



Sam Houston State University

**College of Osteopathic Medicine
Clerkship Manual**

Academic Year 2024 – 2025

Note: It is a student's responsibility to read this handbook; be knowledgeable of its contents; and comply with the standards set forth herein.

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MESSAGE FROM SHSU ACADEMIC AFFAIRS

The *Sam Houston State University College of Osteopathic Medicine Clerkship Manual* outlines the Academic Year (AY) 2024-2025 procedures for clinical rotations and supersedes previously published manuals.

The provisions of this manual do not constitute a contract, expressed or implied, between any applicant, student, faculty member, or staff employee and Sam Houston State University, including the College of Osteopathic Medicine, or the Texas State University System. In the event of a conflict between the provisions of this handbook and the Texas State University System Rules and Regulations (<https://www.tsus.edu/about-tsus/policies.html>), the latter shall govern.

University-wide policies can be found in the last section of this manual. Additional information can be found in the current graduate and professional catalog, in Academic Affairs' Policies and Procedures, and on the Dean of Students' Office website.

WELCOME

Introduction

Overview of Sam Houston State University College of Osteopathic Medicine

Mission of SHSU-COM

The mission of Sam Houston State University College of Osteopathic Medicine (SHSU-COM) is to prepare students for the degree of Doctor of Osteopathic Medicine with an emphasis toward primary care and rural practice, to develop culturally aware and compassionate physicians, who follow osteopathic principles, that are prepared for graduate medical education, and will serve the people of Texas with professionalism and patient-centered care.

Welcome to Clerkship

The start of clerkships is an exciting time in your training. This is when you start to function as you will in your future professional life. You will receive instruction from physicians who have dedicated their lives to the care of patients yet are willing to work with students to educate the next generation of physicians. Your education culminates in your ability to change the lives of people with whom you interact. This time in your educational life will determine your future professional happiness and fulfillment.

Please remember that medicine is a profession. As such, this opportunity comes with great responsibility. You will not save every patient as a physician, but you should end each day able to say that you did everything you could for those seeking your care. That is how we survive the tragedies we face and celebrate our successes. Treat everyone as if they were your family. Answer questions with empathy and clarity, remember that you are now one of the most educated in our society. Treat everyone you meet with respect. Be a role model and a mentor as you advance in your training and practice life. Always remember the patients and other members of the healthcare team who help you learn, provide you with support, and appreciate your efforts. If not for them, you would never learn to be a doctor.

This manual is your guide to expectations for your performance in your clerkships. We expect that you will work hard in this endeavor. We also want your feedback on rotations. We want to know which ones are great and which ones do not meet your expectations. Discuss your performance with those with whom you work. Do not wait until the end of a rotation to find out you were on the wrong track. Enjoy this time. You will never be able to get it back.

Clerkship Goals

Third-year students at SHSU-COM are assigned to CORE clerkship rotations at a regional site at an affiliated hospital. During the CORE third-year clerkship rotations, SHSU-COM utilizes our hospital partners and preceptors for in-patient and clinic rotations. However, there will also be opportunities in other regional cities. The SHSU-COM third-year clerkships are designed to provide students with clinical experiences in the following rotations: family medicine, inpatient adult medicine, obstetrics and gynecology, pediatrics, psychiatry, general surgery, emergency medicine, rural and underserved medicine, and elective and selective rotations. SHSU-COM students are also given the opportunity to experience additional specialties through selective rotations.

The fourth year has eight (8) electives, medicine and surgical selectives, and a four-week vacation block for time off and interviews at various Graduate Medical Education sites. You are encouraged to use electives in the first half of the fourth year at residency locations where you are interested in submitting an application. It is the student's responsibility to obtain all the required applications and documents for these locations.

The third- and fourth-year clerkship rotations are under the direct supervision of the Assistant Dean for Clinical Affairs in consultation with the Dean.

