

MD PROGRAM STUDENT AFFAIRS

Academic Counseling (300)

While the admissions process to the College of Medicine is rigorous and attracts highly gifted students, the burden of the curriculum may prove overwhelming for some students. Whether academically or emotionally, some students may require additional assistance in adjusting. The College of Medicine integrates the efforts of faculty, course and clerkship directors, student affairs staff, and OUHSC counseling services to provide certain educational assistance and counseling services for students who have encountered difficulty.

1. Academic Counseling - Preclinical Curriculum

- a. In addition to formative assessment opportunities, all preclinical curriculum morning courses (i.e., foundations and systems-based courses) longer than two weeks will give students an “early warning” summative assessment relatively early in the course for the purpose of identifying students that are likely to experience difficulty with content in that course. The assessment should be comparable (in difficulty) to major summative course exams.
- b. Students that perform poorly (as defined by the course director) on any significant course assessment (including the early warning assessment) should be contacted by the course director with a request for a consultation. The associate dean responsible for student affairs should be notified. It is the student’s professional responsibility to respond to the course director’s communication within three university business days and participate in arranging a consultation with the course director. Failure to do so will result in a Professionalism Concerns Report (PCR). A member of the Academic Advisement team will also contact the student with additional options for educational assistance. A member of the Academic Advisement team will also contact the student with additional options for educational assistance.

2. Academic Counseling - Clinical Curriculum

- a. Third and fourth year clerkship directors will contact the associate dean responsible for student affairs with concerns about individual student performance both for summative or formative issues.
- b. The numerical scores and written comments on the student evaluation forms will be monitored. If problem areas are noted on an individual student, the associate dean responsible for student affairs will contact the student to obtain further information and to recommend a course of action to resolve the current issue or ensure that similar problems do not arise on future clerkships. Options for educational assistance will be discussed with the student at that time. (see Educational Assistance below)

3. Educational Assistance

- a. The OUHSC Student Counseling Services in Oklahoma City and the OU- Tulsa Office of Student Affairs in Tulsa can help with a wide-range of common concerns such as ADHD/ Learning Disabilities, improving study and test taking skills, time management, stress management, and test anxiety among others. Counseling services are provided free of charge. Charges may be assessed for evaluations of learning disabilities and Attention Deficit-Hyperactivity Disorder (ADHD).

- b. The college of medicine makes a tutoring service available to eligible students. Through the Peer Assisted Learning (PAL) program, qualified college of medicine students with demonstrated academic success in the course in question are available to provide one-on-one tutoring sessions for students in need, free of charge. To ensure privacy students who are struggling academically must request peer tutoring and approve the individual tutor assigned to them. The associate dean for responsible for student services can provide more information for interested students
- c. A student in need of special accommodations for examinations must schedule an appointment and meet with the Director-Disability Resource Center on the Norman campus or the Director of Student Affairs on the Tulsa campus. The Director-Disability Resource Center will notify the College directly if special accommodations need to be arranged for the student
- d. Medical concerns that may be affecting academic performance may also be address by OU Physicians Student Health & Wellness Clinic. This clinic provides acute and chronic care for injuries and illnesses, as well as routine preventative care.
- e. Individuals who provide psychiatric or psychological counseling or other health care to medical students will have no involvement in academic evaluation, advancement or promotion decisions of students they have cared for.
- f. Personal, relationship, or emotional issues may also affect academic performance. Confidential counseling for these and many other issues is available to all students at no cost through Student Counseling Services on both the Oklahoma City and the Tulsa campuses.

4. Alternate Academic Counseling Option

- a. Students may obtain academic counseling from individuals who have no role in assessment or advancement decisions about them (including individuals that write the Medical Student Performance Evaluation). Students may request this any time by contacting the associate dean responsible for student affairs who will work with the student to identify a suitable faculty member to provide such counseling.

All of the educational services provided by Student Counseling Services are available to such students.

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- **Date Reviewed:** 8/29/21

Students with Military Obligations (303)

The following guidelines will be used for structuring the curriculum of a student with military obligations:

1. After any student completes the third year requirements, the student is eligible for off-campus electives if that student is in good academic standing in the OU College of Medicine. Students with military obligations will be allowed to take eight (8) weeks off-campus to fulfill active duty military obligations and use that credit towards fulfilling graduation requirements. All guidelines governing off-campus electives will be followed.
2. Recognition of the clinical work accomplished by a student on active duty prior to the student completing third year requirements will be

noted in the Medical Student Performance Evaluation. Descriptions of the clinical environment, special techniques, research experience, etc. would be included in the letter. No transcript credit would be generated and no graduation requirements would be satisfied by this clinical work.

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Computation of Quartile Rankings for Classes (304)

1. The class quartiles for the previous academic year will be available for students by August 31 of each year.
2. The word "course" below refers to courses, clerkships, selectives, electives, or any other activity for which academic credit is granted.
3. The determination of class rank for each track includes only those courses that (1) every student takes in their designated track and (2) calculates a final percentage course grade. The maximum percentage score possible in a course is 100%. For students in the School of Community Medicine Track, SCM-specific courses (not including the 3-year accelerated MD program) will be included in quartile calculation.
4. Cumulative scores for each student will be determined by the percentage course grade weighted by clock hours.
5. Each track will calculate student quartiles separately. The number of students in a given track will be divided by four (4) to determine how many students will be included in each quartile.
6. Students who are dismissed or withdrawn from the OU College of Medicine are not included in the quartile rankings.
7. Students who have taken courses with more than one class during the time period for which the quartiles are calculated or who are repeating the entire year will be included in the quartile ranking of the class with which they are expected to graduate.
8. A student who repeats a course or fails a course but successfully remediates that course will receive the lowest passing percentage score for that course.
9. A student who repeats a year will receive the most recent percentage grade for each course taken (i.e., grades for the previous year will not count).

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- **Date Revised:** 10/02/2024
- **Date Reviewed:** 10/02/2024

Student Representation on Committees (305)

The following OU College of Medicine committees have student representation:

1. **Admissions**
Ten (10) senior students and ten (10) senior student alternates are appointed to the admissions interview subcommittee. Students sign up to serve and selection is made by the OU College of Medicine Office of Admissions. Care is given to reflect the make-up of the

class. Students must have a flexible schedule during the interview season (November through January) and cannot be on probation. Representation is from both the Oklahoma City and Tulsa campuses.

2. **Curriculum Subcommittees**

Refer to Policy 418, **Preclinical Curriculum Subcommittee** and **Clinical Curriculum Subcommittee**.

3. **Student Appeals Board**

A pool of ten (10) students is nominated by the OU College of Medicine Medical Student Council on both campuses, and five (5) students are selected to serve a one-year term by the OU College of Medicine Executive Dean. OU College of Medicine Student Appeals Boards are convened by the appropriate OU College of Medicine Associate Dean as required to hear student grade appeals.

4. **Academic Misconduct Board**

A pool of ten (10) students is nominated by the OU College of Medicine Medical Student Council on both campuses, and five (5) students are selected to serve a one-year term by the OU College of Medicine Executive Dean. OU College of Medicine Academic Misconduct Boards are convened by the appropriate OU College of Medicine Associate Dean as required to hear individual cases of academic misconduct.

5. **Dean's Student Advisory Group**

OU College of Medicine Class presidents, class vice-presidents and the president and vice-president of the OU College of Medicine Medical Student Council are appointed to serve on this advisory group that acts as a liaison between the student body and the respective campus Dean.

6. The Dean on the Tulsa campus has a liaison group of student leaders that represent the SCM student body.

- **Policy Date:** 4/23/97
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- **Date Reviewed:** 8/29/21

Absences (306)

Overview and Philosophy

OU College of Medicine students pursuing the Doctor of Medicine degree are aspiring to a profession in which full participation in the learning environment is an essential component of lifelong learning and aligns with accreditation and licensing standards. Professional development dictates that, as physicians in training, students are expected to make medical school their highest priority. Attendance and participation are expected in all educational activities, and are required for all other sessions specified by the OU College of Medicine Course/Clerkship Directors. Attendance and participation are assessed and documented in the Medical Student Performance Evaluation (MSPE also known as the Dean's Letter).

Attendance and Punctuality Expectations

OU College of Medicine students must punctually attend all required activities. The students are expected to arrive on time and participate fully in all required activities. When patients are part of a learning experience, students are required to dress professionally and arrive early or on time.

An absence is any instance when a student is not present at an activity. Students should not assume they are allowed any absences at their discretion or for their personal convenience. All requests for excused absences must be made in writing to the appropriate individuals as

specified below. All anticipated absences must be requested in advance. A limited number of reasons will justify excused absences. These include, but are not limited to:

1. An illness, personal emergency or family tragedy
2. Presentation or representation in a leadership capacity at regional or national professional meetings
3. Residency Interviews. Students are strongly encouraged to schedule interviews during vacation periods to avoid conflict with scheduled activities
4. Access to health services and counseling. Students may be excused to attend necessary health care and counseling appointments. Students are strongly encouraged to make all such appointments during non-required activities if possible

Other reasons for an excused absence will be considered on a case-by-case basis.

