

OSU-CHS FACULTY SENATE
2018-2019
April 12, 2019 Minutes

OSU-CHS Faculty Senate Members

Charles G. Sanny, Ph.D., President
Jason Beaman, D.O., President-elect
Jarrad Wagner, Ph.D., Past-President
Franklin Champlin, Ph.D., (19) OSU-CHS Representative to OSU Faculty Council
Kathleen Curtis, Ph.D., (19)
Aric Warren, Ed.D, (19)
Justin Chronister, D.O., (20)
Amanda Foster, D.O., (20)
Paul Gignac, Ph.D., (20)

Recorder: Jean Keene

Members Present: Dr. Sanny, Dr. Beaman, Dr. Champlin, Dr. Curtis, Dr. Gignac, and Dr. Wagner

Members Absent: Dr. Chronister and Dr. Foster

Administrators Present: Dr. Stroup and Mr. Polak

Call to Order: Dr. Sanny welcomed everyone in attendance and called the meeting to order at 12:01 p.m.

Approval of Minutes:

The minutes were moved, seconded, voted upon and unanimously approved following the correction of the spelling of one name.

The meeting proceeded as it appeared on the agenda.

Administrative Reports:

Dr. Sanny called for reports from the administration.

Dr. Stroup:

- Dr. Stroup provided an update regarding the RPT process; he said documents have been completed and they would go to the board in May. All of the candidates had received letters from him, which represents a new element in the process. Beginning this year, once RPT has made their determination, a letter goes to the candidate so they are kept informed on that phase, and a letter is sent from him when it moves forward to the next step.
- The topic of wellness recovery has been discussed in the legislature; it is still being examined, and additional information will likely be coming forward as it is worked through.
- Dr. Stroup said the information provided to the Budget and Benefits Committee by Mr. Polak concerning the budget is still current. The school has not been advised regarding higher education funding and the appropriations bill is still under consideration. He noted that a \$1,200 teacher pay raise had been approved for common education. Concerning the status of the legislative budget appropriations process, since it has been reported that 80% of the budget planning has been completed, it is highly likely that we will hear, perhaps in the next 30 days, regarding the higher education appropriation. It would be included in the 20% remaining to be addressed. He reported there are still 40 days left in the session. He said funds had been requested for the hospital, the medical examiner, and the building. It is all in the requested appropriations package.

In response to a question raised by Dr. Wagner inquiring whether the administration is in favor of the content of the formal recommendations to be voted upon at the meeting, Dr. Stroup commented on the following:

- Bylaw revision to add members to the Students with Disabilities Committee: *Dr. Stroup commented on the persons to be voted upon for inclusion on the committee, and advised the additions are appropriate and the input these new members could provide would be valuable during discussions.*
- Regarding faculty reviews, a question was raised about the model calculations. *A Senator commented that a faculty member had proposed that if a new lecture were to be developed, it would involve many more hours than stipulated in the current calculation model. Discussion followed regarding various aspects of calculating and reporting.*

Dr. Stroup commented that the question comes up almost every year, and he provided some examples. He said the hours of greater importance to COCA are those for teaching and research, and since the reporting is based on a COCA requirement, those aspects are of greater importance as the model is being applied. He also said the process is related to the faculty adequacy policy. He provided additional details regarding the process, noting difficulties the clinical faculty have in developing their reporting hours. A follow-on question asked if a process had been developed for revising the model for reporting hours. Discussion on details ensued, with the recognition that the overall process had in fact been improved, but refinements could still be useful. Dr. Stroup said he was more than happy to review the data, and perhaps it could be evaluated post the reviewing process. He was asked whether some representative faculty from the COM and the Graduate School could participate in a revision process. Dr. Stroup said although not all departments might be involved, representative COM and graduate faculty could be invited to provide information/viewpoints. Dr. Stroup also said there will be some piece in the process that HR will need to capture. He indicated that reporting/model topic would be revisited.

Mr. Polak

Dr. Sanny called upon Mr. Polak to report and commented that some of his information had already been discussed. Mr. Polak agreed, and asked if the Senators had any questions for him. Hearing none, Dr. Sanny expressed his appreciation for the administrative reports.

Faculty Senate President:

Dr. Sanny advised he had no items to report but shared with the Senate that his term would be ending the last day of May, and Dr. Beaman's term will begin on June 1. The June meeting is the first meeting of the new Senate term.

