses. Enrollment is completed only upon full payment of fees. According to Oklahoma state law, students are not officially enrolled and cannot receive instruction or credit for attendance until all fees have been paid. Questions regarding arrangements for payment of fees should be directed to the Bursar’s Office in Tulsa and Tahlequah by email at [tulsa.bursar@okstate.edu](mailto:tulsa.bursar@okstate.edu) or by telephone at 918-918-561-1563.

#### **Transcripts and Records**

Student records request forms may be obtained from the Office of Enrollment Management or downloaded from the CHS Registrar website. All requests for transcripts or other records must be made in writing and accompanied by a written signature. Students may also request transcripts electronically via their student account at [my.okstate.edu](https://www.parchment.com/u/registration/33133292/account). Electronic .PDF transcripts or expedited paper copies can be purchased via Parchment at <https://www.parchment.com/u/registration/33133292/account>.

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

### **Medical Library**

The Medical Library provides biomedical information and services to support education, research, patient care, and community outreach. The library has locations at OSU-CHS and OSU Medical Center in Tulsa, and OSUCOM-CN in Tahlequah.

OSU-CHS has one of the best biomedical collections in Oklahoma, consisting of more than 5,000 electronic journals, 4,300 electronic books, 3,100 print books, and a growing collection of rare books and manuscripts. Additional resources can be purchased on demand or borrowed from other libraries. Research databases and support tools include ClinicalKey, COMQUEST, TrueLearn COMBANK, Google Scholar, SciVal, Scopus, UpToDate, and VisualDx, and Web of Science, among many others. See our website for a complete list of resources and services: <https://medicine.okstate.edu/library/>

### **Facilities**

The Tulsa Medical Library provides eight reservable group study rooms that each include a computer and large TV monitor display (seating for 56). There are 251 individual study carrels in the Medical Library and second floor of the Felmlee Building, and open seating for 27 in total. The Tulsa Library also contains a dedicated eight-station testing center for students taking exams and quizzes outside of the classroom setting.

The OSU-COM-CN Medical Library, located on the second floor, is surrounded by study carrels and group study rooms. Inside, the library provides a variety of open seating options, as well as standing workspaces for six. Users have access to two color and black-and-white printers, a poster printer, and a 3D printer. Additionally, two desktop computers are available for use in the library and ten laptops available for check-out. Finally, the library houses the Talking Leaves (J50h0dY d5G5) print book collection.

- Library staff are available Monday through Friday 7:00 AM to 8:00 PM and 9:00 AM to 8:00 PM Saturday and Sunday.

### **Borrowing Library Materials**

Library materials may be borrowed by presenting a valid student ID to the front desk located near the entrance. All required textbooks are available electronically and/or in print. Popular books include board review and clinical rotation study guides.

### **Loan Periods**

Textbooks: 14 days

All other Books: 30 days

Course Reserve Materials: 3 hours Models,

Realia: Same day

Bone Boxes: 3 days

Audiovisual: 7 days

Laptops: 7 days



## **Renewals**

Renewals may be made via the online catalog, in person, by phone at 918-561-8449 (Tulsa Campus) or 918-525-6352 (Tahlequah Campus).

## **Interlibrary Loan**

If a specific book or journal article is not available, it can often be ordered through our Interlibrary loan. Requests can be made on the library website or by emailing [sheila.pete@okstate.edu](mailto:sheila.pete@okstate.edu).

## **Off Campus Access**

Students, staff, and faculty have access to electronic books, journals, and databases via the library website using O-Key account credentials.

## **Research Profiles**

View research profiles at [scholars.okstate.edu](http://scholars.okstate.edu) and contact [scott.murray@okstate.edu](mailto:scott.murray@okstate.edu) for edits or to request a new profile.

## **Work Study Positions**

Please email [scott.murray@okstate.edu](mailto:scott.murray@okstate.edu) (Tulsa) or [sonja.settle@okstate.edu](mailto:sonja.settle@okstate.edu) (Tahlequah).

## **Library Policies**

Policies are available on the Library website. Feedback, questions, or concerns should be sent to Sonja Settle, Interim Director, Medical Library, at 918-561-8451 (Tulsa Campus) or 918-525-6352 (Tahlequah Campus) and [sonja.settle@okstate.edu](mailto:sonja.settle@okstate.edu)

## **Study Carrel and Group Study Room Policies**

Study carrels and group study rooms are provided to support a comfortable study environment. Prospective medical students, families of medical students, and other guests frequently visit the library. Keep these groups in mind when decorating study carrels. Openly displayed materials should be made in good taste and honor OSU and the AOA Code of Ethics. Please do your part in maintaining the appearance and orderliness of study areas. The following policies apply to study carrels and group study rooms in the Medical Library and the Tandy Medical Academic Building and are intended to maintain the longevity and comfort of study spaces and furnishings.

### **Quiet Study Environment**

- Since the Medical Library is a primary space for studying, keep voices at a low level to reduce distractions for fellow students. Cell phone use should be kept to a minimum or moved to a study room or outside the library.
- Library staff regularly receive feedback requesting the enforcement of quiet study and will ask you to lower your voice or leave the library if loud voices continue after a warning.

### **Food and Drink**

- Food and covered drinks are allowed.
- Food and drink are not permitted near OSU computers or in the Models Room.
- Food may not be stored and food wrappers and waste must be discarded when leaving.
- Students are responsible for disposing of their own trash and cleaning up spills and crumbs.
- Major spills must be immediately reported to library staff.

### **Electronics and Facilities**

- Study rooms can be reserved on the OSU-CHS website.
- Turn off lights, computers, and other electronics when not in use.
- Small electronics with low power requirements such as laptop computers may be used.
- Small appliances such as refrigerators, space heaters, and coffee makers may draw excessive powers from electrical circuits and pose safety hazards. They are not permitted.
- We encourage students to display class schedules, calendars, and academic study aids using pushpins on carrel walls.

Students using the study rooms agree

- to keep the sound of conversations or presentations confined to the room
- to keep the room neat and clean
- to keep feet off tables and chairs in all study areas
- to clean up spills/crumbs and dispose of trash
- to not store food or personal belongings in the room

Students who do not comply with these policies may lose the use of assigned carrels and/or study rooms.

## **RESEARCH**

The Office of Research encourages students to participate in research projects conducted by various College faculty. Research at OSU Center for Health Sciences is divided into two broad categories. The first is clinical research, which has goals in disease prevention and treatment. The second area is broadly referred to as biomedical research in the basic sciences, where faculty engage in research programs using non-human models to answer questions related to the basic mechanisms of cell-cell interactions and cell biology/physiology. Students generally choose a project in a faculty member's lab or field of study that best complements their interests. Students are encouraged to present their work at OSUCHS's annual Research Week event as well as other state, regional, and professional society meetings.

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

For more detailed information and specific policies and procedures, please refer to the Office of Student Research website located at <https://medicine.okstate.edu/research/students/index.html>.

## **STUDENT GOVERNMENT ASSOCIATION**



The Student Government Association (SGA) is responsible for providing equal representation of all members of the student body on both the Tulsa and Tahlequah campuses to the faculty and administration. The SGA Executive Board includes the president, vice president, Tulsa administrative vice president, Tahlequah administrative vice president, secretary, and treasurer, who serve a one-year term of office and are elected by the first- and second-year classes during early March before all other class elections. The SGA has direct access to the Dean for consideration of student concerns and works with the Student Affairs Committee on issues of mutual interest. The activities of the SGA are reported to the

students, the Office of Campus Life, and the Dean through minutes from each meeting. A more detailed description is included in the Student Government Constitution in Appendix 1.