During the MS 1 and MS 2 years, any request by a student for either an anticipated or unanticipated absence from required sessions must (in advance when anticipated and as soon as possible when unanticipated) be addressed directly to the OU College of Medicine Assistant and/or Associate Dean for Student Affairs (Associate Dean for Student Services-Tulsa).

During the MS 3 and MS 4 years, any request by a student for either an anticipated or unanticipated absence from required sessions must (in advance when anticipated and as soon as possible when unanticipated) be addressed directly to OU College of Medicine Course/Clerkship Director. A copy of the request should be provided to the OU College of Medicine Assistant and/or Associate Dean for Student Affairs (Associate Dean for Student Services-Tulsa) for record keeping purposes.

Consequences of Absences

Absences that total no more than three days in a single course are a matter between the OU College of Medicine student and the OU College of Medicine Course/Clerkship Director. In all cases the student is responsible for the material missed while absent. At the discretion of the Course/Clerkship Director or the Associate Dean for Student Affairs, the student may be required to provide documentation of the reason for the absence and may be required to complete supplementary assignments to make up for missed activities, but the Course/Clerkship Director is not required to provide repeat or make-up opportunities for missed assignments.

An unexcused absence or failure to report an absence as described above is considered unprofessional behavior and may be dealt with under appropriate OU College of Medicine policy.

Absences in any course that exceed three days are a matter that requires consultation with the OU College of Medicine Associate Dean for Student Affairs (Associate Dean for Student Services-Tulsa). In this scenario, the Associate Dean for Student Affairs (Associate Dean for Student Services-Tulsa) will determine either that the student must withdraw from the course or defer action to the OU College of Medicine Course/Clerkship Director who will then follow procedures developed by that particular course or clerkship. Student unexcused absences that are considered potentially excessive will trigger an automatic review by the OU College of Medicine Associate Dean for Student Affairs (Associate Dean for Student Services-Tulsa) and the OU College of Medicine Promotions Committee.

Special Circumstances

Examinations: Because of the difficulty in rescheduling examinations, permission to be excused from high-stakes (e.g. mid-term, final, clinical skills) examinations must be obtained in writing in advance from the OU College of Medicine Course/Clerkship Director and the OU College of Medicine Associate Dean for Student Affairs (Associate Dean for Student Services-Tulsa) and is limited to reasons of health, personal tragedy or authored presentation at a national professional meeting. Although requests for exception will be considered on an individual basis, residency interviews, family events or personal travel are not considered reasons for missing an examination.

Faculty may not impose a point limitation or grade penalty on a high-stakes examination for which a student has obtained an excused absence. However, faculty may employ a revised examination format.

A student with an unapproved absence from any examination will receive no credit for the examination

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Extended Absence in the Longitudinal Integrated Clerkship (LIC) (306.1)

The current Absence Policy 306 also applies for students in the School of Community Medicine (SCM) track. Below are specific special circumstances that may pertain to SCM students in the LIC.

- A student must complete the Clinical Transitions course at the beginning of the clinical curriculum. Any student who does not complete the course will delay until the next entry point of the LIC.
- For absences more than 3 days, students should consult with the Associate Dean of Student Affairs, clerkship directors, and the LIC director to address completion of requirements of the LIC.
- Extended absences should be limited to extraordinary personal/family problems or illness. Students who require extended absences for reasons that may require accommodation should reach out to the Accessibility and Disability Resource Center. Academic difficulty in itself is not a sufficient reason for an extended absence. Absent an approved accommodation or extraordinary circumstance, lengthy absences usually are not approved because of the adverse effects on a student's educational development and potential failure to meet the technical standards of the LIC.
- Any absence beyond 6 weeks may require the student to withdraw from current courses and restart the LIC at the next entry point.
- All absences require review and approval by the OU College of Medicine associate or assistant dean responsible for student affairs. All requests must be submitted in writing to the OU College of Medicine dean responsible for student affairs.

- **Policy Date: 10/02/2024**
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Leave of Absence (307)

This Policy applies to OU College of Medicine MD program students.

1. In situations of extraordinary personal/family problems or illness, OU College of Medicine students may request a leave of absence (LOA). Academic difficulty in itself is not a sufficient reason to request an LOA. Lengthy absences for less compelling reasons usually are not approved because of the adverse effects on a student's educational development.
 2. LOAs that are requested for personal/family problems or illness may be granted for up to one year and require review and approval by the OU College of Medicine dean responsible for student affairs. All requests must be submitted in writing and submitted to the OU College of Medicine dean responsible for student affairs.
 3. OU College of Medicine policy may additionally necessitate an LOA for certain academic reasons. (see COM Policy 406.11)
 4. OU College of Medicine students may request an LOA from the OU College of Medicine to pursue research experience or an additional degree such as a PhD or MPH.
 5. Students called to active military duty will be granted a Military Leave of Absence in accordance with policies outlined in the OUHSC Student Handbook.
 6. OU College of Medicine students who are on an LOA are not enrolled in coursework that can be used to meet OU College of Medicine MD program requirements.
 7. Health and disability insurance coverage may be affected while on leave.
 8. OU College of Medicine students on an LOA cannot receive financial aid.
 9. OU College of Medicine students on an LOA must adhere to all University and OU College of Medicine compliance requirements, to include but not limited to urine drug screen, national criminal background check, etc.
 10. OU College of Medicine students enrolled in the 3-year Accelerated MD Pathway who take a leave of absence will be subject to policy 331.1.
 11. Students on an LOA must initiate regular contact (at least monthly) with the associate dean responsible for student affairs.
 12. Students on an LOA of more than 60 days must submit a return plan to the associate dean responsible for student affairs at least 30 days prior to their return. This plan should outline their plan to re-enter the curriculum and include the specific date of return.
- **Policy Date:** 4/23/97
 - **Approved By:** Executive Dean, College of Medicine, Medical Education Committee
 - **Date Revised:** 10/4/2023
 - **Date Reviewed:** 10/4/2023

Visiting Students (308)

1. Visiting students must apply through AAMC Visiting Student Learning Opportunities (VSLO) Program. Visiting Students must be in their fourth year of medical school (or equivalent). Visiting students must have successfully passed either Step 1 of USMLE or Step 1 of COMLEX.
2. Only electives in the fourth year of the OU College of Medicine curriculum are open to visiting students. To be eligible to enroll in the OU College of Medicine as a visiting student, the individual must be actively progressing toward an M.D. or D.O. degree at an approved school and must have successfully completed the required clinical rotations in medicine, surgery, obstetrics and gynecology, pediatrics,

psychiatry, neurology and medicine. Visiting students are limited to a maximum eight (8) weeks of electives.

3. VSLO visiting student requests must be validated by the home institution. Verification of student enrollment, current Immunizations, professional liability insurance coverage, health insurance, Basic Life Support (BLS) Certification, updated immunization records, and a completed criminal background check are required.
4. GHLO visiting students must also provide:
 - a. an English translation of the medical school transcript and grades;
 - b. official notification of successful completion of the Educational Commission for Foreign Medical Graduates (ECFMG) English Test or successful completion of the Test of English as a Foreign Language Examination (TOEFL) with a score of at least 550;
 - c. repatriation insurance;
 - d. and the Confidential Financial Statement with documentation of financial support.
5. It is the responsibility of the visiting student to obtain a visa if required.
6. Visiting students who are currently enrolled in training equivalent to fourth year students in the OU College of Medicine may receive credit for research or clinical work from fourth year electives.
7. To participate in a clinical rotation on the Oklahoma City or Tulsa campus, the following is required: Capacity within previously established limits must be available in the rotation and preference will be given to University of Oklahoma students. The department may allow additional space for the visiting student if the educational experience is not compromised.
8. The procedure for assigning a grade to the visiting student will be identical to that used for OU College of Medicine students.

- **Policy Date:** 4/21/97
- **Approved By:** Executive Dean, College of Medicine; Medical Education Committee
- **Date Revised:** 8/29/21
- **Date Reviewed:** 8/29/21

International Affiliations (308.1)

To offer international electives for medical students, the OU College of Medicine may: i) participate in international medical school exchange program sponsored by the Association of American Medical Colleges designed for this purpose, or ii) establish custom affiliation agreements with designated international medical schools.

Establishing an International Affiliation

Foreign medical schools wishing to establish an International Affiliation Agreement with the OU College of Medicine must meet the following criteria:

1. A letter of intent submitted by the school to the OU College of Medicine Executive Dean.
2. Submit a copy of the medical school curriculum in English.
3. Arrange a campus site visit to the school by OU officials during which the following issues will be reviewed to ensure the adequacy and safety of the educational environment:
 - Potential risks to the health and safety of patients, students, and the community
 - The availability of emergency care

- The possibility of natural disasters, political instability, and exposure to disease
 - The level and quality of supervision
 - Any potential challenges to the code of medical ethics adopted by the home school
4. If a reciprocal visit is made to Oklahoma it will be at the expense of the visiting school.
 5. Unless an exception is granted by the OU College of Medicine Executive Dean, training at the OU College of Medicine will generally not exceed one (1) month and is limited to the OU College of Medicine's fourth year electives.
 6. "Off shore" medical schools will not be considered.