Voting Items:

For formal recommendation content, strikethrough=delete, red text=new wording.

- **Senate approval of the Spring 2019 General Faculty Meeting**

The meeting is scheduled for May 10, 2019, and will be held in the Tandy building, room 411 from 1:30 to 3:00 p.m. The agenda was moved, seconded, voted upon and unanimously approved.

- **FS 18-19-010 Faculty Senate Bylaw Revision for the Committee on Students with Disabilities.**

Dr. Sanny called attention to the formal recommendation document, and the specific changes being proposed were additional committee members were to be added to the description of members in the Faculty Senate Bylaws, Article VIII, Section H.6. (See Attachment A.)

The motion was moved, seconded, voted upon and approved with one abstention. Dr. Sanny noted it would be provided to Dr. Matt O'Brien, Chair of the Faculty Affairs Committee for preparations for electronic voting by the general faculty.

- **FS 18-19-011 Academic Standards Handbook Revisions, several sections.**

Dr. Sanny called attention to the document included in the agenda packet and invited the Senators to follow along with the changes indicated on the attachment. There was extensive discussion on the content of the proposed changes. Following which, a Senator requested that a summary be developed of the content that was being suggested for modification. Dr. Gignac kindly volunteered to do so and suggested that the summary to be distributed to the Senate members for their vote approving his capture of the suggested modifications. It was moved, seconded, voted upon and approved that the review/summary would be distributed to Senate members for their approval of the summary content. It would then be referred back to the Academic Standards Committee with the suggestions for changes and their consideration and vote of approval. That identified process was followed and approved.

Subsequent to the Senate meeting, Dr. Bill Meek, Chairman of the Academic Standards Committee presented the revised version for discussion and voting at the 4-18-19 meeting. The committee approved the offered revisions to the Academic Standards Handbook. It will be sent to Dr. Matt O'Brien for preparation for electronic voting by the general faculty.

The full content of FS 18-19-011 is attached; it is the final version which includes the Senate's suggested modifications and the approval by the Academic Standards Committee. (See Attachment B.)

- **FS 18-19-012 Academic Standards Handbook Revision, Section 12.2, Leave of Absence**

This revision involved the two brief changes:

Section 12.2, Line one:

A student ~~in good academic standing~~ may request a leave of absence (LOA) due to a medical or severe personal problem. Students requesting a leave of absence must apply to the Senior Associate Dean for Academic Affairs in writing.

Add final sentence to Section 12.2:

Students placed on an official LOA will not have the time of leave counted toward the appropriate time limit.

This recommendation was moved, seconded, voted upon and approved by the Senate with one abstention. (See Attachment C.)

- **FS 18-19-013 Academic Standards Handbook Revision, Section 10.3, Academic Probation**

A question arose asking why this recommendation was being presented separately. It was noted that this ASH change had been proposed, discussed and approved by the Curriculum Oversight Committee. The ASC had also voted in favor.

Since the Faculty Senate does not have approval authority on actions by the COC, FR 18-19-013 was a recommendation for the Senate to endorse the content approved by the COC to be included in the 2019-2020 Academic Standards Handbook. The full content of the recommendation from the COC is Attached. The motion was moved, seconded, voted upon and approved with one abstention. (See Attachment C.)

Dr. Sanny called attention to the agenda item regarding Information Reports from Various Committees. He invited Senators to review them at a time that is convenient for their schedule.

There was no Old Business to discuss.

There was no New Business.

The meeting was adjourned at 1:12 p.m.

Attachment A

FS 18-19-010 Faculty Senate Bylaw Revision for the Committee on Students with Disabilities.

Memorandum

To: Charles Sanny, PhD
President, Faculty Senate

From: Vivian Stevens, PhD
Chair, Committee on Students with Disabilities

Date: April 5, 2019

Re: Request to Modify the Membership Composition of the Committee

With the unanimous support of all members, the Committee on Students with Disabilities is recommending a change to the membership of the Committee. The committee recommends that the Assistant Dean of Student Life and the Director of the Office of Academic Success join the committee in an official capacity.