### **Class Officers**

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

Class elections are held in August following SGA officer elections. The first-year class is presided over by the current MSII officers until new elections are held. For additional information, contact the SGA advisor:

Angela Bacon, EdS, M.S.  
Interim Assistant Dean for Campus Life & Wellness  
Oklahoma State University Center for Health Sciences  
1111 W. 17th St., Room 201  
Tulsa, OK 74107  
Office: 918-561-1880  
[angela.bacon@okstate.edu](mailto:angela.bacon@okstate.edu)

### **Peer Review Committee**

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

### **Committees with Student Representation**

#### **Learning Resources Committee**

The Learning Resources Committee shall formulate and evaluate policies and procedures governing the academic services of the Library, Information Technology, Learning Technology Services, and other learning resources within the Center. Membership shall consist of four (4) members of the faculty, four (4) students, the Director of the OSU-CHS Medical Library, a representative from the Office of Educational Development, and the Director of Information Technology. Of the four (4) faculty, one (1) must have a D.O. degree, and one (1) must have a Ph.D. or other degree and represent graduate programs, and one (1) must be from the Cherokee Nation site. The term of service by the Cherokee Nation site faculty member may alternate by service term between having a D.O. degree and a Ph.D. or similar degree. Student representation from the Cherokee Nation site shall consist of one (1) MSI student and one (1) MSII student.

#### **Student Affairs Committee**

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

Membership shall consist of: two (2) faculty; three (3) students recommended by the Student Government Association which shall include one (1) OMS1 representative from the Tulsa Campus, one (1) OMS1 representative from the Tahlequah campus, and one (1) dual degree graduate student representative; The Associate Dean for Enrollment Management; the Assistant Dean for Campus Life; the Associate Dean of Clinical Education and Simulation; the Assistant Vice President of Operations; the Student Government President; Student Government Executive Vice President. Of the two (2) faculty, one (1) must have a D.O. degree and one (1) must have a Ph.D. or similar degree representing graduate programs. The two OMS representatives will remain on the committee through the first and second year of their medical school curriculum. The dual-degree graduate student representative will serve a one-year term. The Student Government President and Executive Vice President will remain on the committee through the fourth year of their medical school curriculum.

#### **Affirmative Action Committee**

The Affirmative Action Committee acts as an advisory board in all matters concerning affirmative action. The general functions of the Committee are to review continually the content of the

Affirmative Action Program and assess the progress being made; and to give policy advice to the Chief Academic Officer with respect to affirmative action/equal opportunity for all persons on campus.

Membership shall consist of the College Director of Affirmative Action, two (2) faculty members (one (1) from the clinical sciences faculty and one (1) from the biomedical sciences faculty), two (2) staff members, one (1) representative from either Enrollment Management or Campus Life, the President of the Student National Medical Association, and one (1) student who is a member of a different minority group than the President of the Student National Medical Association.

### **Curriculum Committees**

Committees involved in addressing curricular issues for both the Tulsa and Tahlequah campuses include the Curriculum Advisory Committee, the Curriculum Oversight Committee, and the Curriculum Coordination Committees. Of the Curriculum Coordination Committees, students serve on the Years 1 & 2 Coordination Committee, the Student Committee, and the Years 3 & 4 Committee (see table below).

### **College Committees**

#### **Curriculum Advisory Committee**

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

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

#### **Curriculum Oversight Committee**

The Curriculum Oversight Committee of the COM is a college-level committee responsible for the design, oversight, and evaluation of the four-year undergraduate medical curriculum to ensure that curricular objectives inherent in the mission of the COM are achieved. Within the areas of design, oversight, and evaluation, the committee shall 1) define goals and objectives of the medical curriculum; 2) assure that the medical curriculum meets accreditation standards and fulfills the mission and vision of the medical school; 3) coordinate curriculum to ensure vertical and horizontal integration; 4) keep informed of advances in medical education and serve as a forum for discussion of curricular trends; 5) ensure that the curriculum is delivered utilizing best practices in instructional methodology; 6) conduct ongoing review and evaluation of the curriculum vis-à-vis goals, objectives, and educational standards; recommend revisions as necessary; 7) conduct scheduled, systematic, comprehensive reviews of each course, system and clerkship and recommend revisions as necessary; 8) evaluate student outcomes; 9) coordinate with Academic Skills Coordinator to identify at-risk students and to develop strategy to remedy deficiencies; 10) recommend performance standards for instructors, course directors, coordinators, clerkship directors, and thread chairs; 11) approve changes in course descriptions and contact hours; 12) set course and exam schedules; 13) make suggestions regarding the appointment of course directors/course coordinators; 14) make recommendations about faculty development programs.

The Curriculum Oversight Committee will report to the Dean and receives input from the Year 1 / 2 Coordination Committee, Clerkship Committee, Student Committee, and the Thread Coordination Committee. The Curriculum Oversight Committee typically meets monthly but may meet more frequently as needed. The Curriculum Oversight Committee shall report and make recommendations to the Dean. The Curriculum Oversight Committee shall give a monthly report to the Faculty Senate.

The Curriculum Oversight Committee shall include at-large faculty who are to be elected from the Tulsa site and the Cherokee Nation site. There will be a total of six faculty positions, with four from the Tulsa site and two from the Cherokee Nation site. Both the biomedical sciences and the clinical sciences faculty shall be equally represented at both sites. These six members are to be elected members are elected by the General Faculty in an election process supervised by the Faculty Affairs Committee. To be nominated for a faculty position, a petition shall be submitted by an eligible faculty member or his or her sponsor with signatures of three (3) voting members of the General Faculty and an accompanying signed statement by the candidate indicating willingness to serve if elected. These documents shall be filed with the Chair of the Faculty Affairs Committee at least thirty (30) days prior to election.

A faculty representative of the Year 1 / 2 Coordination Committee, Thread Coordination Committee, and Clerkship Committee shall be elected from their respective committees. These Curriculum Coordination Committees and the Student Coordination Committee will be defined by the Curriculum Oversight Committee. Other members of the Curriculum Oversight Committee include an OED representative, Director of Student Services (Academic Skills Coordinator), Chair of the Learning Resources Committee, an Information Technology Representative, the Chair of the Academic Standards Committee, and the Chair of the Biomedical Sciences Graduate Committee.

The following student representatives will serve on the committee: One student from each site will represent both pre-clinical years (the first four semesters) and a fourth-year student to represent the clinical years (the last four semesters), for a total of three (3) student members of the Curriculum Oversight Committee. The chair of the Curriculum Oversight Committee shall be one of the four (4) at-large faculty members, elected by vote of the committee members at their first meeting, and shall serve as chair for the term of their office. The chair shall alternate, whenever possible, between biomedical sciences and clinical sciences.

If a vacancy occurs during the service term, if there is one-half or less remaining of the term, the Faculty Senate President may make an appointment for the remainder of the term. At the next election, the appointed person may, with the agreement of the department chair, be a candidate for election to a full term as part of the standard Curriculum Oversight Committee membership. If there is greater than one-half of the term remaining, the Faculty Affairs Committee shall conduct an election to fill the vacancy.

All Curriculum Oversight Committee members are expected to contribute to the committee's activities and attend at least 2/3 of regular meetings.

### **National Student Representation**

The Council of Osteopathic Student Government Presidents (COSGP) is comprised of Student Government presidents and officers from each of the osteopathic medical colleges. It represents the entire osteopathic medical student population to the American Association of Colleges of Osteopathic Medicine (AACOM). AACOM recognizes the Council of Osteopathic Student Government Presidents as the official voice nationwide of the osteopathic medical student. The Council has official representation and input in the following groups: The Federal Health Council Planning Commission, the National Board of Osteopathic Medical Examiners, the American Board of Osteopathic Medical Examiners, the American Osteopathic Association, the Committee on

Postdoctoral Training, the Board of Student Affairs, the Council of Deans of the American Association of Colleges of Osteopathic Medicine, the National Osteopathic Foundation, the American Osteopathic Association House of Delegates, and the Oklahoma Osteopathic Association.

## **Campus Life**

### **Student Organizations**

While the curriculum is designed to meet the academic needs of OSU College of Osteopathic Medicine students, student organizations help provide opportunities for leadership, professional development, social and cultural enrichment, and community service. The College encourages students to become active in student organizations and to work with the organizations in providing services for the College, the community,



and the profession. The procedure for forming a new student organization can be obtained from the Office of Campus Life. For more detailed and specific policies and procedures, please refer to the Campus Life Handbook located at: <https://medicine.okstate.edu/site-files/documents/student-life-handbook.pdf>. The student organizations are officially recognized by the College governing board and, therefore, are entitled to use College facilities for scheduled and approved functions.