If the OU College of Medicine chooses to establish an affiliation with the requesting institution and all conditions are met to the satisfaction of the OU College of Medicine, an agreement may be routed for signature.

Site Visits to International Affiliates

OU College of Medicine officials (appointed by the OU College of Medicine Executive Dean) visit international affiliates on a regular basis to ensure the adequacy and safety of the educational environment. The following issues will be reviewed:

- Potential risks to the health and safety of patients, students, and the community
- The availability of emergency care
- The possibility of natural disasters, political instability, and exposure to disease
- The level and quality of supervision
- Any potential challenges to the code of medical ethics adopted by the home school

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Students from International Affiliates (308.2)

1. Students from medical schools that are international affiliates of OU College of Medicine may participate in courses offered in the curriculum. Such students may be formally enrolled in the OU College of Medicine and do not pay tuition or fees but will be required to pay for their housing expenses.

To participate in any of these courses, the following is required:

- a. The OU College of Medicine Associate Dean for Student Affairs (Associate Dean for Student Services-Tulsa), in consultation with an appropriate administrator from the student's home institution, will determine the specific courses the visiting student will be permitted to take.
- b. The OU College of Medicine Associate Dean for Student Affairs (Associate Dean for Student Services-Tulsa) will serve as advisor.
- c. International Affiliate visiting students must be validated by the home institution. Verification of student enrollment, current Immunizations, professional liability insurance coverage, health insurance, Basic Life Support (BLS) Certification are required. International Affiliate visiting students must also provide: an English translation of the medical school transcript and

grades; (2) official notification of successful completion of the Educational Commission for Foreign Medical Graduates (ECFMG) English Test or successful completion of the Test of English as a Foreign Language Examination (TOEFL) with a score of at least 550; repatriation insurance; and the Confidential Financial Statement with documentation of financial support.

2. The OU College of Medicine Office of Student Affairs will provide appropriate support services. In conjunction with the OU Office of International Relations on the Norman campus, the visiting student's visa request will be processed.
3. At the end of the academic period, a letter of evaluation will be sent to the Dean or other designated individual at the student's home institution. International Affiliate Visiting students participating in the second year exchange will receive weighted percentages for each course they participate in based on the College's grading policy submitted by each course director. International Affiliate Visiting students enrolled in fourth year electives will have a letter of verification submitted based on the evaluations of the elective course director. Grades given for fourth year coursework will be commensurate with the existing grading policy of the course that take (typically S/U).

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- **Date Reviewed:** 8/29/21

Temporary Supplemental Policy on Visiting Students (308.3)

1. Visiting students must apply through AAMC Visiting Student Application Service (VSAS). In addition to the criteria outlined in COM Policy 308, the following restrictions will be in effect based on the latest recommendations from the Coalition for Accountability.
2. Visiting students may begin away rotations at the OU College of Medicine (OU COM) based on the latest recommendations from the Coalition for Accountability.
3. Given the rapidly changing nature of the current COVID crisis, away rotations may be canceled based on current conditions at OU Medicine Inc., in Oklahoma or in the applicable adjacent states. These cancellations will be based on prevailing university guidelines, municipal regulations, and state mandates.
4. Visiting students will be required to complete an online screening tool may be required to quarantine based on recommendations from Student/Employee Health. Rotations also may be canceled based on the results of the screening process.
5. The Office of Student Affairs and/or Medical Education will review visiting student applications through VSAS and forward only those that meet the above requirements to clinical departments for academic review.

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- **Date Reviewed:** 8/29/21

Student Health Requirements and School-Related Health Issues (309)

Note: This policy applies to MD program students at all instructional sites, for all MD program tracks, and for any joint degree programs that include the MD degree. The student health center refers to the Student Health and Wellness Clinic on the Oklahoma City campus and the Student Health Clinic on the Tulsa campus.

Personal Health Insurance

Each student enrolled in the OU College of Medicine is required to maintain personal health insurance coverage at all times. Participation in a group policy is offered annually to all students. However, students may select an insurer of their choice. Documentation of coverage must be provided to the Office of Student Affairs.

Infectious and Environmental Hazards

The OU College of Medicine fulfills its obligation to educate medical students while safeguarding the welfare of patients and respecting the personal rights of OU College of Medicine students with an infectious and environmental disease.

Training

OU College of Medicine students are expected to protect themselves, coworkers, and patients from exposure to infectious and environmental hazards (including contaminated bodily fluids). As such, students are required participate in training that will help them understand those activities which increase the risk of exposure, strategies regarding prevention and reducing the risk of exposure, and the steps required should they become exposed. Beginning with orientation to medical school (i.e., prior to undertaking any educational activity that would place them at risk), students must take online training courses on blood-borne and air-borne pathogens and tuberculosis exposure prevention provided through the Environmental Health and Safety Office. This training must be taken annually. Compliance is tracked centrally by the OU College of Medicine Office of Student Affairs.

Immunization Requirements

OU College of Medicine students are required to comply with immunization and influenza vaccination requirements (including necessary documentation) as indicated by the student health center. See the list of specific immunization requirements appended to this policy.

OU College of Medicine Students may be asked to participate in additional training, safety or other requirements designed to safeguard the health of students, co-workers, and/or patients.

Failure to comply with these requirements will preclude progress in the OU College of Medicine.

Procedure for Care and Treatment After OU College of Medicine Student Exposure to Blood-Borne or Air-Borne Pathogens or Other Occupational Injury or Environmental Hazards

Post-exposure care and treatment procedure for blood-borne pathogens, air-borne pathogens, and needle stick injuries:

A student (including a visiting student) exposed to contaminated body fluids, a blood-borne pathogen and/or an air-borne pathogen during the regular work week must report the incident immediately to the OU College of Medicine Course/Clerkship Director and seek care at the student health center. A student exposed at an off-campus medical site or after hours should immediately contact the site supervisor

and present immediately to the Emergency Department in the facility where the exposure occurred (or nearest Emergency Department if the facility has no Emergency Department). Students are responsible for any charges (including co-pays and deductibles). Charges will be billed to the student's health insurance. At the next available opportunity, the affected student should report the incident to the student health center for follow-up care.

Should a student (including a visiting student) be exposed to or experience other types of environmental hazards (or occupational injuries), they will be furnished emergency care and treatment as is available by the Facility until the individual can be transferred to the care of a personal physician. In the event that the Facility does not have the resources to provide such emergency care, the Facility will refer such student to the nearest emergency facility.

Charges for all such care (including all costs associated any referral) provided to students are the responsibility of the individual student.

Effects of Infectious and/or Environmental Disease or Disability on Medical Student Educational Activities

Students with an infectious or environmental disease or disability will be allowed to continue in the program providing they can satisfy the technical standards (with or without accommodation) listed in policy 203; however, in certain cases, students infected with, and in some cases exposed to, specific infectious diseases may be restricted from participating in the curriculum (referred to as "work restrictions"). Any coursework time missed due to school-imposed work restrictions (i.e., as a result of this policy) will be considered an excused absence according to policy 306.

Specific Infectious Disease Work Restrictions

Students infected with, and in some cases exposed to, certain infectious diseases of high importance in health care settings must adhere to work restrictions as outlined in the Center for Disease Control (CDC) publication "Guideline for infection control in health care personnel, 1998" or the most current CDC guidelines (noted as "CDC guidelines" below).

Type of Work Restriction

If the work restriction is "exclude from duty" then the student will be restricted from participation in the curriculum for the duration of the disease (as defined by CDC guidelines). If the work restriction is limited to restrictions regarding patient contact, then students will be restricted from the clinical curriculum and any portion of the preclinical curriculum involving patient care activities for the duration of the disease (as defined by CDC guidelines).

Returning to Regular Duties After an Infectious Disease

Students with conditions that do not require testing or treatment as a condition of work restriction removal, as outlined in the CDC guidelines, may return to regular duties after the duration of the disease (as defined by CDC guidelines).

Students with conditions that require testing or treatment as a condition of work restriction removal, as outlined in the CDC guidelines, must consult with the student health center to receive a Fitness for Duty clearance prior to returning to regular duties. In addition, the student health center may impose additional testing (based on CDC guidelines) after a student has returned to regular duties.

Because student and patient well-being are of the utmost importance, students that fail to adhere to these restrictions may be in violation of

the OUHSC professionalism policy and may result in dismissal from the college of medicine.