Rationale: Previously, the Director of Student Services had a non-voting role on the committee. The Director assisted in meeting with students, overseeing documentation files, and contributing in various ways to the essential functioning of the committee; however, the Director had no direct role in voting. The Director has recently been named as Assistant Dean of Student Life. With this change, the committee would like to acknowledge the important contributions made by having a representative from Student Life serve on committee, and as such would like to recommend that the Assistant Dean of Student Life be included as an official/voting member of the Committee.

The Committee would also like to recommend that the Director of the Office of Academic Success be named as an official member of the Committee. The Office of Student Success is involved in mentoring/advising students in regard to strategies for academic success, which includes assisting individuals with accommodations. The Committee believes it will be beneficial to have a representative from this office involved in the committee process.

Our recommendation follows:

As shown in the description of the "Committee on Students with Disabilities" in the Faculty Resource Manual, we recommend the following change:

Current Description: "Membership shall consist of at least three (3) faculty members (at least one from biomedical sciences and at least one from clinical sciences) and the Dean of Enrollment Management."

Recommendation: "**Membership shall consist of at least three (3) faculty members (at least one from biomedical sciences and at least one from clinical sciences) and the Assistant Dean of Enrollment Management, the Assistant Dean of Student Life, and the Director of the Office of Academic Success.**"

Thank you for your consideration of this recommendation.

Attachment B Formal Recommendation FS 18-19-011

(Approved text changes will appear in the Academic Standards Handbook for 2019-2020)

KEY: ~~Strikethrough~~ = delete; red text = inserted new content

1.0 Academic Grading System

(Paragraph 1)

The evaluation standard for all required **first-year and second-year** College courses will be an alpha/numerical system. The numerical system ranges from 0 to 100%, with 70% as the lowest passing grade. A grade of 65%-69% is defined as a marginal ("D") grade and requires remediation. A grade of less than 65% is defined as an unsatisfactory ("U") grade and requires remediation. If a numerical grade is a fraction, it will be rounded to the closest integer (whole number) following mathematical rounding rules (e.g., a numerical grade ≥ 69.5 and < 70.5 will be rounded to 70). Letter grades will be determined from rounded numerical grades according to Section 1.1 below.

(Paragraph 2 = no changes.)

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

(Paragraphs 3 through 8 all have some new text.)

Required rotations (Emergency Medicine, Rural Clinic, Community Clinic, Internal Medicine I & II, OB/GYN, Pediatrics, Psychiatry, Surgery, Community Hospital I and II, Primary Care Clinic, OMM and other required RMT rotations) will issue ratings of "Pass", "Fail", and "Honors". "Pass" and "Fail" grades for OSU-COM are defined below. "Honors" criteria are defined in each department's grading criteria and can be found in each department's clerkship syllabus.

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

A clerkship Pass grade is when a student passes the Evaluation and COMAT.

A clerkship Honors grade may be considered at the discretion of each department.

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

Grades will be awarded based upon the student's class/rotation preparation, class/rotation attendance and participation, and scores made on examinations and other assignments. A cumulative grade point average shall be maintained for each student and shall be used to determine a student's academic performance. The GPA is calculated by multiplying the

course grade points (A=4; B=3; C=2; D=1; U=0) by the credit hours to give the course points. The sum of the points earned divided by the total number of credit hours will determine the GPA for the period. **Final class rank is calculated at the end of the second-year due to the “Pass”, “Fail”, and “Honors” grading system during clinical rotations.**

The instructor of record (course director/course coordinator/rotation course coordinator) will assign the **final grade for each course/clerkship**. Once a grade has been entered on a student record, it can only be changed by the instructor of record. If a student is required to repeat the year or a clinical rotation and does so successfully, the original grade remains unchanged on the transcript, and a second entry of that course number will show the new grade. Only the new grades will be used in computing overall GPA and class rank.

A second grade of either “S” (Satisfactory) or “N” (Needs Improvement) will be assigned **for each course/rotation** based on performance with **regards regard** to the College's non-cognitive academic standards. All "N" grades will be reported using the non-cognitive grade report form that will include a written statement describing the deficiency that led to the grade and the non-cognitive criterion or criteria for which the student was deficient. (See 2.3 Guidelines for Assigning and Reviewing Non-cognitive Academic Grades.).

