

Oklahoma State University College of Osteopathic Medicine

Student Handbook 2026-2027



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Tulsa, Oklahoma 74107-1898

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

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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.

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OSU-CHS 2026-2027 ACADEMIC CALENDAR

FALL 2026

July 3	July 4th Holiday
July 6	Class of 2028 rotations begin (3 rd /4 th years see detailed schedule from Clinical Education)
July 27-30	MSI Required Orientation (see detailed schedule)
July 31	White Coat Ceremony – Tahlequah Campus
Aug. 1	White Coat Ceremony – Tulsa Campus
Aug. 3	First Day of Class

Fall 2026 Census Dates

Last day for 100% refund on withdrawal

July 8:	MS IV (Class of 2027)
July 15:	MS III (Class of 2028)
Aug. 11:	MS I & II (Class of 2029 -2030)

Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)

July 16:	MS IV (Class of 2027)
July 23:	MS III (Class of 2028)
Aug. 18:	MS I & MS II (Class of 2029-2030)
Sept. 7	Labor Day Holiday
Nov. 26-27	Thanksgiving Holiday
Dec. 4	Last Day of class
Dec. 7-11	Finals
Dec. 15	Final grades due from faculty

SPRING 2027

Jan. 5	First Day of Class
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Spring 2027 Census Dates

Last day for 100% refund on withdrawal

Jan 11:	MS IV (Class of 2027)
Jan 13:	MS III (Class of 2028)
Jan 14:	MS II (Class of 2029)
Jan 13:	MS I (class of 2030)

Last day for 50% fees refunded on withdrawal (withdrawal noted on transcript)

Jan 18:	MS IV (Class of 2027)
Jan 21:	MS III (Class of 2028)
Jan 22:	MS II (Class of 2029)
Jan 20:	MS I (Class of 2030)
Jan. 18	Martin Luther King holiday
March 15-19	Spring Break
April 9	Last Day OMS II Regular Classes
April 12-16	OMS II Finals
May 7	Last Day MS I Classes
May 8	Graduation
May 10-14	OMS Finals
May 18	Final grades due from faculty
May 31	Memorial Day
June 18	Juneteenth Holiday
June 25	End of OMS II 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 2026-2027 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 and Wellness during the 2026-2027 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, PhD, EdS, M.S., Assistant Dean for Campus Life & Wellness
- Jeffrey B. Hackler, J.D., M.B.A., Associate Dean for Academic Affairs and Enrollment Management

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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.

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 who do not follow 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 the OSU Police Tulsa Division 24-hours a day, seven days a week. The Police and Safety officers patrol the campuses and affiliated clinics on a random rotation. Police and safety officers are available to walk students to their cars and assist in any other security measures. Suspicious or unusual circumstances should be reported to Police and Safety immediately. Dialing 918-561-1234 will connect you directly to the Tulsa OSU-CHS Police and Safety. Dialing 918-453-3572 will connect you directly to Tahlequah OSU-CHS CN Police and Safety. If property or the safety of others is being threatened, call Tulsa OSU-CHS Police at 918-561-1234 and specify that you are on the CHS campus in Tulsa, 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 circumstances 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 the Police and Safety department by calling 918-561-1234 or the Tahlequah OSU-CHS-CN Police and Safety department 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 Police and Safety 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 Captain Michael Galbraith at michael.galbraith@okstate.edu. If preferred, you may also use the silent witness form located at <https://medicine.okstate.edu/about/security/index.html>, or call 918-561-1234 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 safely 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 Police and Safety Office. A replacement card and any subsequent fees will be made for lost, stolen or damaged cards. The Police and Safety officer stationed at the first-floor main desk in the Tandy Building 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. Police and Safety officers 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 the Phoenix Building. 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 Police and Safety 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://medicine.okstate.edu/hr/1is2many> or by contacting the Title IX Coordinator at 918-561-1201.

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://medicine.okstate.edu/hr/1is2many> Sexual harassment and sexual violence are forms of sex 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, Faculty or Staff

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 Board of Regents for the Oklahoma Agricultural and Mechanical Colleges; the President of OSU and the administrators, faculty and staff they supervise; the President and CEO of the Alumni Association and President and CEO of the Oklahoma State University Foundation and the staff they supervise; the National Student Clearinghouse; and contractors, volunteers, and other non-employees performing institutional functions as school officials with legitimate educational interests. In general, a school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility to the University. Records should be used only in the context of official educational business.
- “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 is allowed.

https://registrar.okstate.edu/ferpa/ferpa_general_information

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.