Immunization and Screening Requirements¹

1. Tuberculosis Screening Requirements – Upon matriculation students must provide documentation of negative two-step TB skin tests (TST) or IGRA test (e.g. T-SPOT or QuantiFERON) obtained within the last 12 months. Each subsequent year the student will fill out a TB screening form to determine if further testing is required. If the student has positive results they must provide documentation of Positive TB Skin Test or Positive IGRA including the date. They also must provide documentation of previous treatment and/or assessment for Latent or Active TB including chest x-ray report. (Students with history of positive TB test will need further assessment and clearance by Student Health)
2. Varicella (Chickenpox) – Students must provide evidence of either two doses of the varicella immunizations received at least four weeks apart or a positive blood test (varicella titer) showing immunity. A history of having the disease is not sufficient.
3. Rubella² (Measles) – Students must provide evidence either two doses of the rubella immunizations received at least 4 weeks apart or evidence of a positive blood test (rubella titer) showing immunity. A history of having the disease is not sufficient.
4. Mumps² – Students must provide evidence of receiving two doses of the mumps immunizations or evidence of a positive blood test (mumps titer) showing immunity. A history of having the disease is not sufficient.
5. Rubella² – Students must provide evidence of receiving one dose of the rubella immunization or a positive blood test (rubella titer) showing immunity. A history of having the disease is not sufficient.
6. Hepatitis B Immunization Series – Students must provide evidence of receiving three doses of the Hepatitis B immunizations or a positive blood test (Hepatitis B Surface Antibody Titer) showing immunity.
7. Tetanus, Diphtheria, and Pertussis – Students must provide evidence of receiving three childhood DTaP immunizations **and** one adult Tdap immunization, received within the last 10 years.
8. Annual influenza vaccination – Students must be compliant with hospital policy.

¹ Immunization and screening requirements are based on CDC immunization guidelines and are subject to change.

² **Proof of two MMR vaccinations meets the requirements of items 3, 4, and 5.**

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- **Date Revised:** 10/17/23
- **Date Reviewed:** 10/14/21

BLS/ACLS Certification Requirements (310)

1. All students in the M.D. program of the OU College of Medicine will be required to maintain current certification in Basic Life Support (BLS). All newly admitted students are required to verify BLS certification prior to matriculation. The students will maintain BLS certification throughout medical school training

2. Students in the M.D. program of the OU College of Medicine are not required to obtain or maintain Advanced Cardiac Life Support (ACLS) certification; however, students who participate in an off-campus visiting elective at another institution may be required to have ACLS certification by the institution they will be visiting. It is the student's responsibility to know the school's requirement and comply.
3. The costs associated with BLS and ACLS certifications will be borne by the student. The cost of these certifications will be included in the student's financial aid package.

- **Policy Date:** 4/21/97
- **Approved By:** Faculty Board College of Medicine; Executive Dean, College of Medicine
- **Date Revised:** 10/14/21
- **Date Reviewed:** 10/14/21

Military Reserve Call-Up (311)

1. First and second year students who are activated for less than one (1) month will have the opportunity to remediate the material that was missed. This includes examinations, laboratory experiences, or other curriculum activities.
2. First and second year students who are activated for one month up to a year should request a one year leave of absence for military duty. If the student returns during the academic year, some activities could be designed to provide a research or clinical experience for these students until the normal semester begins. Those students would delay graduation one calendar year and would repeat the academic year in its entirety.
3. First and second year students who are activated for longer than one (1) year will be evaluated on an individual basis by the OU College of Medicine Student Promotions Committee. The Committee will have the prerogative of testing the returning student for placement or having the student repeat major portions of the curriculum.
4. Third and fourth year students who are activated for less than four (4) weeks can rearrange their existing schedules and reenter the curriculum with minimal loss of time. Their date of graduation will be adjusted if necessary.
5. Third and fourth year students who are activated for longer than four (4) weeks will be individually evaluated by the OU College of Medicine Student Promotions Committee. The student will be placed in the curriculum based on an evaluation of the total time away from their clinical responsibilities.
6. All students called for active duty will be responsible for making arrangements with the Office of Financial Aid regarding applications for loan deferments and other financial responsibilities.

- **Policy Date:** 4/21/05
- **Approved By:** Executive Dean, College of Medicine
- **Date Revised:** 1/25/05
- **Date Reviewed:** 8/29/21

Family Education Rights and Privacy Act (FERPA) (312)

Information maintained by the OU College of Medicine about MD program students is covered under the Family Educational Rights and Privacy Act (FERPA). The OU College of Medicine follows the FERPA policy maintained by the OUHSC Office of Admissions and Records.

- FERPA Policy: <https://admissions.ouhsc.edu/FERPA.aspx>
- OUHSC Office of Admissions and Records: <https://admissions.ouhsc.edu/>
- **Policy Date: 06/17/1996**
- **Approved By: Federal Law; Executive Dean**
- **Date Revised: 10/11/2018**
- **Date Reviewed: 8/29/21**

Retention Requirements for Records (313)

Medical school transcript information, grade changes, probation and Medical Student Performance Evaluations (MSPEs) are maintained indefinitely by the institution for purposes of verification for licensure, hospital privileges and other reasons.

Other student records (enrollment forms, admissions records, applications, add/drop forms, etc.) are maintained for 5 years after graduation. Information regarding civil or court actions are maintained for 5 years after the date of the court action.

The Record Disposition Schedule for OUHSC is found at:

http://operations.ouhsc.edu/documents/96-03OUHSCDestructionSchedule_10_2008.pdf

OUHSC's policies for retention of student records are consistent with the Consolidated General Records disposition Schedule for State Universities and Colleges for the Oklahoma Archives and Records Commission (July 16, 2009) at: <http://www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf>

Please refer to the Faculty Handbook, December, 2012: General Policies and Services Section at:

<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

- **Policy Date: 6/98**
- **Approved By:**
- **Date Revised: 6/25/14**
- **Date Reviewed: 8/29/21**

Graduation and Commencement Ceremonies (315)

1. Students in the OU College of Medicine who meet the standards for graduation and have the recommendation of the College of Medicine faculty are eligible to participate in the commencement ceremonies of the College.
2. Awarding of Diplomas

Diplomas are awarded three times a year. The Registrar is responsible for ordering diplomas after the OU College of Medicine submits the list of "degree candidates". The College of Medicine has as its dates of graduation:

- a. Spring – the date of the OU College of Medicine commencement exercises.*
- b. Summer – the summer graduation date of the University.
- c. Fall – the fall graduation date of the University.

1. Ordering of Diplomas

1. Diplomas for summer and fall graduates are ordered when requirements are completed for graduation. Should a student complete all academic requirements for graduation and apply for the diploma at a time during the current term, the student shall be entitled to receive a certified statement from the OU College of Medicine bearing the date academic requirements were completed. Such a statement shall be entered on the student's permanent academic record with the Registrar upon receipt of notification by the College of Medicine.

2. Official Name on Diploma

Diplomas will be ordered under the name listed on the student's official academic record at the time of graduation. Variations are allowed such as:

- a. Using maiden name, and/or dropping the full middle name and using an initial.
- b. The last name and the first name must be spelled out so that the name on the diploma and the academic record can always be matched. The use of a middle initial is acceptable.
- c. The adding of a suffix is acceptable providing the student completes a "Change of Name" form with evidence of the suffix being part of the student's legal name.
- d. Students who wish to make changes in how their name appears on their diploma must make the request in writing to the Office of Admissions and Records prior to College of Medicine diplomas being ordered. Students who request a name change after diplomas have been ordered will be required to pay an additional cost for reprinting of the diploma.
- e. Married names cannot appear on the diploma if the marriage has not taken place at the time of the diploma order.
- f. Students who change their names after the graduation date may request a new diploma at their expense.

3. Date of Graduation

To entitle a student in the OU College of Medicine to graduate as of an established date, all academic work required for the degree must be satisfactorily completed prior to the start of the next semester.

All OU College of Medicine students must fill out an "Application for Graduation."

4. Participation in Graduation Ceremonies

The commencement ceremony recognizing the achievements of the students having completed all requirements for the Doctor of Medicine degree is an honored tradition. It is at this time the graduates are invested with the doctoral hood representing the University and the discipline of medicine and it is when graduates take an oath for the profession of medicine. The recitation of the Oath

symbolizes a commitment to respect the privileges inherent in the degree.

- a. All students in the OU College of Medicine are expected to participate in the commencement ceremonies. Students are eligible for the current ceremony as a spring or summer graduate. Students completing requirements for the Doctor of Medicine degree to be awarded in the fall semester may participate in the exercises the following year. Students who have circumstances which may prevent attendance at commencement must submit a letter of explanation to the Associate Dean for Student Affairs. Alternate arrangements for recitation of the oath will be required.

b. Recitation of the Oath

The OU College of Medicine uses as its official oath an adaptation of the original Oath of Hippocrates and the Declaration of Geneva. The Oath is approved by the Faculty Board of the College of Medicine.

c. Individual Hooding

At the discretion of the Executive Dean, graduates may be individually hooded by a family member if:

i. the family member is a physician with an M.D. or D.O. degree, or

ii. the family member is full-time, part-time, volunteer, or adjunct with any College within the University.

5. The policies/procedures stated here apply to students in the OU College of Medicine receiving the Doctor of Medicine degree.

* Student enrolled in the 3-year Accelerated MD Pathway will participate in the Spring graduation ceremony and diplomas will be awarded after the completion of required course work.

The policies/procedures stated here apply to students in the OU College of Medicine receiving the Doctor of Medicine degree.