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

1.1 Grades

A - Excellent (Numerical range 90-100%)

B - Good (Numerical range 80-89%)

C - Satisfactory (Numerical range 70-79%)

D - Marginal (Numerical range 65-69%)

U - Unsatisfactory (Numerical range below 65%)

F - A clerkship “Fail” grade will be assigned for required 3rd year and 4th year clinical rotations when a student meets two or more Evaluation failure criteria (see the Clerkship Handbook and/or clerkship syllabus for Evaluation failure criteria) and for 3rd year and 4th year elective clinical rotations where the student’s final score is lower than 70%.

P - A clerkship “Pass” grade will be assigned for required 3rd year and 4th year rotations when a student passes the Evaluation and COMAT and for 3rd year and 4th year elective clinical rotations when the student’s score is 70% or better.

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

AU - Audit

W - Withdrawn

WP - Withdrawal, in good academic standing

WU - Withdrawal, not in good academic standing

I – Incomplete

Non-cognitive grades:

S - Satisfactory

N - Needs Improvement

(JUMP TO 8.0)

8.0 Correcting Academic Deficiencies

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

Students earning one or more "D", ~~or~~, "U", or F grades in a semester are required to meet with the Academic Standards Committee. ~~At the end of each block, students earning a "D" or "U" grade will be referred to the Academic Standards Committee.~~ The Committee will review the students' academic record and speak with the student to discuss what factors have led to, or are contributing to, their unsatisfactory academic performance. The Committee will then make a recommendation to the Senior Associate Dean for Academic Affairs, who will decide what course of action to take.

No student may graduate from OSU-COM with a "D", "U", "F" or "I" grade. All students will be required to complete remedial work in all courses in which "D", ~~or~~ "U", or F grades were earned. Additionally, all "I" grades must be replaced in accordance with the policy described under section 1.1 "I – Incomplete indicates unfinished course requirements" of this document.

8.2 Remediation Guidelines—Clinical

A student who earns an "F" grade in a clinical rotation will be required to remediate the rotation.

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

The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation.

Any student who earns an "F" grade in a remediated clinical rotation will be dismissed from the College.

(No changes proposed for 8.2.1 through 8.2.3)

8.2.4 Repeat the entire clerkship program or one year of the clerkship program. This may occur when the student receives repeated below average, marginal ~~and/or~~ "U" evaluations, excessive absences, or an "F" grade. ~~or when the student has excessive absences at the rotation site(s).~~

MSIII MS3 and MSIV MS4 students who earn more than two (2) “F” grades will be dismissed from the College.

(JUMP TO 9.2.)

9.2 Procedure

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

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

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

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

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

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

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

9.2.2.2.3 Award a reduced grade for the assignment, examination, course or rotation.

~~9.2.2.2.4 Award a grade of “U”, and/or “N” for the course or rotation.~~

9.2.2.2.4 Recommend to the Academic Standards Committee (ASC) that action be initiated for more stringent disciplinary action, i.e. probation, suspension, or dismissal from the College. The ASC will then review and make a recommendation to the Senior Associate Dean for Academic Affairs regarding disciplinary action. The Senior Associate Dean for Academic Affairs shall be responsible for the final decision and implementation regarding disciplinary action

9.2.2.2.5 If any disciplinary action is taken other than recommendation to the ASC, the instructor of record must communicate in writing, within ten (10) working/school

days the actions taken and the reasons for them to the student and the Associate Dean for Enrollment Management.

(JUMP TO 9.3.2)

9.3.2 The factor distinguishing these and similar events from academic dishonesty is the lack of intent to obtain intellectual advantage by fraudulently violating specific rules and accepted academic standards.

If after consultation with the student the instructor of record decides to take disciplinary action, he/she may do one or both of the following:

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

9.3.2.2 Award a grade of "zero", "U", "F" and/or "N" (or a reduced grade) for the assignment, examination, course or rotation.

10.5 Removal from Probation

A student removed from probation will be notified in writing by the Senior Associate Dean for Academic Affairs. A student will be removed from probation:

10.5.1 When all requirements for correcting "D", "U", or "N" or "F" grades have been completed satisfactorily.

10.5.2 For students repeating an academic year, after successful completion of the repeated year and all other remediation requirements.

10.5.3 For students who had previously failed COMLEX Level 1, Level 2 CE or Level 2 PE for a second time, after passing the particular COMLEX exam that had placed them on probation.