Educational Responsibilities

SHSU Student Responsibilities

- Work with SHSU-COM faculty and staff to assure all rotation requirements are confirmed in a timely manner prior to the beginning of every rotation.
- Attend required immunizations and trainings (including BLS/ACLS, HIPAA, Blood Borne Pathogens, etc.). These trainings are all provided by SHSU-COM.
- Participate in every learning experience by being proactive, engaged, and enthusiastic.
- Be familiar with each rotation syllabus and complete all learning objectives, participate in required Osteopathic Manipulative Medicine (OMM) learning activities, and fulfill all required assessments, including discipline-specific Comprehensive Osteopathic Medical Achievement Tests (COMAT) or SHSU-COM generated examinations as assigned.
- Demonstrate professionalism through appropriate behavior and attire.
- Provide appropriate feedback by completing evaluation forms provided by SHSU-COM at the end of each rotation to augment learning experiences for future students.
- Assure that required individual medical insurance coverage is current in the event of an acute illness or injury while completing clerkships.
- Obtain a National Practitioner Identification (NPI) number, see <https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand>.

- Schedule and pass COMLEX Level 2-CE prior to graduation (ideally prior to submission of the resident Match Rank List since they are required by some residency programs).

SHSU-COM Responsibilities

- Arrange and monitor clinical clerkship education for students in cooperation with the clerkship clinical practice site.
- Credential and recredential preceptors.
- Provide every preceptor an information packet that includes student information and syllabus.
- Provide malpractice coverage for students on rotations and supply to sites.
- Provide clerkships syllabi for core rotations.
- Provide online tools to supplement rotation experiences.
- Provide continuing OMM training.
- Arrange administration of COMAT examinations.
- Provide sites with required information regarding
 - Required immunizations
 - Background check
 - Drug Screen

Placement Site Responsibilities

- Provide student orientation to the clinical facilities to help the student acclimate and understand policies and procedures.
- Within a reasonable time, allow SHSU-COM as required by the Commission on Osteopathic College Accreditation access to inspect the clinical practice sites.
- Maintain the confidentiality of student performance in compliance with FERPA (Family Educational Rights and Privacy Act; see “Department Forms”).
- Provide the student feedback with learning and patient care expectations throughout the clinical clerkship rotation to enhance the student experience and assist the student in achieving successful completion of the rotation.
- Students should assure that Preceptors review the Preceptor Final Evaluation of Student Doctor with the student on the last day of the rotation prior to submission.

Supervision

Students who participate in clerkship rotations are unlicensed and must be supervised in the delivery of patient care, including acquiring patient histories and performing physical exams and procedures. The student should perform only activities appropriate for their skill level as determined by the attending physician. Procedural activities must always be under direct supervision of the attending physician. The attending physician is responsible for ensuring that proper supervision is available to the medical student at all times.

All medical student activities should be done with consideration of patient safety. Any activities that have the potential to compromise patient safety should be done under direct supervision.

FACULTY & STAFF

Faculty and Staff Directory

The SHSU-COM faculty and staff directory may be accessed at: <https://www.shsu.edu/academics/osteopathic-medicine/about/directory/>. Short biographies are available by clicking on the individual photos.

Faculty-Student Research Collaboration Opportunities

Information including research bios, certifications and expertise, and scholarly highlights are available through the Newton Gresham Library “Scholarship @ SHSU-COM” which may be accessed at: <https://shsulibraryguides.org/c.php?g=1077324&p=8064559>

COM research programs and activities as well as research highlights may be reviewed at: <https://www.shsu.edu/academics/osteopathic-medicine/about/research-programs-and-activities>

Faculty-Student Relations

Learning Communities (<https://www.shsu.edu/academics/osteopathic-medicine/current-students/learning-communities>) offer peer, faculty, and staff mentoring opportunities. In addition, participation in student organizations enables students to work with and collaborate with faculty and staff. Students also receive a faculty advisor who helps provide individualized coaching and advising throughout their medical school experience.

SHSU-COM CLERKSHIP CURRICULA

Clerkship Schedule—AY 2024-2025

Year 3—Rotation Dates and Scheduling Deadlines

All deadlines listed refer to the third-year elective schedule and any other changes to the third-year rotation schedule.