- **Policy Date:** 4/20/98
- **Approved By:** Medical Education Committee
- **Date Revised:** 05/01/2024
- **Date Reviewed:** 05/01/2024

Guidelines for Honors Designation of Graduates (316)

1. It will be the responsibility of the OU College of Medicine Student Promotions Committee to designate those students who will graduate and those students who will graduate with additional recognition based on academic performance.
2. Students on the Oklahoma City Campus and in the School of Community Medicine track will be ranked separately within their specific track to determine honors designation.
3. The top 1/6th (16.67 percent) of each track of the graduating OU College of Medicine students will be eligible for recognition as either Special Distinction or Distinction.

4. Special Distinction will be reserved for those OU College of Medicine students obtaining a ranking in the top 5% of each track of graduating students on the basis of cumulative percentages weighted by clock hours for all graded courses.
5. Distinction is reserved for the balance of the top 1/6th of each track on the basis of cumulative percentages weighted by clock hours for all graded courses.
6. The deliberations shall be held in April of the year of graduation and include all grades recorded to all fourth year students through the fall semester of fourth year.
7. Individual considerations will be made regarding the performance of students who transfer to The University of Oklahoma College of Medicine and complete their degree requirements in Oklahoma. Recognition of honors performance will be the decision of the committee after review of transcripts and credential file from all schools attended.
8. Students in the Accelerated 3-Year MD Pathway in the School of Community Medicine track are not eligible for honors or special distinction.

- **Policy Date:** 3/99
- **Approved By:** Faculty Board, College of Medicine; Executive Dean College of Medicine; Medical Education Committee
- **Date Revised:** 10/02/2024
- **Date Reviewed:** 10/02/2024

Program for Medical Students with Chemical Dependence Problems (317) Oklahoma Health Professionals Program

The Oklahoma Health Professionals Program (OHPP) is a special program of the Oklahoma State Medical Association (OSMA). The program's purpose is to provide a peer-sponsored program for those physicians (and medical students) who have developed a chemical dependence problem.

The program approaches individuals suffering chemical dependence with the following resources:

1. a method for confronting medical students regarding their problems,
2. provides a mechanism for evaluation of chemical dependence problems, and
3. identifies appropriate treatment programs for these individuals.

The OHPP officially works with allopathic physicians, osteopathic physicians, physician assistants, and dentists. It also provides services to medical students. The Oklahoma State Board of Medical Licensure and Supervision has recognized the OHPP for its activities, and the Board allows the OSMA to supervise physicians who voluntarily commit to its program and ongoing monitoring activities. The Board generally respects the confidentiality of the OHPP program.

OU College of Medicine

The OU College of Medicine recognizes the importance, value and success of the OHPP and has developed working agreements with the

OSMA to provide an avenue for intervention and treatment for medical students who develop or have alcohol or other chemical dependence problems.

The OU College of Medicine and its faculty want our students to understand that there is a desire to work with them in a strongly supportive manner for their rehabilitation if they are discovered to have a chemical dependence problem.

Procedures for the Medical Student Program

1. The Associate Dean for Student Affairs ((Associate Dean for Student Services-Tulsa or other designated official) will contact the OHPP regarding the options available for a medical student who is suspected to or discovered to have a chemical dependence problem or potential problem.
2. The OHPP committee will meet with the medical student and others who have collaborative information.
3. The OHPP meeting is a “pre-evaluation” session, which normally leads to a formal multidisciplinary evaluation, but it may lead directly to a treatment program.
4. The OU College of Medicine requires the student to follow the OHPP’s recommendations as a condition of continuing in medical school. The student will be placed on a leave of absence as necessary.
5. The expense of these evaluation and treatment programs is the responsibility of the OU College of Medicine student, but may be covered partially by health care insurance.
6. The OU College of Medicine requires periodic verification by the OHPP that students continue in the program in order for involved students to continue in medical school. Failure to continue in the OHPP program will result in dismissal from the OU College of Medicine.
7. The OHPP includes a monitoring testing schedule. OU College of Medicine students who are participants in the OHPP must submit to the program’s testing schedule. A “miss” in monitoring testing is considered a positive unless a satisfactory explanation is received from the individual scheduled for testing. The OHPP’s testing sites/laboratories will be designated by the program.
8. If students are successfully rehabilitated and continue in medical school, they will continue to be monitored by the Oklahoma OHPP during their residency training if that is done in Oklahoma. Should the student seek residency training outside Oklahoma, it is quite likely that monitoring will be transferred to the appropriate authorities in another state.

- **Policy Date:** 1/20/00
- **Approved By:** Faculty Board College of Medicine
- **Date Revised:** 12/22/14
- **Date Reviewed:** 9/1/21

Students' Responsibilities and Rights (318)

Upon Matriculation, all OU College of Medicine students are required to read and sign acceptance of the following principles.

As a student at the University of Oklahoma College of Medicine, I understand that it is a great privilege to study medicine. Over the course of my training, I will assume responsibility for the health and well being of others. This undertaking requires that I uphold the highest standards of ethical and professional behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the

letter of this code in my years at the College of Medicine and throughout my medical career.

Honesty

- Students will maintain the highest standards of academic honesty.
- Students will neither give nor receive aid in examinations or assignments unless the instructor expressly permits such cooperation.
- Students will be truthful with patients and will report accurately all historical and physical findings, test results, and other information pertinent to the care of patients according to the patient’s wishes.
- Students will conduct research in an unbiased manner, report results truthfully, and credit ideas developed and work done by others.

Confidentiality

- Students will regard confidentiality as a central obligation of patient care.
- Students will limit discussions of patients to members of the health care team in settings removed from the public ear (not in elevators, hallways, cafeterias, etc.)
- Students will maintain patient confidentiality when required.

Respect for Others

- Students will uphold an atmosphere conducive to learning.
- Students will treat patients and their families with dignity, and respect their physical and emotional needs.
- Students will demonstrate respect and confidentiality when discussing patient issues with other members of the health care team.
- Students will strive to communicate effectively and cooperatively with all members of the health care team.
- Students will not discriminate or tolerate discrimination on the basis of race, color, gender, sexual orientation, religion, age, disability, culture, socioeconomic status, or any other basis.
- Students will attempt to resolve conflicts in a manner that is fair and dignified to each person involved.

Responsibility

- Students will conduct myself professionally – in my demeanor, use of language, and appearance – in the presence of patients, in the classroom, and in health care settings.
- Students will be reliable in completing course and clerkship tasks, and will attend and participate in all required activities, including (but not limited to) class, clinic, and rounds.
- Students will recognize his or her own limitations and will seek help when appropriate.
- Students will set patient care as the highest priority in the clinical setting.
- Students will provide unbiased constructive evaluations of colleagues and faculty and courses when asked.
- Students will not use alcohol or drugs in any way that could interfere with clinical or educational responsibilities.
- Students will not use my professional position to engage in romantic or sexual relationships with patients or members of their families.
- Students will report all apparent violations of the Students' Rights and Responsibilities policy to the appropriate individual in accordance with the **OUHSC Student Professional Behavior in an Academic Program Policy**.

Student Expectations of Faculty, Residents, and Fellows

- Students have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
- Students cannot be compelled to perform procedures or examinations which they feel are unethical or beyond the level of their training.
- Students have the right not to be harassed and not to be subjected to romantic or sexual overtures from those who are supervising his or her work.
- Students have the right to learn in a challenging but respectful environment.
- **Policy Date:** 6/18/01
- **Approved By:** Faculty Board, College of Medicine; Clinical Sciences Curriculum Committee; Basic Sciences Curriculum Committee
- **Date Revised:** 8/29/21
- **Date Reviewed:** 8/29/21

Academic Integrity/Professionalism Policy (319)

OU College of Medicine students are expected to hold themselves to the highest standards of ethical and professional conduct. Professionalism is a core Educational Program Objective of the College of Medicine.

The OUHSC has established the **Student Professional Behavior in an Academic Program Policy** and adopted procedures for addressing standards of ethical and professional behavior for OUHSC students. College of Medicine students should familiarize themselves with that policy. It may be found in the OUHSC Faculty Handbook:

<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

In the event that an OU College of Medicine student fails on three occasions to meet the expected standards of ethical and professional conduct as documented by Professionalism Concerns Reports (PCRs) and/or documentation in the student's file, the OU College of Medicine Student Promotions Committee has the option to recommend to the assistant/associate dean of student affairs that the student be placed on probation, suspended, or dismissed, depending on the nature of the behavior. Students who receive three PCRs (or two PCRs filed during the clinical phase of the curriculum) may also have that noted in the Medical Student Performance Evaluation (MSPE). Any egregious unethical or unprofessional behavior will be recorded in the student's MSPE and could result in the student's being immediately suspended or dismissed from the program.

- **Policy Date:** 5/1/02
- **Approved By:** Faculty Board, College of Medicine
- **Date Revised:** 05/25/2019
- **Date Reviewed:** 8/29/21

Required Background Checks for Medical Students (320)

Background: The OU College of Medicine requires clinical experiences at affiliated hospitals and clinics throughout the state of Oklahoma and across the United States. These facilities may mandate background checks of anyone working or participating in educational programs at their facilities. To meet these standards, the OU Medical Center provides

a mechanism by which the background checks are provided directly to the clinical site. A national Criminal Background Check (CBC) is required of each conditionally accepted applicant prior to full admission and at least annually thereafter for every continuing student. The CBC must be completed prior to the first day of class.