Additional student organizations may be developed in the future, with assistance from the Office of Campus Life. For a complete list of student organizations available for both the Tulsa and Tahlequah campuses at the Oklahoma State University Center for Health Sciences, please check the website at <https://medicine.okstate.edu/com/campus-life/student-clubs.html>

### **Sponsored Programs**

All student-organized programs and speakers presented under College auspices must be approved by the Interim Assistant Dean for Campus Life or designee. All student organizations are required to have an identified faculty or staff adviser; the official faculty/staff adviser must also approve any activity, prior to pursuing approval from the Office of Campus Life. Approval must be granted for all student organization activities, regardless of scope, including any speaker or program paid from Student Activities funds, advertised through College-sponsored publications, or conducted on premises rented, owned, or operated by the College. Names of speakers, program topics, dates, times, and places of the presentation must be submitted to and pre-approved by the Office of Campus Life through the Club Coordinator no later than 30 days prior to the program date. An Event Approval Form is available through the Office of Campus Life. No activities or planning may be conducted without official approval.

All students holding a leadership role in a student organization on campus are required to meet with the Interim Assistant Dean for Campus Life or designee at the beginning of the academic year for training in club/student programs administrative procedures. A Campus Life Handbook with further information is available from the Office of Campus Life. Students participating in college-sponsored events are required to adhere to the student travel policy guidelines (see below) and to register participation with the Office of Campus Life. All student travel must be pre-approved by the Office of Enrollment Management and/or the Office of Campus Life.

Certain restrictions apply to both involvement with and travel associated with club-sponsored events and activities. Students on probation are restricted from participation in most extracurricular events (see Academic Standards Handbook).

## **Professional Organizations and Positions**

Students participating, attending, or holding local, regional, and/or national office in professional organizations must obtain approval from the assistant dean of campus life or designee prior to application and/or accepting any position. Students must be in good academic standing and hold at least a 3.0gpa. Additionally, students must secure funding for all expenses associated with the positions and follow all OSU travel policies. Failure to obtain prior approvals may result in loss of travel privileges, loss of funding, and/or a non-cognitive grade issued.

## **Student Travel and Attendance at Professional Meetings**

When making requests to miss class or clinical assignments to attend professional meetings (e.g., medical education conferences, research conferences, meetings of student/professional organizations), students should adhere to the Student Travel Policy guidelines. Students on probation are restricted from participation in certain travel. It is the expectation that all students become familiar with the Student Travel Policy, found at <https://medicine.okstate.edu/site-files/documents/com/academic-affairs/student-attendance-meetings.pdf>.

Per the Student Travel Policy, all students are required to obtain permission from Course Coordinators and the Assistant Dean for Campus Life and Wellness (for MSIs and MSIIIs) or Associate Dean for Clinical Education (for MSIIIs and MSIVs) to be absent from class or clerkship to attend a school-sponsored event, to represent the college at professional conventions, or where college funds are utilized. It is also essential to recognize that students represent the College at college-sponsored events, and professional behavior will be expected of all students when involved in these endeavors. Students must complete the travel policy process for all events including those occurring on weekends, evenings or otherwise when classes are not in session.

## **International Student Travel**

The International Travel Policy outlines OSU-CHS's administrative requirements for all OSU-CHS medical students traveling internationally with University-Sponsored Programs or for Individual Clinical Rotations and/or college coursework outside of the U.S. The policy should be consulted for any requests to study outside the United States. See: <https://medicine.okstate.edu/com/academics/policies.html>

## **Student Grievance Procedures**

OSU-COM is committed to addressing student complaints and promoting a mechanism by which complaints can be reviewed and resolved. Students with complaints should refer to the specific policies below. If assistance is needed, students can contact the Office of Enrollment Management for further information. In addition to the complaint procedures below, students also have the opportunity to provide anonymous feedback on general matters through an OSU-COM Feedback system. Students who would like to utilize the feedback process to express their concerns should refer to the section below on "Student Feedback." Students who would like to provide feedback on academic matters should consult their class officers, who will route their feedback through the appropriate committee(s).

## **Student Academic Complaint Policy and Procedures**

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

Osteopathic Association (AOA) Accreditation Standards, or grade appeals. To register a complaint in these areas, please see the related policies located here:

<https://medicine.okstate.edu/com/academics/policies.html>

*Grade Appeal:* See the Grade Appeal Policy found in the Academic Standards Handbook and at <https://medicine.okstate.edu/com/academics/policies.html>

*Sexual Harassment/sexual misconduct/sex-based discrimination:* : See Policy 1-70703 Title IX – Sex Discrimination, Sex-based misconduct and Sexual Harassment Interim Policy. For information about filing a complaint, see the "reporting section" at <https://medicine.okstate.edu/hr/1is2many/reporting.html> or contact the Title IX Coordinator, OSU-CHS, 918-594-8105 or Main Hall 1405, 700 N. Greenwood Ave, Tulsa.

*Discrimination:* See Student Grievance Policy and Procedures for Alleged Discrimination, found below and in the College Catalog at <https://medicine.okstate.edu/com/academics/policies.html>

*Non-compliance with AOA Accreditation Standards:* See Non-compliance with AOA Accreditation Standards Policy, found below and in the College Catalog at <https://medicine.okstate.edu/com/academics/policies.html>

### **Academic Complaint Procedures**

- 1) Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the instructor or course coordinator for the discipline or staff member who is associated with the complaint. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.
- 2) If an attempt at informal resolution is not successful, the student should register the complaint by submitting the Student Complaint Form found in the Office of Enrollment Management; this action will register the complaint both with the Office of Educational Development and the Office of Enrollment Management for tracking purposes.
- 3) Once the complaint is received, the Office of Educational Development will forward the complaint to the Year 1-2 Committee or Year 3-4 Committee, based on the nature of the complaint. The reviewing Committee may request a meeting with the student, should additional information be needed in reviewing the complaint. The respective committee will submit a recommendation to the Curriculum Oversight Committee (COC) regarding resolution of the complaint.
- 4) The COC will make the official determination on resolution of the complaint. If the complaint is satisfactorily resolved, the Office of Educational Development will be responsible for notifying the student of the Committee's findings and submitting final documentation of resolution of the complaint to the Office of Enrollment Management.
- 5) If the matter is not resolved after review by the COC, the next level of review will be made by the Council of Deans. The decision rendered by the Council of Deans is final and binding.
- 6.) Throughout this process, review at each level will be documented on the Student Complaint Form and notification made to the student regarding outcome at each level of review. The Office of Educational Development will be responsible for notifying all parties. Final documentation on the resolution of the complaint will be maintained by the Office of Enrollment Management.
- 7) A notification report of all complaints will be forwarded on a regular basis by the Office of Enrollment Management to the Council of Deans.



## **Student Non-Academic Complaint Policy**

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

*Grade Appeal:* See the Grade Appeal Policy found in the Academic Standards Handbook and at: <https://medicine.okstate.edu/com/academics/policies.html>

*Sexual Harassment/sexual misconduct/sex-based discrimination:* See Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <http://1is2manychs.okstate.edu> or contact the Office of Student Conduct, Title IX Coordinator, OSU-CHS, Room D-201, D-203, 918-561-1950.

*Discrimination:* See Student Grievance Policy and Procedures for Alleged Discrimination, found below and in the College Catalog at: <https://medicine.okstate.edu/com/academics/policies.html>

*Non-compliance with AOA Accreditation Standards:* See Non-compliance with AOA Accreditation Standards Policy, found below and in the College Catalog at: <https://medicine.okstate.edu/com/academics/policies.html>

## **Non-Academic Complaint Procedures**

1. Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the staff or faculty member in the designated administrative unit. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.
2. If an attempt at informal resolution is not successful, the student should register the complaint by completing the Student Non-Academic Complaint Form found in the Office of Enrollment Management. Complaints should be filed within 30 calendar days of the incident prompting the complaint.
3. Upon receipt of the complaint, the Interim Assistant Dean for Campus Life will pursue resolution of the complaint, bringing the matter to the attention of the relevant administrative unit head, as needed.
4. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority. If a satisfactory outcome is achieved, the Office of Enrollment Management will notify the student, document the resolution on the Student Complaint form, and close the matter.
5. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority and continue in this manner, as required. If a satisfactory resolution is not obtained after exhausting the appropriate levels of authority, the Executive Leadership Team will serve as the final reviewing authority on the matter. The decision of the Executive Leadership Team will be final and binding.