Photography

OSU Center for Health Sciences Marketing and Communications department 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, 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 [Campus Connect](#). 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

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 implement drug screening policies and procedures as required by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Furthermore, clinical facilities are increasingly required 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.

Because of the compelling rationale for a drug-free campus, OSU-COM has a drug screening policy that applies to accepted applicants and student doctors. The policy provides that OSU-COM will screen all accepted applicants for controlled substances prior to matriculation, and it will screen student doctors prior to beginning the Clerkship Program in year three. OSU-COM also reserves the right to conduct random drug screens and testing for reasonable suspicion of all student doctors. To review the entire OSU-COM drug screening policy, please refer to the *Drug Screening Policy*: <https://medicine.okstate.edu/com/academics/policies.html>.

WELLNESS & UNIVERSITY COUNSELING SERVICES

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

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-reference is also accepted. For more information, feel free to contact us at wellnesssupportteam@okstate.edu.

Behavioral Health Services

All students have access to 24/7 confidential counseling services through TimelyCare. The Department of Wellness and University Counseling Services have partnered with TimelyCare to offer virtual counseling services for OSU CHS students. TimelyCare also offers additional support through 'Talk Now' messaging with a licensed professional, and virtual, self-paced 'Health Coaching' modules. 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. Appointments for times outside of normal business hours may be available. To request services outside normal office hours, please contact us at osuchs.counseling@okstate.edu, or email your campus provider. 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 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

TimelyCare is a virtual health and wellbeing platform designed for college students. It offers 24/7/365 access to mental health support, medical care, and self-care tools – all at no cost to students. Services include on-demand support, scheduled visits, and wellness resources. No insurance required. To access these services, please visit <https://medicine.okstate.edu/wellness/student-wellness/resources.html>

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 medical students must submit documentation showing that they meet the immunization, tuberculosis (TB) screening, and health documentation requirements listed below.

Acceptable documentation may include:

- Official vaccine records;
- State immunization records;
- Lab reports showing positive titers;
- Completed Student Health forms;
- Approved letter of exemption; and/or
- Documentation from a healthcare provider or insurance carrier, when applicable.

Some requirements can be met by providing either vaccine documentation or a positive blood titer. Other requirements, such as Hepatitis B, may require both a completed vaccine series and a blood titer. Please review each requirement carefully.

Clinical rotation sites may have additional or stricter requirements. Students are responsible for keeping documentation current throughout medical school and updating any requirement that expires. Any series must be started prior to matriculation. If the immunization series has not been completed prior to matriculation, the series must be completed during the first year at the student's expense. 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 flu immunizations every year. Students must also be fitted annually for a respirator.

Immunization/Other	Requirement
Hepatitis B	Completed Hepatitis B vaccine series AND positive quantitative Hepatitis B surface antibody titer
MMR	Two MMR vaccines OR positive titers for measles, mumps, and rubella
Varicella	Two Varicella vaccines OR positive Varicella IgG titer
Tdap / Td	One Tdap vaccine on or after age 11; Td or Tdap booster every 10 years
TB Screening	One IGRA blood test OR a two-step TB skin test; prior positives require chest x-ray documentation and clearance
Influenza	Annual flu vaccine in September or October (not required for matriculation)
COVID-19	Not required; upload vaccine documentation or approved exemption if required by your clinical site
OSHA Respirator Medical Eval.	Upload clearance page signed by licensed healthcare professional
Health Insurance	You must show proof of active health insurance coverage (see below)

Health and Hospitalization Insurance

All students are required to maintain health insurance 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, a statement of active enrollment, 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. Students may participate in the OSU Student Health Plan. Information may be found at <https://hr.okstate.edu/benefits/student-health.html>. Insurance information and applications 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 behavioral health and support can contact OSU- CHS Counseling Services:

- Telephone 918-561-1822 with confidential voicemail.
- Via email at: 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
 - Offers 24/7/365 virtual and/or message-based counseling for all students.
 - All students also have access to 6 free counseling sessions per year.
 - To use this service, visit <https://medicine.okstate.edu/wellness/student-wellness/better-help.html>
- TimelyCare
 - Offers 24/7/365 access to virtual mental health counseling, medical care, and self-care tools.
 - All students have access to 6 free counseling sessions per year.
 - To use this service, visit <https://medicine.okstate.edu/wellness/student-wellness/timelycare>

Physical Health Support Services - Virtual

All students have access to virtual care services 24 hours a day, 365 days a year through TimelyCare. As a part of our partnership, students have access to the following services:

- MedicalNow – 24/7/365 on-demand support for urgent and low-acuity medical care throughout the U.S.
- Scheduled Medical – Select the day, time, and the healthcare provider that fits your schedule best.
- Health Coaching – Develop healthy lifestyle behaviors, including nutrition, sleep habits, time

management, and mindfulness.

- Basic Needs Support – Access to low or reduced-cost community resources, including food and housing assistance, transit support, childcare, and finances.
- Self-Care Content – Guided self-care content, including yoga and meditation sessions, as well as group conversations with providers on a variety of health and well-being topics.

To access services, please visit <https://medicine.okstate.edu/wellness/student-wellness/timelycare>

Lab Services

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

- a. Staffed from 8-5pm with a Student Health Nurse to schedule covered services (see below) by appointment only. Student Health Nurse will work with student to get scheduled at a 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

Tahlequah Student Health Nurse: Ph. 918-822-4914, email: CNstudhealth@okstate.edu

Other Covered Services

- Services covered under the student health fee include:
 - 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 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 Assistant Dean, Access and Community Impact will provide administrative support for the Student Accessibility Committee, including coordination of activities and communications regarding student requests for accommodations of disabilities.

Further information about accommodations can be found at <https://medicine.okstate.edu/com/campus-life/disability-services> To inquire or request accommodations, please contact:

Brenda J. Davidson, DHA, MS
Assistant Dean for Access and Community Impact
Office (918) 561-8258
brenda.davidson@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, 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, 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 campus. 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 (OMSI and OMSII)

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

Nancy Thornburgh, DHA
Director of Clinical Education
918-561-1181
nancy.thornburgh@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
Associate Dean of Curriculum and Academic Success
918-561-1458
carrie.gilstrap@okstate.edu

Sara Bradberry, Ed.D.
Associate Director, Office of Academic Success
918-525-6349
sara.bradberry@okstate.edu

Amanda Cain, D.O.
Assistant Director, Office of Academic Success
918-561-1828
amanda.cain@okstate.edu

Academic Counseling

The Learning Specialists in the Office of Academic Success are available on both the Tulsa and Tahlequah campuses to help students develop effective study strategies for success in medical school. Services include administering and interpreting learning inventories and study assessments, creating individualized success plans, and connecting students with resources to support academic performance, time management and organization. Students seeking academic advisement may work with the Learning Specialists in the Office of Academic Success to develop an individualized learning plan. Student success requires active student engagement in the development and implementation of a learning plan. The resources and services are designed to connect students with support early in the curriculum, monitor academic performance, and promote continued academic success. Additional information is available on the Office of Academic Success website and in the Medical Advisement and Professional Skills (MAPS) courses.

Tahlequah Campus

Maddie Walker, B.S.
Learning Specialist, Tahlequah students
maddie.walker@okstate.edu
918-561-5731

Tulsa Campus

Luci Clark, M.Ed.

Learning Specialist, Tulsa students with last names L-Z

luci.clark@okstate.edu

918-561-1241

Kelli West, M.S.

Learning Specialist, Tulsa students with last names A-K

Supplemental Instruction Coordinator

kelli.v.west@okstate.edu

Career Counseling

The Career Counselors in the Office of Academic Success support students with career planning and preparation of key residency application documents. They offer both group and individual career advisement focused on career exploration, residency and application resources, document review and editing, and guidance throughout the Match process. The Office of Academic Success also hosts an annual Residency Fair, giving students opportunities to learn about residency programs and network with physicians across specialties.

Tahlequah Campus

Jessica Langston, M.S.