The rationale for the requirement is the safety and well-being of patients and the ability of accepted applicants and enrolled medical students to access required clinical experiences.

Requirements: The OU College of Medicine requires the following:

A background check must be completed on all conditionally accepted applicants to the medical school entering classes at the time an applicant accepts the OU College of Medicine's offer or at the request of a medical school admissions officer regarding wait listed applicants.

1. The minimum requirements included in the background check will be correlated to meet the standards of the OU Medical Center, our major teaching hospital system.
2. The background check is a mandatory requirement for conditionally accepted applicants, but would not be a component of the application, interview or acceptance offer for the medical school.
3. OU College of Medicine students, at minimum, will be required to complete CBCs each year at a time designated by the OU College of Medicine or more frequently if required by clinical rotation sites or by the University.
4. Any OU College of Medicine student who fails to adhere to the CBC deadline set by the OU College of Medicine will be suspended from all classes, rotations, or practicums until clearance documentation is provided in accordance with the College procedures.
5. The University will generally honor CBCs for a period of one year, but a CBC may be necessary more frequently depending on class, rotation, or practicum site requirements.
6. The cost of the background check is borne by the OU College of Medicine student.
7. CBC reports and all records pertaining to the results will be maintained in the OU College of Medicine. In the event the student is not accepted, the student will be notified.

The University will designate approved vendors to perform the CBCs and will recognize CBCs that are approved by the centralized application services with which it participates. Results from any entity other than those designated by the University or a participating centralized application service will not be accepted. The list of approved vendors will be maintained by the Office of Academic Affairs and Office of Admissions and Records.

As the Association of American Medical Colleges (AAMC) establishes the national policies regarding criminal background checks of students enrolled in LCME accredited medical schools and residency programs, this policy may be changed to reflect the national requirements.

- **Policy Date:** 8/8/05
- **Approved By:** Associate Dean for Student Affairs and Associate Dean for Academic Affairs
- **Date Revised:** 08/04/2015
- **Date Reviewed:** 8/29/21

Student Educational Obligations and Work Limitations (321)

The MD program curriculum is designed to prepare students for the demands of graduate medical education while limiting fatigue, which may impair a student's ability to learn. The college has developed and implemented the following policy regarding: i) student work hours, and ii) the days and times that students are obligated to curricular activities.

The OU College of Medicine recognizes that education is the primary goal of medical students. As such, the college expects that students make medical school a high priority and ensure that outside activities (including but not limited to personal activities and commitments, scheduled travel, employment, and other activities) do not conflict with their obligation to curricular activities (see below). Certain exceptions are noted in policy 306.

Preclinical Curriculum Policy (i.e., "Scheduled Time")

The amount of scheduled time in the preclinical curriculum is calculated in terms of hours of scheduled activities per week. Scheduled contact hours per week should be less than 25, averaged across the academic year¹. Required activities to be completed outside of the classroom (e.g., independent study reading assignments or activities required to prepare them for in-class activities) will be considered a type of scheduled activity, will be included on the student course schedule, and will be included in the scheduled contact hour calculations.

¹ Based on LCME accreditation standards, the average contact hour calculation considers all of the following faculty-assigned activities that occur between the semester start date and the semester stop date: any activity that entails contact with students, any activity that requires students to independently learn or acquire knowledge or skills (e.g., independent study), and any activity that requires students to independently prepare for a classroom-based activity. The calculation does not include time for regular/traditional study or review.

Preclinical Coursework Scheduling and Times During Which Students are Obligated to Curricular Activities

Preclinical curriculum classwork is typically scheduled between 8:00am and 5:00pm, Monday – Friday. This includes activities scheduled in advance as well as activities that must be re-scheduled. On rare occasions students may be required to participate in instructional or assessment activities that occur outside of this schedule (including evenings and weekends).

Students are obligated to attend certain re-scheduled activities and events (for more information regarding student attendance obligations see policies 306, 325, and 411).

Clinical Curriculum Policy (i.e., Duty Hours)

The work hours (or "duty hours") for medical students are consistent with ACGME duty hour guidelines. Duty hours are defined as all clinical and academic activities associated with the clinical course.

Duty hours are limited to no more than 80 hours per week, averaged over a four-week period.

Students must be scheduled for a minimum of one day in seven free of clinical and academic activities (when averaged over four weeks). Clinical and academic activities must not exceed 24 hours of continuous duty.

Time off between shifts:

- Students should have 8 hours off between scheduled periods of clinical and academic activities.
- Students must have at least 14 hours free of clinical and academic activities after a 24-hour in-house call
- Overnight call for OU COM students varies across clinical courses.

Clinical Course Scheduling and Times During Which Students are Obligated to Curricular Activities

Students are obligated to clinical courses (including clerkships) beginning the morning of the start date¹ of the rotation continuing until the point that students are released on the stop date¹ of the rotation. Students may be asked to participate in activities at any time and on any day during the rotation providing that students do not violate the work hour policy.

¹ The start and stop dates are university business days according to the rotation date schedule annually published by the college of medicine.

Students do not have obligations on the weekend following the end of a clinical except for the Saturday following the last scheduled rotation of the academic year, which may be used as an exam make-up date. Students are obligated to attend all make-up activities, including this Saturday, and must not make personal plans that potentially conflict with make-up activities.

Reporting, Assessing, and Correcting Violations

Students will be oriented to this policy. Students may report violations through end-of-course evaluations and the learning environment survey. Students may also report violations of duty hours policies to course directors, department chairs, the medical student ombudsperson, or any assistant or associate dean.

The Medical Education Committee (with the assistance of the Clinical Curriculum Subcommittee) will determine the effectiveness of this policy by monitoring policy violations on student evaluations (including anonymous end-of-rotation evaluations and the learning environment survey).

The veracity of findings may be triangulated and confirmed through multiple sources (e.g., comparing end-of-rotation evaluation ratings with written comments, student focus groups, and/or reviewing communications and schedules).

The Medical Education Committee will provide corrective guidance for clerkships that violate this policy.

- **Policy Date:** 6/9/06
- **Approved By:** Medical Education Committee
- **Date Revised:** 2/7/2024
- **Date Reviewed:** 2/7/2024

Policy on the Interactions between Vendors and Medical Students (322)

OU College of Medicine students should maintain ethical relationships with vendors. This policy parallels similar policies developed by OU Physicians and the College of Medicine Graduate Medical Education Committee. This policy applies to all OU College of Medicine students

when they are acting within the course and scope of their role as students and future medical professionals.

For the purposes of this policy a vendor refers to any corporation or entity external to the University of Oklahoma which provides or may provide goods or services for administrative or clinical operations. This includes (but is not limited to): pharmaceutical organizations, home health care agencies, hospice organizations, durable medical equipment providers, laboratories, office supply organizations, consultants, etc.

1. **Access** - To protect patients, patient care areas and work schedules, access by pharmaceutical and vendor representatives to individual medical students should be restricted to non-patient care areas and nonpublic areas and should take place only by appointment or invitation of the supervising physician.
2. **Educational Programs** - Presentations, educational programs, and training by industry representatives can provide useful scientific information and training to medical students. Medical students may attend such presentations and programs only if they are found to be acceptable by the supervising faculty or appropriate clinic director. This does not include presentations that are mainly intended to market the vendor's drugs, materials, or services. Gifts and meals provided in conjunction with educational programs will not be accepted (except as noted in #7 below).
3. **Support of Non-OUHSC Medical Education Programs** – Financial assistance from vendors to support medical student attendance at carefully selected educational conferences is permitted only as unrestricted grants to the College of Medicine. Decisions regarding student participation at such programs rest with the Associate Dean for Student Affairs (OKC) or Associate Dean for Student Services (Tulsa). Financial assistance and/or reimbursements may not be paid by vendor directly to the student.
4. **Gifts** – No gifts shall be accepted from vendors. This includes books, reference manuals, training materials, or promotional objects (such as pens, mugs, or notepads), meals, and recreational activities. Cash or cash equivalents, such as gift certificates, stocks, bonds, or frequent – flyer miles of any amount may not be accepted.
5. **Samples and Other Clinical Items** - Medical students may not accept drug samples or other patient care products from vendors.
6. **Recreational Activities** – Attendance at industry-provided recreational or entertainment activities is prohibited.
7. **Food and Meals** - Meals and snacks provided by or paid directly by a vendor may not be accepted by medical students. If in doubt students should ask their course director or appropriate faculty supervisor. Vendor-supported meals may not be provided "off-site" or independent of these approved educational activities.
8. **Research** - Industry support for student research activities and other potential sources of conflict-of-interest are governed by existing policies of the University of Oklahoma.