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

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

### **Student Grievance Policy and Procedures for Alleged Discrimination**

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

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

1. Any student who believes that he/she has been aggrieved by treatment or judgment of another person within the College, or that the administration of any College policy has abridged his/her personal or human rights, should attempt internal resolution of the matter by first speaking with the Associate Dean for Enrollment Management.
2. If this attempt fails, he/she should present a written account of the alleged act to the Chair of the Affirmative Action Compliance Committee no later than thirty (30) days after becoming aware of its occurrence.
3. The Chair of the committee will receive the written account of the grievance and the response of the accused, will interview all parties, and will attempt to help the parties involved come to an informal settlement.
4. If a settlement cannot be reached, the complainant may submit to the Chair a request for a formal hearing before the entire committee.
5. Within ten (10) days after receiving the written request, the Affirmative Action Compliance Committee will convene and review the grievance.
6. Within five (5) days after the review, the committee will issue an opinion regarding the grievance.
7. The complainant will have ten (10) days to appeal to the College Dean the committee's decision.
8. The Dean will investigate the appeal in consultation with any or all persons involved and will then decide either to support the decision of the committee or to support the complainant. The Dean's decision will be transmitted in writing to the complainant and the committee within fifteen (15) days following the investigation and is final.

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

### **Complaints Regarding Non-Compliance with AOA Accreditation Standards**

OSU-CHS is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the American Osteopathic Association Commission on Osteopathic College Accreditation (<https://osteopathic.org/accreditation/standards/>). A copy of the standards is available upon request from the Office of Enrollment Management. COCA complaint policies can be found at <https://osteopathic.org/accreditation/accreditation-guidelines/>. Students who believe that the College may not

be in compliance with a standard of accreditation have the right to file a complaint through the following procedure:

1. The student must file a written, dated and signed complaint with the Office of Campus Life.
2. The Interim Assistant Dean of Campus Life will consult with the Dean or designee and form an ad hoc committee of faculty and students to investigate the complaint.
3. The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Dean or designee, the Interim Assistant Dean of Campus Life, and the student complainant.
4. If corrective action is indicated, the Dean or designee will respond with a description/plan for such action within 30 days of receipt of the ad hoc committee results.
5. Records of all proceedings regarding complaints will be maintained by the Office of Campus Life.
6. In the event that the student complainant is not satisfied with the ad hoc committee determination and/or corrective action, the student may communicate his/her complaint at the following address:

Commission on Osteopathic College Accreditation  
142 East Ontario Street Chicago, IL 60611-2864  
Phone: 312-202-8124 Fax: 312-202-8424 Email: [predoc@osteopathic.org](mailto:predoc@osteopathic.org)

### **Student Feedback**

In instances in which students would like to share feedback regarding any general matters--in the absence of filing an formal complaint--students can also utilize the OSU-COM Feedback system. Students can submit feedback anonymously in regard to any concerns they may have via the Anonymous Complaint Form. Feedback will be addressed according to the policies and procedures described. The OSU-COM Anonymous Complaint Form is located on the website at <https://medicine.okstate.edu/com/student-life/>

### **Facilities Planning and Space Utilization Committee**

All requests for changes or additions to campus inventory such as facilities, offices, study spaces, land, infrastructure and/or outdoor campus environment, must first obtain approval from the Facilities Planning and Space Utilization Committee (FPSUC). See policy #F001 <https://medicine.okstate.edu/com/academics/policies.html>

### **Leave of Absence and Withdrawal Policy**

#### **Overview**

The purpose of a leave of absence is to allow for a pre-approved, temporary interruption of a student's academic progress due to significant reasons that are out of a student's control. Reasons for a leave of absence may include, but are not limited to, academic performance, board exam readiness, medical concerns, or personal reasons. Students may also decide that they no longer wish to continue their medical education at OSU-COM. Should a student determine that he or she wants to withdraw from OSU-COM, the student must adhere to OSU-COM policies and procedures. Leave of absence and withdrawal policies and procedures may be viewed at: <https://medicine.okstate.edu/site-files/documents/com/academic-affairs/policy-loa-fnl.pdf>.

## **Student Concern Report**

Students are to conduct themselves in a professional and ethical manner at all times in accordance with standards of behavior and attendance expected at Oklahoma State University College of Osteopathic Medicine. The Assistant Dean of Campus Life and the Associate Dean of Enrollment Management work together on student conduct related concerns. Reports of student absence from required events and any behavior that may be labeled as concerning, unprofessional, inappropriate, disruptive, destructive and/or that are otherwise in violation with the university policies or procedures should be reported by a staff or faculty member via the Student Concern Reports (SCR) online form located here: <https://applyhealth.okstate.edu/register/StudentConductReport>

The Office of Campus Life, the Office of Enrollment Management and the SCR Committee will oversee the SCR process. It is recommended that SCRs be made as soon as possible after a concern or absence has occurred, preferably within two business days. After receipt of a report, the Office of Campus Life will initiate an analysis of the reported matter and begin discussions or investigations with the involved party(s) as necessary. SCRs for absences of a mandatory event or test rescheduling will be monitored for any trends and will only prompt an investigation with the student multiple absences are noted. Student behavior may also be reported to the COM Dean and/or Academic Standards Committee. Academic counseling/advising, sanctions and/or disciplinary action may follow a report. Any questions or concerns should be directed to the Assistant Dean of Campus Life and/or the Associate Dean of Enrollment Management: [chscampuslife@okstate.edu](mailto:chscampuslife@okstate.edu)

## **Exam Procedures and Attire**

Students shall not bring food/drinks, water bottles, bags, purses, backpacks, personal paper, notes, writing utensils, non-OSU provided earplugs or other personal belongings into the testing area or store in the nearby hallway(s). Other than the device used for the exam (i.e. laptop or tablet), students shall not bring any electronic devices into the testing area or store in the nearby hallway(s), including smart watches, phones, noise-cancelling headphones, or other electronic devices that have the potential to contain retrievable information. All student belongings shall be stored and/or locked in their respective study carrels. Exam attire shall be matching OSU-COM scrubs with all pockets emptied. Long sleeve shirts may be worn under scrub tops. Students must wear closed toe shoes. Students shall not wear hats, caps, or hooded clothing, including coats, jackets, sweaters, or sweatshirts. Students shall follow all exam policies and procedures set forth in the Curriculum Oversight Committee (COC) Policy FR-12-21-23-1 and the Student Government Constitution Appendix 3 OSU-COM Dress Code.

## **Absences**

All absences from required events must be preapproved by the course/event coordinator. (Exceptions include urgent matters or illnesses in which case a physician's letter or release may be required.) When members of any religion seek to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first two weeks of classes.

## APPENDICES

### Appendix 1

#### Oklahoma State University Student Government Constitution

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

Mission of OSU-COM: Oklahoma State University College of Osteopathic Medicine educates osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma.

#### Code of Ethics

Upon entry to this institution, each student chooses to take on the responsibilities and duties of an osteopathic physician. Medical education involves the development of professional and ethical behavior that will become an integral part of medical practice. This Code of Ethics will help formulate the attitude and thinking of the student physician. The students of Oklahoma State University College of Osteopathic Medicine choose then to abide by the following Code of Ethics, as well as the AOA Code of Ethics found here: <http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>

**Section 1.** An osteopathic student physician has an obligation to society and the osteopathic medical profession to maintain high ethical standards. Breaches of integrity or unethical behavior are intolerable, and it is the responsibility of each student physician to adhere to the highest ethical standards throughout their professional life.

**Section 2.** The student physician shall keep in confidence whatever they may learn about a colleague, faculty member, or patient in the discharge of professional duties. Information shall be divulged by the student physician when required by the appropriate authorities or when authorized by the person in question.