(No additional changes until 11.1.)

(JUMP TO 11.1)

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

Passing COMLEX Level 1 is required for full promotion to the third year of study. Students who have not passed the COMLEX Level 1 are only conditionally promoted until they pass the examination. These students must adhere to the following policies:

Students are required to take COMLEX Level 1 after board review but before the beginning of clinical rotations (Rotation 1). Students are required to score at least a 451 on a timed Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) prior to

taking COMLEX Level 1. Students who are identified and/or self-identified as “at-risk” (based on COMSAE scores, performance during the MS 1 and/or MS 2 years, etc...) or other students with extenuating circumstances may request an exception to this deadline by contacting the Associate Dean of Clinical Education and Associate Dean of Academic Affairs. The COMLEX Level 1 must be taken before September 30th.

11.1.2 If a student fails the first attempt at the COMLEX Level 1, she/he is pulled from clinical rotations. The student then enrolls in a Special Problems Course for a four-week block and takes a vacation four-week block (total eight weeks). The deadline for retaking the exam is the end of October following the first COMLEX Level 1 failure.

The eight (8) weeks of board study is structured as a course with specific requirements for each of the two blocks. The syllabus for the course includes:

- Consult with the Office of Academic Success and develop a study plan that includes weekly assignments. This should be submitted within one week of receiving the letter from the Senior Associate Dean for Academic Affairs that outlines the requirements for remediation of COMLEX Level 1,
- Meet at least once every two weeks with the Office of Academic Success,
- Report hours spent studying, topics covered, methods/study aids utilized, COMSAE scores,
- Review and employ the NBOME COMLEX Blueprint as a study guide.
- Use additional study materials as recommended by the Academic Standards Committee.
- Students have the option of requesting an on-campus study carrel.

(JUMP TO 11.2.5)

11.2.5 If a student fails a COMAT for the second time, the student is required to meet with the Office of Academic Success to develop plans for remediation. If the student fails the COMAT a third time, she/he is required to meet with the Academic Standards Committee for recommendation of corrective action.

11.4.2.1 The student will be required to meet with the Office of Academic Success to discuss their plan for preparing to take the COMLEX Level 2 CE or PE exam again.

11.4.2.2 If the student has failed the COMLEX Level 2 PE, the student will be required to schedule standardized patient encounters with the Director of Standardized Patient/Simulation Program. These encounters will be used to provide feedback to the student so that they can improve their performance on the Level 2 PE examination.

11.4.2.3 If the student has failed the COMLEX Level 2 CE, the student will be required to take the timed, online practice Level 2 COMSAE and provide the results to the Associate Dean of Clinical Education. Additionally, students failing the Level 2 CE will be required to meet with the Office of Academic Success to develop a study plan, learn

about available study resources, and receive assistance filing for COMLEX accommodations should any be warranted.

11.4.2.3.1 A student who has failed the COMLEX Level 2 is not to retake the COMLEX Level 2 until a score of at least 451 is attained on the timed Level 2 COMSAE.

13.0 Requirements for Graduation

From the date of matriculation, a D.O. student shall be granted no more than six calendar years to complete the requirements for graduation. D.O./Ph.D. and D.O./M.S. students shall be granted no more than nine and seven calendar years, respectively, to complete all requirements. Requests for additional time must be approved the Senior Associate Dean for Academic Affairs. A student who has satisfactorily completed all academic requirements and who has been recommended by the College faculty may be awarded the Doctor of Osteopathic Medicine (D.O.) degree, provided the student has:

- 13.1** No unremediated “D”, “U” or “F” grades, and no grades of “I”;
- 13.2** Satisfactorily completed all clinical rotations;
- 13.3** Complied with all legal and financial requirements of the College;
- 13.4** Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine;
- 13.5** Demonstrated acceptable competence in the knowledge, skills, and attitudes required of an osteopathic physician;
- 13.6** Passed COMLEX Level 2, both cognitive (CE) and performance (PE);
- 13.7** Been recommended for graduation by the faculty and the appropriate College bodies;
- 13.8** Attended the commencement ceremony (only in unusual circumstances, and with prior approval of the Senior Associate Dean for Academic Affairs, will a degree be awarded in absentia); and
- 13.9** Met the graduation requirements listed in the catalog.