Career Counselor

Tulsa students with last names R-Z and all Tahlequah students

jessica.langston@okstate.edu

918-525-6174

Tulsa Campus

Tanya O'Grady, D.H.A, M.B.A.

Career Counselor

Tulsa students with last names A-Q

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, away from windows 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 bomb threats. The majority of 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 Police and Security when the information is complete, and the officer on duty will notify the proper authorities. 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. Fire-fighting units arriving 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 Campus Police or Security Officer, Safety 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 918-561-1234 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 immediately and then Tulsa Police and Safety at 918-6561-1234 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 OneDrive (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

Tulsa Campus Financial Aid

Shannon Taylor, Coordinator of Financial Aid
918-561-1228
shannon.taylor11@okstate.edu

Tahlequah Campus Financial Aid

Danny Eastham, Coordinator of Financial Aid
918-525-6348
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 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

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 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. 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, 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/>

The CHS Medical Library in Tulsa has a variety of study spaces: one standing desk, a great room with floor to ceiling windows and 6 tables, 7 group study rooms and one conference room with wall-mounted whiteboards, presentation computers and large TV monitors, 6 individual study carrels, 2 booths, and 2 living room-style areas, for a total seating for 114. The OSUCOM-CN Medical Library in Tahlequah has open seating for 20 and is surrounded by student spaces, including 110 study carrels and

group study rooms that are equipped with large wall-mounted whiteboards, computers and flat screen interactive monitors. The CN Medical Library also houses the Talking Leaves (ᑕᑭᑭᑦᑲᑦ ᑭᑭᑭᑭ) print book collection. Inside both Medical Libraries, there are computers, laptops, printers (regular, poster, and 3-D), anatomical skeletons, and standing workstations.

- The Medical Libraries are open to students the same as hours as the CHS and CN campuses: 7 days per week, 5am-midnight. Library staff are available Monday-Friday, 8am-5pm.

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 at no out-of-pocket expense to students. When institutional eBook subscriptions are not available for a title, the Medical Library will provide print copies of the book in both Medical Libraries.

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) or 918-525-6352 (Tahlequah).

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 our research librarians, michelle.p.green@okstate.edu or madison.hastings@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

The Medical Library is currently migrating to a new research profile platform. Contact scott.murray@okstate.edu for questions regarding research profiles.

Work Study Positions

The Medical Libraries' Work Study application period is May 1-May 31 each year. Please email linda.london@okstate.edu (Tulsa) or ortaylor.wright11@okstate.edu (Tahlequah) for questions about library Work Study positions

Library Policies

Policies are available on the Medical Library website. Feedback, questions, or concerns should be sent to Sonja Settle, Director, Medical Library, at sonja.settle@okstate.edu.

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, please refer to the Office of Student Research website located at <https://medicine.okstate.edu/research/students> . Student research and scholarly activities policies can be found at <https://medicine.okstate.edu/research/students/policy> .

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. For additional information, contact the SGA advisor:

Angela Bacon, EdS, PhD, 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

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 educational resources, 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; 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.

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. Each at-large member will be elected for a term of three years.

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 on, but not limited to 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 contact the office of Campus Life and Wellness at chs-campuslife@okstate.edu.

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 and Wellness. 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 and Wellness. 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 (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, the Associate Dean of the Assistant Dean for Campus Life and Wellness (for OMSIs and OMSIIs) or Associate Dean for Clinical Education (for OMSIIIs and OMSIVs) 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>

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 these spaces. 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 help maintain the cleanliness and organization of our study areas. The following policies apply to all study carrels and group study rooms located on the Tulsa and Tahlequah campuses. These guidelines are designed to ensure the longevity and comfort of both the study spaces and their furnishings.

Quiet Study Environment

- 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 carrel rooms.
- Campus Life staff frequently receive feedback regarding noise levels in study areas. If you are speaking loudly, staff may request that you lower your voice. If noise disturbances continue after a warning, you may be required to leave the study carrel area.

Food and Drink

Food and covered drinks are allowed. 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/messes. Major spills must be immediately reported to the campus life staff at chs-campuslife@okstate.edu.

Electronics and Facilities

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 are not permitted.

Study rooms can be reserved on the OSU-CHS website at <https://okstatechs.emscloudservice.com/>.