**Section 3.** In the event a student believes that a fellow student may have a mental health/impairment problem, it is their responsibility to support and seek additional help for that individual. The osteopathic medical profession consistently seeks to encourage resolution of such problems without condemnation of the individual.

- a. <https://medicine.okstate.edu/com/student-life/index.html>
- b. Counseling Services: 918-561-1822; <https://chscounselingservices.as.me/schedule.php>
- c. Resources: [https://drive.google.com/file/d/1s-sYBW\\_cTjSIPSZP\\_juSycEBIXIEbr3O/view](https://drive.google.com/file/d/1s-sYBW_cTjSIPSZP_juSycEBIXIEbr3O/view)

**Section 4.** The development of professional behavior begins as a student physician and is fostered by attitude and outward appearance. It is this professional behavior that helps establish rapport with future colleagues. Although OSU-COM has no enforced dress code or mandatory attendance policy, it is through student consensus that the following guidelines be adhered to:

1. Each student will assume a self-imposed attendance policy of at least 85% attendance to all mandatory lectures and 100% attendance to all laboratory and clinical assignments; 100% attendance is mandatory at all exams, except in extreme cases. Individual departments may require additional attendance requirements.
2. Each student will adhere to appropriate standards of dress:
  - a. Clinical assignment — Appropriate business casual with white coat or matching scrubs.
  - b. Guest lecturers, outside clinical faculty — appropriate professional attire. (An example of appropriate dress is a shirt with a collar, slacks or other long pants, or dress, and shoes).

- c. OMM lab, anatomy lab — designated by faculty.
- d. Non-clinical dress is expected to be professional; hole-less jeans can be worn in a business casual manner; however, cutoff shorts, running shorts, tank tops, and torn or dirty clothing are not permitted at any time in any medical school building outside of the fitness center. Students must also refrain from wearing caps or hats in campus buildings.

## **Article I — Name and Duties**

**Section 1.** This governmental body of all duly registered medical students of OSU College of Osteopathic Medicine shall be called the Student Government Association (SGA).

**Section 2.** The duties and responsibilities of the Student Government Association (SGA) shall include, but not be limited to:

1. Collection and expression of student opinion;
2. Take consideration to all matters presented by the student body, faculty, or Administration.
3. Assists Campus Life with Orientation of the incoming first-year classes;
4. Communication of SGA Senate proceedings for the information of the student body, faculty, and Administration;
5. Confirmation of student representatives for faculty and administrative committees;
6. Maintenance of high standards of professional integrity and conduct;
7. Improvement of the art and science of osteopathic medicine;
8. Oversight of all students at all OSU-CHS locations.

**Section 3.** The primary governing body of the SGA shall be the SGA Student Senate (as described in Article II) under the direction of the SGA Executive Board (as described in Article III).

**Section 4.** Medical Students shall be defined as individuals who are accepted into and currently enrolled in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree (e.g. D.O./Ph.D. D.O./M.B.A. D.O./M.S. or D.O./M.S. – Forensics, etc.) within the Oklahoma State University Center for Health Sciences (OSU-CHS).

**Section 5.** Graduate certificate students shall be defined as individuals who are accepted into and currently enrolled in the graduate certificate program within OSU-COM. They may matriculate as first year medical students, receiving their white coat, after the initial first year of classes in the graduate certificate program.

## **Article II — Student Senate**

### **Section 1.- Members**

**Section 1a.** The voting members of the Student Senate shall consist of the Class Officers (as described in Article IV) of each class, the SGA Executive Board (as described in Article III), a Biomedical Sciences Graduate Student representative (as described in Article V, Section 2), and two Inter-Club Council representatives (non SGA or Class officers) who are appointed by the SGA president.

**Section 1b.** Non Voting members of the Student Senate shall consist of SGA Committee Chairs (as described in Article VI and VII), any additional ad-hoc chairs appointed by the SGA President, as well as one representative from each of the graduate programs at the OSU-CHS, not already represented on the Senate, as chosen by their respective governing body.

**Section 1c.** Eight (8) members of the Senate will constitute a quorum.

**Section 2.** Unless otherwise specified by the constitution, the proceedings of the Senate will be in accord with the latest edition of Robert's Rules of Order.

**Section 3. - Meetings**

**Section 3a.** Regular meetings of the Senate are held quarterly at the discretion of the SGA President or Executive Vice President.

**Section 3b.** Meetings will be announced at least one week in advance. The time and place is determined by poll or the President of the SGA with regard to academic schedules.

**Section 3c.** For consideration of any legitimate matter, special Senate meetings may be convened by the President, or at the request of the Office of Campus Life, or by any four senators. The President, at their discretion, may call for a single-subject emergency meeting without a prior one-week written notice.

**Article III — Student Government Association Executive Board**

**Section 1.** SGA executive board is comprised of President-Emeritus, President, Executive Vice President, two Administrative Vice Presidents, Secretary, and Treasurer.

**Section 2.** At the time of election, the SGA Executive Board officers shall be students in good academic standing in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree within OSU-COM. Students running for office of SGA President, Executive Vice President, and Administrative Vice President must hold a GPA of at least 2.7. All positions will be elected at-large from all students as defined in Article I, Sections 4 and 5. All students at the Center for Health Sciences (at all locations) are eligible to vote in the election of SGA Executive Board members.

**Section 3.** Students who serve as the SGA President-Emeritus/President and Administrative Vice President may not be the president or coordinator of another club or association on campus or hold the Peer Review Committee position during their term of office. Furthermore, it is highly recommended they limit themselves from holding other club officer positions.

**Section 4.** SGA Executive Board Job Descriptions: President-Emeritus:

- Serve as an active mentor and render other assistance when called upon by the President or the Assistant Dean of Campus Life
- Non-elected position, 2nd year of President's term
- May hold national positions while in office as President
- Non-voting member of the Senate
- Serves on the Student Affairs Committee as the 3rd year representative.
- Attends SGA Executive Board meetings as available
- SGA President Speaks at graduation (during their respective graduation year)

President:

- 2-year term, elected in as a current OMS-I student at any OSU-COM location, see Article VIII, Section 1
- Reviews OSU Student Government Constitution yearly
- Updates SGA Strategic Plan yearly

- Serves as student senate president and presides over all Senate meetings
- Does not vote in the Senate except to break a tie
- Decides when and where Senate meetings will be held (see Article II)
- Serves as non-voting member of the Student Affairs Committee
- Student representative to the OSU-COM Alumni Association
- Student representative to the A&M Board of Regents meetings, per request
- Representative to the Council of Osteopathic Student Government Presidents (COSGP). This position includes participation in five meetings per year. They are in April (in beginning of the term of office), July, October, January, and April (at the end of the term of office). This council is comprised of SGA Presidents from every osteopathic medical school in the United States.
- Voting student delegate of Oklahoma delegation to the AOA House of Delegates
- Student representative to the Oklahoma Osteopathic Association, attend monthly Oklahoma Osteopathic Association Executive Board meetings, and prepare reports to the OOA outlining student involvement.
- Serve as the chairman of the Oklahoma Osteopathic Association Student Selection Committee to appoint members of the student body to serve on various bureaus and committees of the OOA.
- Student Representative to the Clinical Rotations Committee.
- Student representative to the Curriculum Oversight Committee
- Schedule, plan, and organize student curriculum committee meetings. Serve as a voting member to the student curriculum committee.
- Liaison to all of the Deans at OSU-COM for all four classes including, but not limited to, Dean of Students, Dean of Enrollment Management, Dean of OSU-COM, Provost, etc.
- Collection and dissemination of information to all students of OSU-COM
- Collaborates with the Office of Campus Life for orientation for entering students
- Appoints standing committee chairs with the exception of the Finance Committee, which is chaired by the SGA Treasurer. All appointments are subject to approval by the Senate.
- Appoint SGA Chairs and Representatives may be done by interview or interest inquiries.
- Appointment of chairperson for Student Peer Review Committee per the recommendation of the current Peer Review Committee chairman. (see Article VI, Section 3)
- Other duties as assigned

#### Executive Vice-President:

- Act in the absence of President
- Voting member and student representative of Student Affairs Committee
- Representative to the Student Curriculum Committee
- Serve as Parliamentarian of Senate meetings
- Become proficient at and educate Senators on use of Robert's Rules of Order
- Vote in Senate meetings
- Act as chair of PAC (Political Advocacy Committee)
- Assist the president with duties per request
- Attend the AOA House of Delegates as a student delegate
- Act as a liaison between SGA and SOMA
- Submit to the chair of each college committee that has a student representative the



names of the appointed students and serve as the contact person for each committee if needed

- Representative to the Council of Osteopathic Student Government Presidents (COSGP). This position includes participation in five meetings per year. They are in April (in beginning of the term of office), July, October, January, and April (at the end of the term of office).
- Manager of COSGP Touch Program. Input/tracking in national database.
- Other duties as assigned.