Attachment C

Formal Recommendation FS 18-19-012

Additional Recommendations for revisions to the Academic Standards Handbook, 2019-2020

Key: ~~Strikethrough~~ = to be deleted; red text = inserted new wording.

Section 12.2 Leave of Absence

12.2 Leave of Absence

1. **→** A student ~~in good academic standing~~ may request a leave of absence (LOA) due to a medical or severe personal problem. Students requesting a leave of absence must apply to the Senior Associate Dean for Academic Affairs in writing. If the leave of absence is for a medical or psychological problem, the request must be accompanied by a letter from a physician or doctoral-level mental health professional describing the nature of the disability or problem and the estimated length of time needed for recovery.

After consultation with the student, the Senior Associate Dean for Academic Affairs will decide whether or not the leave is to be granted and the conditions under which the student may resume the OSU-COM program.

Before a student may resume his or her studies, the student must submit a written request to the Senior Associate Dean for Academic Affairs. For a student who has been on medical leave of absence, a letter from a physician or doctoral-level mental health professional stating that the student has recovered from the disability or problem and is able to participate in a full academic program must accompany the request.

2. **→** Students placed on an official LOA will not have the time of leave counted toward the appropriate time limit.

1. Rationale: Since a required and thorough process is in place in order for a student to apply for a leave of absence, and since an appropriate review of the student's request and the associated medical or severe personal problem are integral to the process for approving such a request, limiting the availability of a leave of absence by policy statement removes one tool to help a student achieve success when certain circumstances arise. It is appropriate to remove this limitation.

2. Rationale: Counting the time a student is on leave is not appropriate since the student is not registered in any classes, and the time is provided to solve the circumstances that necessitated the leave so the person can resume being a registered student.

Attachment D

FS 18-19-013 Academic Standards Handbook Revision, Section 10.3, Academic Probation Faculty Senate Endorsement for including the following COC Approved revisions in the 2019-2020 Academic Standards Handbook

Key: ~~Strikethrough~~ = to be deleted; *red text* = inserted new wording.

From ASH: approved by COC at March 28, 2019 meeting 10.3 Academic Probation

Probation represents an official sanction by the College for unacceptable academic performance. Probation is a period of time during which the student's progress will be closely monitored by the **Office of Academic Success**, the Academic Standards Committee, and the Senior Associate Dean for Academic Affairs or his/her designee.

A student placed on probation will be notified in writing by the Senior Associate Dean for Academic Affairs and the reasons will be stated. The notification will be delivered to the student by U.S. mail and College email. Copies of the letter will be placed in the student's permanent file and distributed to the Chair of the Academic Standards Committee. The duration of academic probation will be determined by the Senior Associate Dean for Academic Affairs in consultation with the Academic Standards Committee.

10.3.1 Terms of Probation

A student on probation will not be allowed to participate in student government **or student clubs in any leadership/officer or organizational role**, or in extracurricular activities **that require additional time** for the duration of the probation. Exceptions ~~may be~~ **are** attendance at local health fairs **or related activities that are course requirements**. Attendance at ~~these~~ **other** activities will be with approval from the Senior Associate Dean for Academic Affairs.

~~The student on probation is required to meet with his/her faculty mentor on a monthly basis.~~
(Statement modified and added below)

~~The~~ **First and second year** students **are** required to ~~complete a standard form outlining the substance of the meeting with the faculty mentor, and submit it to the Director of Student Services no later than the fifth day of each month. The Director of Student Services will track the meetings to ensure consistent and appropriate monitoring and academic advising.~~ **follow the "Student Academic Probation Protocol OMSI/OMSII" as described by the Office of Academic Success (<https://health.okstate.edu/site-files/docs/com/academic-probation-protocol-ms1-ms2.pdf>)**. The student on probation ~~is required to~~ **will** meet with his/her faculty mentor **or the course director, if needed**, on a monthly basis.

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

10.3.1.1 Earning a "D" grade in any course.

10.3.1.2 Earning a "U" grade in any course or an "F" grade in a clinical rotation.

10.3.1.3 Repeating an academic year.

10.3.1.4 Earning an "N" grade in any course or clinical rotation.

10.3.1.5 Failing COMLEX Level 1, Level 2 CE or Level 2 PE for a second time.