Students using the study rooms agree to: Keep the sound of conversations, meetings, and presentations confined to the room; Maintain a neat and clean study environment; Respect the furniture, equipment, and supplies in all study areas; Clean up any spills or crumbs and properly dispose of all trash; Not store food, beverages, 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.

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 Commission on Osteopathic College Accreditation (COCA) 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 Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <https://health.okstate.edu/hr/1is2many/index.html> 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 COCA Accreditation Standards: See Non-compliance with COCA 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 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.

The procedure is as follows:

1. Any student who believes that he/she has been aggrieved by treatment or judgment of another person within the College, or that the administration of any College policy has abridged his/her personal or human rights, should attempt internal resolution of the matter by first speaking with the Assistant

Dean for Campus Life and Wellness.

2. If this attempt fails, he/she should present a written account of the alleged act to the Associate Dean of Academic Affairs and Enrollment Management no later than thirty (30) days after becoming aware of its occurrence.
3. The Associate Dean of Academic Affairs and Enrollment Management 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 Associate Dean of Academic Affairs and Enrollment Management a request for a formal hearing before the Student Accessibility Committee within ten (10) days.
5. Within ten (10) days after receiving the written request, the 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 Associate Dean of Academic Affairs and Enrollment Management will be responsible for coordinating the grievance and providing notices to all parties and witnesses.

Complaints Regarding Non-Compliance with COCA Accreditation Standards

OSU-CHS is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the Commission on Osteopathic College Accreditation Association (<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 may submit an accreditation complaint confidentially and without fear of retaliation through the following procedure:

1. The student must file a written and dated complaint with the Office of Campus Life. The complaint need not have the student's name unless the student would like direct communication of its resolution.
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 Assistant Dean of Campus Life, and the student complainant (if not submitted confidentially). If submitted confidentially, the results will be shared with the Student Government Association.
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 and Wellness in compliance with the College's record retention policy.
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

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 (hereinafter referred to as the SCR) online form located here: <https://applyhealth.okstate.edu/register/StudentConductReport>

The Office of Campus Life and Wellness and the Office of Enrollment Management will oversee all Student Concern Reports (SCRs). It is recommended that SCRs be made as soon as possible after a concern or absence has occurred, preferably within two business days. After receiving 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

Exam Procedures and Attire

Students may 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, nor may they be stored in the nearby hallway(s). Except for the device used to take the exam (i.e. laptop or tablet), students may not bring any electronic devices into the testing area, nor may they be stored

in the nearby hallway(s). Prohibited electronic devices include, but are not limited to, smart watches, smart glasses, phones, noise-cancelling headphones, or any other electronic device capable of storing, retrieving, or transmitting information. All student belongings must be stored and/or locked in the student's assigned study carrel. Exam attire must consist of matching OSU-COM scrubs with all pockets emptied. Long sleeve shirts may be worn under scrub tops. Students must wear closed-toe shoes. Hats, caps, or hooded clothing are not permitted, 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.

APPENDICES

Appendix 1 Student Awards

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

Award	Presented By	Award Criteria
Academic Excellence Award	Provost	Senior with the highest class rank based on cumulative numeric grades over all four years.
Clinical Excellence Award	Associate Dean for Clinical Education	Outstanding student in fourth-year clinical rotations.
Leadership and Service Award	Office of Campus Life	Outstanding senior student who has made significant contributions to the class through leadership and service over all four years.
Ambassadors with Distinction Award	Office of Enrollment Management	Recognition of a student who displays extraordinary leadership and service as a Student Ambassador.
Leonard Tow Humanism in Medicine Award	Office of Enrollment Management	Recognition for exemplifying humanism in patient care through compassion, respect, and professionalism.
Regents' Award	OSU Board of Regents	Outstanding senior student who demonstrates excellence in academics and board scores, community service, volunteerism, leadership, and professionalism.

Appendix 2 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 nice jeans, slacks, or skirts/dresses, blazers and jackets. 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 details 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.

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 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 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, that if I sign the Title IV Authorization Waiver, 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 that if I sign the Title IV Authorization Waiver, and 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 Revisions:

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
Rev: 07/2025
Rev: 07/2026