#### Administrative Vice President:

- Act in absence to Executive Vice President
- Keep the student activities calendar up to date and ensure proper scheduling of club/organization meetings
- Organize a club fair for new students to be held within the first month of the beginning of classes
- Representative to the Council of Osteopathic Student Government Presidents (COSGP) if the President or Executive Vice President are unable to attend.
- Work with clubs to update official OSU-COM SGA media, to include, but not limited to webpages, Facebook, on-campus advertising, etc.
- Works with Campus Life on club related activities, policies and procedures
- Work with the Campus Life office to host transitional meeting for all outgoing and incoming club officers
- Act as a resource to club officers and address club concerns
- Co-organize and run the Council of Presidents meetings with the President
- Ensure that clubs are following the minimal requirements of community service, as well as submitting the necessary documents to Campus Life via email or the provided Google drive
- Vote in Senate meetings
- Other duties as assigned

#### Secretary:

- Keep, type, and present minutes of each Senate meeting
- Keep an accurate record of attendance for each Senate, Student Leadership and SGA Executive Board meetings
- Assure that minutes are copied to the SGA Google Drive within one week of the meeting
- Vote in Senate meetings
- Post an agenda one week prior to Senate meetings and post the minutes on campus within one week of the meeting; in addition, send the agenda and minutes via email within one week of the meeting
- Responsible for all correspondence of the SGA and the Senate
- Work with SGA Public Relations Chair to keep social media up to date and monitoring to make sure postings and comments are appropriate
- Chair the Student Doctor of the Year Committee
- Other duties as assigned

#### Treasurer:

- Please see recommended policy and procedure in Campus Life regarding SGA student senate budgeting and appropriations.
- Keep a current account and a permanent record of all SGA expenditures and financial obligations
- Work closely with the OSU-COM business office to follow the activity of the

various Senate financial accounts

- Submit all SGA expenses to the administration
- Chair the Senate Finance Committee
- Appoint students to the finance committee as need (approved by Senate vote)
- Give a report at Senate meetings
- Vote at Senate meetings
- Other duties as assigned

1st Year Representative:

- One chosen from each location by November 1st of OMS-I year via an interview process with the SGA Executive Board
- Must be interested in running for President, Executive Vice President, or Administrative Vice President
- Assist in hosting events, especially those geared towards OMS-I class
- Contribute ideas and help with planning
- Attend OSGA (Oklahoma Student Government Association) meetings if current executive board chooses to participate
- Attend Student Leadership meetings
- Non-voting member of the Senate

## **Article IV – Class Officers**

### ***Section 1.*** OMS I / OMS II Class Officer Job Descriptions

President:

- Voting member of Student Senate, attends all class and Senate meetings
- Class liaison to administration and faculty
- Works with course coordinators to conduct informal exam appeals process
- Assistance with OMS I orientation (OMS II year only)
- Acting president of OMS I class pending OMS I class officer elections (OMS II year only)
- Selection of class committee members (OMS I only)
- Organization of class activities and use of class funds
- Appoint members of the Student Peer Review Committee (see Article VI, Section 3b)
- Provide equal representation to all members of the class
- Student Representative to the Clinical Rotations Committee (OMS II only)

Vice-president:

- Voting member of Student Senate, attends all class and Senate meetings
- Chair of the Medical Gala Committee: includes assurance of completion of all duties pertaining to the organization of the Medical Gala (OMS II only)
- Assist class president and act in his/her absence
- Assistance with OMS I orientation (OMS II year only)
- Responsible for end-of-year gathering (picnic, party, etc.) held by classes

Secretary:

- Keep minutes of all class representative meetings, accurate record of attendance at all meetings and is responsible for all correspondence sent on behalf of the class
- Voting member of Student Senate, attends all class and Senate meetings
- Assistance with OMS I orientation (OMS II year only)
- Email and post on social media the weekly school schedules

- Other duties as assigned

Treasurer:

- Keep an accurate account of class funds
- Receives and maintains account records from the business office
- Collaborates with SGA treasurer on class purchases of subscriptions and supplemental resources
- Takes receipts to the business office for reimbursement or arranges for payment through the business office from class fund
- Voting member of the Student Senate, attends all class and senate meeting
- Assistance with incoming OMS I orientation (OMS II year only)
- Other duties as assigned

## ***Section 2.*** OMS III / OMS IV Class Officer Job

Descriptions President:

- Class representative to administration, faculty and student senate throughout third and fourth years
- Assists Campus Life with planning and participation in graduation activities
- Prepares and presents a 3-4 minute graduation speech
- Planning and conducting class meetings monthly to update each officer of upcoming events and/or problems
- Other duties as assigned

Vice-president:

- Assists the president in duties of representation
- Serves as proxy for the president in his or her absence
- Assists with dissemination of information to all class members of upcoming events and opportunities
- Attends all class officer meetings
- Serve as members of the Graduation Committee
- Other duties as assigned

Secretary:

- Insure dissemination of information to all class members by way of e-mail or other form of adequate correspondence
- Attends all class meetings
- Contact the Student Senate president on a monthly basis to update information that needs to be sent out or information from OMS III/IV that needs to be presented to Senate
- Serve as members of the Graduation Committee
- Other duties as assigned

Treasurer:

- Maintain financial records for the class funds
- Work directly with the Campus Life Specialist in maintaining these funds
- Chair any fundraising committee for the class
- Attend all meetings of class officers
- Serve as members of the Graduation Committee
- Other duties as assigned

## **Article V — Elections and Installations**

***Section 1.*** Class officers are elected at-large from medical students who are current members of their respective classes at each location. Class membership is only open to students who are accepted into and

currently enrolled in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree (e.g. D.O./Ph.D. D.O./M.B.A. D.O./M.S. or D.O./M.S.

– Forensics, etc.). Students must be in good academic standing. SGA will conduct these elections.

**Section 1a.** Second-year class officers serve as provisional representatives for the entering class and will conduct first-year class meetings until the election of first-year class officers has occurred.

**Section 1b.** Class officer elections are to be held within 6-8 weeks of the beginning of school.

**Section 1c.** If a class officer is to step down in any manner, voluntarily or involuntarily, the position shall be filled by the appropriate subsequent officer until new elections can occur. The preceding medical class officer or an SGA executive board officer may fill that role as needed, as well.

**Section 2.** Biomedical Graduate students shall elect one Senator from their respective academic programs, or however the Biomedical Sciences Graduate Student Association (BSGSA) bylaws delegate that elected position of SGA Representative. Doctor of Osteopathic Medicine students (those holding class membership, as defined in Article I, Section 4) shall only vote for class officers from their respective classes and will not be eligible to vote for Senators from other academic programs (e.g. graduate program). Students enrolled in dual degree programs (e.g. D.O./Ph.D.; D.O./M.B.A.; D.O./M.S.) are considered Doctor of Osteopathic Medicine students and will be allowed to vote for their respective graduate program associations based on the bylaws of that association. Senators from academic programs other than the Doctor of Osteopathic Medicine must be currently enrolled in coursework to be eligible to hold office.

**Section 3.** Elections for the SGA Executive board for the next academic year are held “within two weeks of the completion of the first systems course” with club organizations occurring subsequently. Clubs may petition to have elections before SGA elections if needed to meet national requirements.

**Section 3a.** Newly elected SGA Executive Board members and club organization officers will assume authority May 1st following elections and a transition meeting.