- **Policy Date:** 3/24/09
- **Approved By:** Clinical Sciences Curriculum Committee; Basic Sciences Curriculum Committee; Faculty Board; Executive Dean's
- **Date Revised:**
- **Date Reviewed:** 8/29/21

Timeliness of Course Grades (323)

Final grades should be submitted and available to students within five weeks of the end of a course or clerkship. Courses will be considered

noncompliant if grades are submitted more than six weeks after the end of a course or clerkship.

Calculations should include all holidays except for winter break. Exceptions to this must be approved by the Assistant Dean of Clinical Curriculum.

- **Policy Date:** 3/2/10
- **Approved By:** Executive Dean, College of Medicine
- **Date Revised:** 9/1/2021
- **Date Reviewed:** 8/29/21

Non-Discrimination Policy (324)

The University of Oklahoma Health Sciences Center is committed to nondiscrimination in the admission and education of students. The Office of Equal Opportunity monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran.

Policies are consistent with those of the University of Oklahoma and the OU Health Sciences Center (see appendix J in attached):

<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

- **Policy Date:** 3/2/10
- **Approved By:** Executive Dean, College of Medicine
- **Date Revised:** 7/13/15
- **Date Reviewed:** 8/29/21

Impact of Campus Closure on Academic Activities (325)

Occasionally, external factors such as inclement weather or power disruptions may affect the operation of the academic campuses in Oklahoma City or Tulsa. Students are typically considered non-essential personnel. When University officials deem it to be in the best interest of faculty, student, and staff, they may issue a "Remote Operations alert", a "Campus Closed" alert or a "Campus Closed for Non-essential Personnel" notice. Such messages are typically communicated via text, email, and voice mail using the OUHSC alert system. Announcements are also typically posted on the campus website home page.

With respect to OU College of Medicine students, moving to remote operations alert means content delivery may continue remotely if consistent with the guidance of the University. A campus closed alert means that regularly scheduled classes and clinical rotation activities (including call activities that evening/night) are canceled for all students on the closed campus. Clinical students that are already on campus performing clinical duties (at the time the campus closure decision is made) are recommended to stay if road conditions are hazardous.

During weekend days with questionable weather, student attendance for clinical rotation activities will be at the discretion of individual clinical rotation directors (unless the campus is closed). It is possible that either the Oklahoma City or Tulsa campus will be closed, but the other will remain open. If both campuses are closed simultaneously, then course directors will do their best to adjust subsequent class schedules to minimize the ultimate impact of lost class time.

In order to maintain exam security and equity for all learners, scheduled exams and assessments may be rescheduled even if the campus has shifted to a remote learning environment.

If one campus is closed but the other remains open, then the following applies:

1. Exams

- Either campus is closed after an exam has started but before it is finished: Exam will be completed. Students should be aware that the examination will be completed while the campus is closed.
- Either campus is closed before an interval or final exam begins: Course or clerkship exam must be rescheduled. All courses and clerkships should have an alternate exam day and time scheduled; the rescheduled exam will occur on this backup day. If a campus is closed on the backup day, then the exam will be rescheduled for a subsequent time. Students should be aware that this means that an examination may be delivered on a separate day and time when the class does not usually meet. Students will be notified of the decision by the course or clerkship director.

2. Required Activities

- There are lectures and no required activity: If the closed campus is the one from which the lecture(s) originate, then an attempt can be made to reschedule the lectures, or the previous year's lecture recordings on the same material will be made available. The course director will choose the option. If the closed campus is not the one from which the lecture(s) originate, then nothing will change. Students will have access to the current year's lecture recording(s).
- There is a required simultaneous activity on both campuses (e.g., team-based learning activity (TBL)): If either campus is closed, the activity will be canceled. The activity may be rescheduled at the discretion of the course director.
- There is a required activity that is not simultaneous on both campuses: If either campus is closed, and the activity at the closed campus must be canceled, the activity on both campuses may be canceled. Alternatively, the activity at the closed campus may be rescheduled. The course director makes the decision.

Another possibility is that a campus will not be closed for the entire day, but may open late such as at 10:00 am. In this case, all activities that were originally scheduled to occur after the opening time will still occur, including exams.

When adverse weather conditions are likely, or there are other situations that could affect a student's expected participation, discussing options in advance is recommended.

There may be emergency situations that warrant exceptions to this policy. In these situations, the course director or other persons in authority may alter this policy as necessary to address the emergency.

Students should have access to the contact numbers of the persons with whom they work and similarly should share their own contact information. Good communication will go far to minimize misinterpretation of unexpected absences.

Note: The campus has a telephone hotline and Web site that will provide information on campus closings.

- **Policy Date:** 2/1/2017
- **Approved By:** COM Faculty Board

- **Date Revised:** 5/4/2022
- **Date Reviewed:** 5/4/2022

Access to Academic Records (327)

An enrolled student in the OU College of Medicine may review his or her academic records, including course and clerkship grades, data, and the Medical Student Performance Evaluation or MSPE (i.e., Dean's Letter). Students may immediately access records through online systems (e.g., MedHub and Desire2Learn).

OU College of Medicine students have the right to challenge and request amendment of the contents of records that they believe are inaccurate, misleading, or inappropriate through procedures outlined in the *OUHSC Student Handbook* (see Correction of Educational Records).

OU College of Medicine students that wish to appeal an academic evaluation in a course (e.g., a course grade) or a program-related decision must follow the academic appeals policy as outlined in the *OUHSC Faculty Handbook*.

- **Policy Date:** 8/13/14
- **Approved By:** Medical Education Committee
- **Date Revised:** 9/6/2017
- **Date Reviewed:** 8/29/21

Information Technology Policies, Standards, and Guidelines (329)

The University of Oklahoma Health Sciences Center campus wide information technology policies address in a consistent manner all areas related to computer security within the OU College of Medicine, to include all faculty, staff, and trainees. If you have questions and concerns related to computer security please review the areas identified in the attached link.

<http://it.ouhsc.edu/policies/>

If you are still unable to identify an answer to your question please consult with your supervisor, your applicable Associate Dean, Course Director, or your section IT representative.

- **Policy Date:** N/A
- **Approved By:** Associate Dean for Executive Affairs
- **Date Revised:**
- **Date Reviewed:** 8/29/21

Medical Student Performance Evaluation (MSPE) (330)

The OU College of Medicine will compose a Medical Student Performance Evaluation (MSPE) guided by recommendations established by the Association of American Medical Colleges (AAMC). The release date for the MSPE is designated by ERAS timeline.

MSPEs are generally prepared by the associate dean responsible for student affairs and/or his or her designee (e.g., another assistant or associate dean). The MSPE writer will have no role in assessment or advancement decisions regarding the student.

The MSPE is a summative evaluation, not a letter of recommendation. It is written and compiled in a transparent collaborative process. Students will be provided an opportunity to review their MSPE and suggest

changes prior to submission. Suggested changes will be considered for approval by the individual responsible for preparing the MSPE.

In the event that the student believes that the MSPE writer has a conflict of interest (including but not limited to any individual that has had a role in assessment or advancement decisions about that student), they may request an alternate MSPE writer by submitting a written request to the Senior Associate Dean for Academic Affairs. The Senior Associate Dean for Academic Affairs will then select an alternate MSPE writer (providing there is no conflict of interest) from among the assistant/associate deans on the respective campus.

- **Policy Date:** 12/11/2017
- **Approved By:** Executive Dean; Medical Education Committee
- **Date Revised:** 11/1/2023
- **Date Reviewed:** 11/1/2023

Medical Student Promotions Committee (331)

1. Purpose

The purpose of this policy is to establish an OU College of Medicine Medical Student Promotions Committee ("Promotions Committee"), which will ensure a single standard for the advancement and promotion of all OU College of Medicine students (regardless of instructional track or site), including a fair and formal process for taking any action that may affect an individual's status within the MD program.

The composition and general charge of the OU College of Medicine Promotions Committee is defined by the OU College of Medicine bylaws.