**Section 4.** All elections, ballots, or referenda are overseen by SGA Executive Board, or its duly appointed committee, in office at the time. Voters will receive notice of items or candidates to be voted on no later than one week before the scheduled election, ballot, or referendum. Proposals on amendment, recommendation, or candidacy are filed with the secretary of the SGA. Ballots will be marked in secret, and each voter will be checked against the roster of his or her class to ensure accountability of the results.

**Section 5.** If no candidate for office receives a majority of votes cast in an election, a runoff between the two candidates with the greatest number of votes shall be held as soon as possible, but within one week after the general election. The runoff will be decided by a simple majority of votes cast. In all cases, a majority of the votes shall be defined as 50 percent of the total votes cast, plus one (1).

**Section 6.** In the case of abdication of an office, a new officer will be elected from the student body if more than sixty days remain in the unexpired term, except for the office of president, which will be assumed by the vice president.

**Section 7.** Voting shall be open for a time decided on by the student officials holding the elections which will be determined in order to allow a majority of students to participate. These voting times shall be posted at least 48 hours prior to the beginning of the elections.

**Section 8.** Results of the elections shall be verified by the three student officials running the elections.

**Section 9.** Candidates giving election speeches shall be sequestered from hearing opponent’s speeches. Candidates may return to the room to hear speeches for students running for other officers. Candidates may not campaign for a position in any way.

## **Article VI — Committees**

**Section 1.** The following committees contain students from a variety of classes appointed by the SGA President and approved by a majority vote of the Senate. The purpose is to represent the views of the students in the particular committee. Because of the importance of student representation, any appointed committee member who misses two or more committee meetings, without valid justification, during an academic year shall be replaced with a new student representative. Attendance for these meetings will be reported by the Faculty Chairperson to the SGA President or Vice President for review.

### **Section 1a. Curriculum Committees**

Curriculum Oversight Committee - held by SGA President and 4th year Class President

Years 1 & 2 Committee - held by 1st and 2nd year appointed representatives Years 3 & 4 Committee - held by 3rd and 4th year Class Presidents, SGA President

Student Curriculum Committee - held by SGA Executive Vice President, 1st, 2nd, 3rd and 4th year Class Presidents, graduate certificate student representative, a dual degree representative, and 1st and 2nd year appointed representatives from each location.

**Section 1b.** Student Affairs Committee - held by two OMS-I and two OMS-II appointed representatives (one from each location), SGA Executive Vice President, SGA President-Emeritus, and PA representative.

**Section 1c.** Learning Resources Committee - held by one OMS-I and one OMS-II appointed representatives (one from each location), and PA representative.

**Section 1d.** Academic Conduct Review Committee. This committee will convene at the discretion of the Dean of the College (or their designee) to conduct hearings on the matters of academic misconduct. The committee consists of faculty and student members appointed by the Dean with recommendations from the SGA President.

The committee members will establish separate sets of criteria dealing with matters of academic misconduct. This committee will be dissolved at the discretion of the Dean of the College.

### **Section 2. Wellness Committee**

**Section 2a.** As America’s Healthiest Campus® (AHC), the Student Wellness Council shall provide the foundation for Oklahoma State University Center for Health Sciences to mindfully commit to a culture of wellness through programs, policies, and processes in support of the health and well-being of our OSU CHS students and the communities in which we live, learn, work, and play.

### **Section 2b. Members**

Students seeking membership must be in compliance with Student Wellness Council bylaws

### **Section 3. Student Peer Review Committee**

**Section 3a.** The purpose of this committee shall be to encourage and maintain a high level of

professional education and student conduct in the area of academic honesty and professional and ethical behavior.

**Section 3b.** Members.

- This committee consists of three members from each class from each location appointed by the student body. The student body will nominate members via an anonymous form, and each location OMS-I class officers will select the top 5 students from each location who received the most nominations. These 5 students will be then presented back to the student body to be voted upon. The top 3 students from each location will become the new members of the Peer Review Committee. In addition, the SGA President appoints two chairpersons, one from each location, with majority vote from the Student Senate, for that committee to oversee the activities of the committee.
- The chairs and the members from the first-year and second-year classes are active members. The members from the third-year and fourth-year classes are inactive.
- Third-year and fourth-year class committee members may be called to committee if the complaint or concern involves a third-year student or fourth-year student, or the chair of the committee determines it essential to the function of the committee for the third-year and fourth-year classes to be represented.
- These appointed members will serve a term of up to four years. The first-year class committee members are appointed by the student body and OMS-I class officers and approved by the Dean of Campus Life.
- If a member of the committee vacates his or her position, the SGA President will appoint a replacement appropriate for the vacancy to serve the remainder of the term. Any member of this committee may be removed by a two-thirds vote by the SGA Executive Board.
- Newly nominated chairs will take office after senate approval in May. Duties begin immediately after Senate approval
- First year peer review committee members must be appointed by October 1st, and will receive training from the chairs upon nomination on the duties as a member.

**Section 3c.** The chairs of the committee shall be known to the entire student body. A student who believes he or she observes an infraction non-academic in nature which seems to violate the ethical and professional standards which are outlined in the Code of Ethics shall submit to the chairs a written, signed statement of the observations. This statement shall include the date, persons involved and the nature of the infraction(s). This statement may be given by hand or emailed to the chairs.

**Section 3d.** The Peer Review Committee shall meet via zoom or analogous video conferencing platform to evaluate any written allegations of misconduct in a preliminary hearing. This hearing is to evaluate the severity of the charges and to determine whether further action should be taken. The chairs shall have the authority to call a committee meeting at any time if warranted.

**Section 3e.** Formal Review Process. Complaints must be brought forth to the committee and cannot be anonymous. Methods of bringing forth complaints include: direct correspondence with the committee chairs or activation of the committee by administration. For the purpose of the hearing and potential further action, the individual(s) bringing forth the complaint must be known. The chairs receive the complaint, and the complaint is then brought forward to administration and the committee in an initial hearing. The decision will be made on how to proceed by the committee. Administration is aware of the committee's decision and how they will proceed. In the event the committee determines the allegations are serious enough to merit formal review, the following actions shall be taken:

- Chairs calls a formal review meeting of the committee to be held via zoom at a date and time determined by the committee
- No less than 7 days prior to the formal review meeting the person charged with

allegations shall be notified in writing as to the nature of the allegations and the date, time and location of the formal review meeting.

- Any student who is the subject of an allegation submitted for formal review shall have the right:
  - To appear in person and present their case
  - To be accompanied by an advisor, colleague or friend that may assist in establishing facts of the case. All other testimony, including insults, threats, and character attacks to the committee or its members will not be permitted.
  - To ask questions and refuse to answer questions
  - To receive explanation of the reasons for any decision rendered
  - To bring forth questions or issues with the process to the committee chair at any point.
- The Dean shall be notified of the allegations so that the appropriate leaves of absence may be obtained, if necessary, for all committee members
- At the conclusion of the formal review meeting, the committee shall deliberate and choose an appropriate course of action. The committee will make the student in question aware of the recommended course of action no less than 72 hours after the formal review, barring unforeseen events or conflicts. The committee may:
  - Dismiss the allegations
  - Reprimand the student and place a copy of the reprimand in a file only available to the committee
  - Recommend further disciplinary action be taken. If the committee finds that further action should be taken, a recommendation shall be forwarded to the appropriate authority at the College, the student, and his/her faculty advisor

## ***Article VII - SGA Chair Positions Section 1.***

### **Student Wellness Chair**

- Organize meetings focused on student wellness interventions
- Serve as a liaison between Department of Wellness staff and the student body
- Act as student wellness chair at either location
- Represent SGA at Student Wellness Meetings
- Promote student wellness programs and opportunities on campus
- Empower wellness task force leaders to develop programs and initiatives
- Represent OSU CHS in COSGP wellness meetings

### ***Section 2. Diversity Chair***

- Work with Admissions and Recruitment, along with the DEI office, to promote diversity in the student body
- Plan and execute diversity events on campus, including diversity week either in the fall or spring semester
- Organize the Health Equity Book Club (HEBC) in partnership with the Office of Diversity, Equity, and Inclusion. An advisor for the HEBC will be selected by the Diversity, Equity, and Inclusion Committee. Meetings will occur one to three times throughout the semester and be free for all students, faculty, and staff to attend on both campuses.
- Represent SGA at monthly DEI committee meetings
- Act as the COSGP Diversity liaison

### ***Section 3. Peer Review Chair - see Article VI, Section 3b.***

### ***Section 4. Public Relations Chair***

- In collaboration with Campus Life, oversees social media content (Facebook, Slack, Instagram, etc.) Works with clubs to update official OSU-COM media, to include, but not limited to webpages, Facebook, on-campus advertising, etc.
- Promotes events via flyers, email, etc. as needed
- Coordinate off campus social events as needed
- Coordinate with campus event coordinator regarding community outreach
- Act as liaison between Department of External Affairs, the Office of Campus Life, and the student body

#### ***Section 5. Research Chair***

- Promote student research opportunities on campus
- Organize meetings geared towards research literacy and promotion
- Coordinate research events with the Director of Office for Medical Student Research and act as a liaison between research faculty and students.
- Act as the COSGP Research liaison
- Act as the Chair of the SROY committee
- Attend the Office of Research Committee meetings

***Section 6.*** SGA President, with majority vote from the Executive board, may add Ad Hoc chair positions as needed.

### **Article VIII – Club Organizations**

#### ***Section 1. Club Officer Elections***

- Determined by each club on an individual basis according to the individual bylaws of that organization
- All club officers, including biomedical students, need to be in good academic standing before acquiring the position
- Prior to holding elections, students must be checked for good academic standing with the Office of Campus Life
- Presidents and treasurers of each club need to attend at least one COP meeting each semester, preferably in the early fall and spring

#### ***Section 2. Club Procedures***

- Before hosting an event, all club events must be approved by the office of Campus Life, at least three weeks prior to the event
- All t-shirt designs must be approved with the office of campus life prior to distributing the design to the student body
- All club social media material should go through OSU-COM SGA media accounts. This media can be sent to the SGA Public Relations chair and/or the Office of Campus Life
- Coordinate with campus event coordinator regarding community outreach

### **Article IX – Campus Communication**

There are members of each committee in your perspective class. If you are unsure of who to contact, reach out to the current SGA president or designee.

#### **Learning Resources Committee**

- Library resources
- IT issues (e.g. Panopto issues)
- Learning technology services



## **Student Affairs Committee – The Office of Campus Life**

- Student activities
- Student guidance
- Student and campus amenities (volleyball court lights, ping pong tables, etc.)
- New clubs or organizations

## **Student Curriculum Committee – Curriculum Oversight Committee**

- Concerns with delivery of medical curriculum
- Semester schedule concerns
- Recommended revisions for curriculum

## **Peer Review Committee**

- Student conduct
- Academic honesty
- Professional behavior

**Health Insurance:** <https://hr.okstate.edu/benefits/student-health.html>

**Transcripts:** <https://medicine.okstate.edu/com/registrar/record-request.html>

**Person of Concern:** <https://okstate.forms-db.com/view.php?id=422070>

**Tablequah Physical Health:** <https://medicine.okstate.edu/site-files/documents/com/student-life/ga-du-gi-health-center.pdf> - for emergent care only

**Tulsa Physical Health:** <https://medicine.okstate.edu/site-files/documents/com/student-life/hcc-physical-health-resources.pdf>

**Counseling Services:** <https://medicine.okstate.edu/wellness/student-wellness/resources.html>

## ***Article X – Additional Campuses Section 1. SGA***

### **Executive Board Members**

#### ***Section 1a. Positions***

- President:
  - Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.
- Executive Vice President:
  - Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.
- Administrative Vice Presidents:
  - Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.
  - Hold bi-monthly meetings or conference calls with all Administrative Vice Presidents and a Campus Life representative
- Secretary:
  - Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.
- Treasurer:
  - Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.

#### ***Section 2. Class Officers***

##### ***Section 2a. Positions***

- Branch President

- Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
  - Will maintain the duties defined in Article IV, Sections 1 and 2.
- Branch Vice President
  - Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
  - Will maintain the duties defined in Article IV, Sections 1 and 2.
- Branch Secretary
  - Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
  - Will maintain the duties defined in Article IV, Sections 1 and 2.
- Branch Treasurer
  - Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
  - Will maintain the duties defined in Article IV, Sections 1 and 2.
- The above Class Officer positions will be held by students located at the Tulsa campus in addition to the additional campus for each class. Therefore, there will be a total of 4 class officer positions held by each class, on each location.

***Section 3.*** Student Senate Representation

A representative from each location must be in attendance at each meeting. Attendance will be taken by the secretary or designee and reported to the Dean of Campus Life.

***Article XI - Amendments***

***Section 1.*** If a two-thirds majority of all senators approves a proposed amendment to the constitution, the proposed amendment will be presented to the student body in the form of a referendum. The amendment will take effect following a favorable ballot by majority of the votes cast by the student body.

## Appendix 2 Student Awards

Awards presented at graduation week activities include, but are not limited to:

<b>Award</b>	<b>Presented by</b>	<b>Award Criteria</b>
Academic Excellence Award	Provost	Senior with highest rank based on numeric grades (over all four years)
Clinical Excellence Award	Associate Dean for Clinical Education	Outstanding student in fourth-year rotations
Departmental Awards	Biomedical Foundations Clinical Anatomy Clinical Care Foundations Emergency Medicine Family Medicine Internal Medicine Medical Science Foundations Obstetrics and Gynecology Osteopathic Manipulative Medicine Pediatrics Psychiatry and Behavioral Sciences Radiology Rural Medicine Service Learning and Community Engagement Surgery Systems Course Tribal Medicine	
Leadership and Service Award	Office of Campus Life	Outstanding senior student's contribution to class in leadership and service (over all 4 years)
Mind, Body and Spirit Award	Office of Campus Life	Student(s) who have displayed the osteopathic philosophy of mind, body, spirit through community service projects
Access and Community Impact Award	Access and Community Impact Office	Outstanding senior student making meaningful contributions to class in areas of ACI (over all 4 years)
Ambassadors with Distinction Award	Office of Enrollment Management	Displays extraordinary student ambassador leadership and service skills
Global Health Outstanding Student Award	Office of Global Health	Outstanding senior student making meaningful contributions to class in areas of Global Health (over all 4 years)
Leonard Tow Humanism in Medicine Award	Office of Enrollment Management	Recognition for exemplifying humanism in patient care.
Regents' Award	OSU Board of Regents	Outstanding senior student, which may include: exemplar academic record and board scores, community service, volunteerism, leadership and professionalism.

### **Appendix 3 OSU-COM Dress Code**

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

The following constitutes acceptable professional attire:

1. Business casual/Business Smart attire;
2. Matching scrub sets; or
3. Clean white coats when interacting with patients in both the simulation and clinical setting, or when required by Faculty or Administration.
4. OSUCHS & COM club t-shirts

Business casual/smart attire includes jeans, slacks, skirts/dresses, blazers and jackets (free of holes or distressed materials). Students must always display OSU-issued student identification badges prominently when the student is on campus or clinical rotations. Students on clinical rotations should dress according to clinic/hospital guidelines.

#### **Examination Attire**

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

Additional requirements may apply. Check with individual course coordinator for specific rules and processes.

#### **Exceptions**

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

#### **Absences**

When members of any religion seek to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first two weeks of classes.

#### **Appendix 4 Financial Responsibility**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I understand any federal Title IV financial aid received will apply to any outstanding balance on my account for tuition/fees, housing/meals and books. I authorize OSU to apply my Title IV

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

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

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

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

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

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

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

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

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

Handbook Revision:

Rev: 12/2015  
Rev: 05/2016  
Rev: 02/2017  
Rev: 07/2017  
Rev: 07/2018  
Rev: 07/2019  
Rev: 07/2020  
Rev: 03/2021  
Rev: 07/2021  
Rev: 05/2021  
Rev: 05/2022  
Rev: 07/2023  
Rev: 07/2024