2. Policy Statement

At or near the end of each curriculum phase, the OU College of Medicine Promotions Committee will review the OU College of Medicine students' overall performances and confirm: i) that they have successfully met the program requirements and standards established by faculty for each phase of the curriculum, and when also applicable, ii) that they have successfully met the program requirements established by faculty for graduation. The promotions committee will issue its recommendations to the executive dean. Program requirements and standards are defined by: i) the published curriculum (i.e., coursework), and ii) the relevant institutional policies. If it is determined a student may have: i) committed a policy violation that could negatively affect that individual's status in the program, or ii) demonstrated behavior that is inconsistent with the program objectives, standards, or requirements, then the Promotions Committee will be convened to consider the evidence before it and make a recommendation to the Executive Dean. The promotions committee will recommend the graduating class to the executive dean. The executive dean (or designee) will subsequently recommend the graduating class to a general meeting of the College of Medicine Faculty.

a. Actions that may Negatively Affect the Status of an OU College of Medicine Student

For purposes of this policy, actions that may negatively affect the status of a student for academic or professionalism reasons and come before the Promotions Committee include but are not limited to the following:

- repeating a year
- suspension
- dismissal

- mandated corrective action plans
- measures, processes, and/or consequences described by COM policy 317
- lapses in professional behavior
- deceleration from the 3-year MD program pathway (see policy 331.1)

b. Due Process Steps

When the OU College of Medicine Promotions Committee will consider an action as described above in Section A, it shall ensure the student receives due process by taking the following steps:

- i. **Timely Notice of Impending Action** – OU College of Medicine students will be notified of an impending action, the basis for that action, and the time and place that the OU College of Medicine Promotions Committee will meet to consider its recommendation;
- ii. **Disclosure of Evidence** – OU College of Medicine students will be provided with a description of the evidence that forms the basis for the OU College of Medicine Promotions Committee review;
- iii. **Opportunity for OU College of Medicine Student to Respond** – OU College of Medicine students will have the option to appear before the OU College of Medicine Promotions Committee to present any information they would like considered. If the OU College of Medicine student wishes to appear before the meeting during which the impending action will be discussed, the student must notify the OU College of Medicine Promotions Committee chair no later than three university business days prior to the meeting. The OU College of Medicine student may not bring any counsel or guest(s) to the meeting.
- iv. **Opportunity to Appeal** – OU College of Medicine students may appeal the action taken by the OU College of Medicine Executive Dean in accordance with The University of Oklahoma Health Sciences Center Academic Appeals Policy

c. Exempt from OU College of Medicine Promotions Committee Process

- i. For students enrolled in the 4-year MD program pathway: A single course failure and/or academic probation are not subject to consideration by the OU College of Medicine Promotions Committee since neither will, in isolation, affect an OU College of Medicine student's status in a way that is contemplated by this policy.
- ii. Suspension or expulsion from the University that may be imposed pursuant to the University's Student Rights and Responsibilities Code is not subject to consideration by the OU College of Medicine Promotions Committee since charges that trigger those procedures are based on conduct beyond the scope of academics or professionalism.

3. OU College of Medicine Promotions Committee

a. Membership

The OU College of Medicine Promotions Committee membership is defined by College of Medicine bylaws.

b. Member Recusal for Potential Conflicts of Interest

No OU College of Medicine Promotions Committee member may vote or participate in discussions regarding a OU College of Medicine student if that committee member has an actual or potential conflict of interest as defined below. Conflicts of interest include the following and any other issues noted by OU College of Medicine policy #430:

- Committee members that have provided health services (including psychiatric/psychological counseling) to the student under consideration
- Committee members that previously served as the course or clerkship director, co-director, or associate director of record for the student under consideration, and, in that course administrative role, assigned that student anything other than a satisfactory or passing final course grade
- Committee members that are first or second degree relatives of the student under consideration
- Committee members that have a personal financial relationship with the student under consideration
- Committee members that have a consensual relationship with the student under consideration

A conflict of interest statement will be read at the beginning of each OU College of Medicine Promotions Committee meeting. Any committee member that has a potential conflict of interest with an OU College of Medicine student that is the subject of a promotions committee meeting agenda item must: i) notify the promotions committee chair of the potential conflict at the beginning of the meeting, and ii) recuse his or herself from the discussion and vote on that agenda item. Recused committee members will be asked to leave the room for the duration of the discussion. If a faculty, staff, or student has knowledge of a potential conflict of interest regarding a promotions committee member, they may contact the promotions committee chair no later than two university business days in advance of the meeting to discuss the issue.

- **Policy Date:** 10/8/2018
- **Approved By:** Faculty Board; Executive Dean; Medical Education Committee
- **Date Revised:** 06/28/23
- **Date Reviewed:** 8/29/21

Deceleration from the SCM 3-Year Pathway to SCM 4-Year Pathway (331.1)

A student enrolled in the School of Community Medicine (SCM) 3-year program pathway will be decelerated and enrolled in the SCM 4-year program pathway when any of the following conditions are met:

1. The student decides to decelerate (see below)
2. An administrative decision has been made to decelerate the student (see below)

3-Year MD Pathway Student Decision to Decelerate

1. The student may make the decision to return to the 4-year MD program pathway at any time before December 1st of their 3rd year.
2. The student must notify (in writing) the Clerkship Director of their intended specialty and associate dean responsible for student affairs.
3. It is recommended that the student consult with the SCM associate dean responsible for student affairs and the Student Success Senior Counselor to ensure that the student understands the impact of the decision on their curriculum trajectory and financial responsibilities.
4. The associate dean responsible for student affairs will communicate the student's deceleration to appropriate faculty, staff and the Medical Student Promotions Committee.

Administrative Recommendation for 3-Year MD Pathway Student to Decelerate

1. Students enrolled in the 3-year MD program pathway may be decelerated to the 4-year MD program pathway for any of following reasons:
 - a. A course failure
 - b. A failure in a significant course component
 - c. A leave of absence
 - d. A USMLE Step 1 failure
 - e. Failure to take USMLE Step 2 by deadline (see Policy 406)
 - f. A professionalism concerns report
2. If a student meets any of the above conditions, the associate dean responsible for student affairs will consult with the student, the Student Success Senior Counselor, the Clerkship Director of their intended specialty, the associate dean responsible for undergraduate education, and others as appropriate to evaluate the evidence for deceleration. The student's case will be referred to the College of Medicine Student Promotions Committee and the student will be notified.
3. The Student Promotions Committee will review the available evidence and issue a recommendation to the Dean of the School of Community Medicine.
4. The Dean of the School of Community Medicine will communicate his or her decision to the associate dean responsible for student affairs.

If the Dean determines that the student should be decelerated, the associate dean responsible for student affairs will notify the student of the decision to decelerate, ensure that the student consults the Student Success Senior Counselor, and that the student understands the impact of the deceleration on their curriculum trajectory and financial responsibilities. The SCM Associate Dean of Student Affairs will communicate the student's deceleration to appropriate faculty and staff.

Miscellaneous Issues

Students that decelerate to the 4-year MD program pathway must coordinate with the Student Services office to return to the 4-year MD program pathway. Students must also notify and coordinate with relevant institutional offices including but not limited to Admissions & Records, the Office of Financial Aid, and the Bursar's Office.

Students that decelerate to the 4-year MD program pathway may participate in the National Residency Match Program under the same conditions as students enrolled in the 4-year MD program pathway.

- **Policy Date:** 6/28/23
- **Approved By:** Medical Education Committee
- **Date Revised:** 10/4/2023
- **Date Reviewed:** 10/4/2023

Role of Medical Students in the Healthcare Workforce (332)

The undergraduate educational program is designed to prepare medical students for the demands of graduate medical education. Medical students provide valuable contributions to and are often characterized as an essential part of a healthcare team.

Prior to graduation students are considered as members of the essential, emerging healthcare workforce. While the importance of the student role

is widely recognized, they must ultimately be considered nonessential healthcare workers for the following reasons:

- In our current health care system, medical students are not essential health care workers on a day-to-day basis; there is no defined set of responsibilities for which there is a “medical student” position that must be filled around the clock, 365 days a year.
- Much of students’ work must be repeated by licensed providers.
- Students are learners, not employees. The student relationship with the institution is predominately instruction-oriented and academic rather than service-oriented and economic.

College policies establish important safeguards that protect and preserve their role as learners while preparing them for their future role.

- **Policy Date:** 2/3/2021
- **Approved By:** MEC
- **Date Revised:** 2/3/2021
- **Date Reviewed:** 8/29/21

Medical Student Shadowing (333)

Shadowing is a self-directed and optional experience that permits students to observe, explore, and experience the daily activities within a particular specialty or health care provider role. The College of Medicine recognizes shadowing as a co-curricular experience that complements and supports a student’s academic and professional development. Healthcare facilities often establish rules regarding shadowing.

Student Responsibilities

- Shadowing is a privilege. Students are subject to the healthcare facility rules and policies.
- Students are responsible for independently contacting clinical preceptors and scheduling shadowing experiences.
- Student shadowing is limited to observational activities (i.e., student observation of the delivery of care to patients). Students may not participate in direct patient care.
- Students must adhere to college policies including policies 321 and 416. Student shadowing activities must not interfere with curriculum obligations.
- Students must wear their OUCOM white coat and name badge at all times (as appropriate).

Shadowing at OU Health Facilities

Before participating in shadowing activities, students must maintain compliance with all applicable compliance requirements including:

- University and MD program compliance requirements (including health, safety, and training requirements)
- OU Health compliance requirements

Shadowing at non-OU Health Facilities

- It is the student’s responsibility to know and comply with the policies of any facility where they are hosted.

- **Policy Date:** 10/13/22
- **Approved By:** MEC
- **Date Revised:** 10/13/22
- **Date Reviewed:** 10/13/22

Electronic Medical Record (EMR) Training Requirements (334)

All students in the M.D. program of the OU College of Medicine will be required to complete electronic medical record (EMR) training required at each clinical site. All students must follow the required timeline for completion of EMR training at each clinical site. The students will maintain EMR access throughout their medical school clinical training. EMR training may occur outside of regular work/duty hours.

- **Policy Date:** 10/02/24
- **Approved By:** Medical Education Committee
- **Date Revised:**
- **Date Reviewed:**