| Rotation | Start Date | End Date | Absence Request Deadline | Schedule Deadline – New Preceptor* |
|---------------------|------------|------------|--------------------------|------------------------------------|
| NA - Clerkship Prep | 6/24/2024 | 7/19/2024 | Not applicable | Not applicable |
| 1 | 7/29/2024 | 8/23/2024 | 6/17/2024 | 6/3/2024 |
| 2 | 8/26/2024 | 9/20/2024 | 7/15/2024 | 7/1/2024 |
| 3 | 9/23/2024 | 10/18/2024 | 8/12/2024 | 7/29/2024 |
| 4 | 10/21/2024 | 11/15/2024 | 9/9/2024 | 8/26/2024 |
| 5 | 11/18/2024 | 12/13/2024 | 10/7/2024 | 9/23/2024 |
| 6 | 12/16/2024 | 1/10/2025 | 11/4/2024 | 10/21/2024 |
| 7 | 1/13/2025 | 2/7/2025 | 12/2/2024 | 11/18/2024 |
| 8 | 2/10/2025 | 3/7/2025 | 1/2/2025 | 1/13/2025 |
| 9 | 3/10/2025 | 4/4/2025 | 1/27/2025 | 1/13/2025 |
| 10 | 4/7/2025 | 5/2/2025 | 2/24/2025 | 2/10/2025 |
| 11 | 5/5/2025 | 5/30/2025 | 3/24/2025 | 3/10/2025 |
| 12 | 6/2/2025 | 6/27/2025 | 4/21/2025 | 4/7/2025 |

* All required paperwork must be submitted to the Director of Clinical Education by noon Central Time on the date listed.

Year 4—Rotation Dates and Scheduling Deadlines

| Rotation | Start Date | End Date | Absence Request Deadline | Schedule Deadline – New Preceptor* |
|----------|------------|------------|--------------------------|------------------------------------|
| 13 | 7/1/2024 | 7/26/2024 | 5/20/2024 | 5/6/2024 |
| 14 | 7/29/2024 | 8/23/2024 | 6/17/2024 | 6/3/2024 |
| 15 | 8/26/2024 | 9/20/2024 | 7/15/2024 | 7/1/2024 |
| 16 | 9/23/2024 | 10/18/2024 | 8/12/2024 | 7/29/2024 |
| 17 | 10/21/2024 | 11/15/2024 | 9/9/2024 | 8/26/2024 |

| Rotation | Start Date | End Date | Absence Request Deadline | Schedule Deadline – New Preceptor* |
|-----------------|-------------------|-----------------|---------------------------------|---|
| 18 | 11/18/2024 | 12/13/2024 | 10/7/2024 | 9/23/2024 |
| 19 | 12/16/2024 | 1/10/2025 | 11/4/2024 | 10/21/2024 |
| 20 | 1/13/2025 | 2/7/2025 | 12/2/2024 | 11/18/2024 |
| 21 | 2/10/2025 | 3/7/2025 | 1/2/2025 | 12/16/2024 |
| 22 | 3/10/2025 | 4/4/2025 | 1/27/2025 | 1/13/2025 |

* All required paperwork must be submitted to the Director of Clinical Education by noon Central Time on the date listed.

Clerkship Rotation Grid—Third- and Fourth-Year Rotations

| Third Year | | Fourth Year | |
|-------------------|------------------------------|--------------------|-------------------------|
| Rotation # | Type of Rotation | Rotation # | Type of Rotation |
| N/A | Clerkship Preparation Course | 13 | SS, MS, or Elective |
| 1 | Core | 14 | SS, MS, or Elective |
| 2 | Core | 15 | SS, MS, or Elective |
| 3 | Core | 16 | SS, MS, or Elective |
| 4 | Core | 15 | SS, MS, or Elective |
| 5 | Core | 16 | SS, MS, or Elective |
| 6 | Core | 17 | SS, MS, or Elective |
| 7 | Core | 18 | SS, MS, or Elective |
| 8 | Core | 19 | SS, MS, or Elective |
| 9 | Core | 20 | SS, MS, or Elective |
| 10 | SS or MS | 21 | SS, MS, or Elective |
| 11 | SS or MS | 22 | SS, MS, or Elective |
| 12 | SS, MS, or Elective | | |

Legend for Type of Rotation: Core – Required Rotations; SS – Surgery Selective; MS – Medicine Selective

For rotation types and requirements, please refer to your OMS3 Blackboard organization.

Clinical Curriculum Overview and Graduation Requirements

Year 3 and 4 Curricular Requirements

The year 3 and 4 curricula consist of 40 weeks of assigned services and 48 weeks of clinical elective and selective rotations for 88 weeks of required clinical coursework. In addition, completion of Osteopathic Manipulative Medicine (OMM) longitudinal courses and various didactic components are considered requirements for graduation.

General Objectives of the Curriculum

During year 3 and 4, under the direct supervision of SHSU-COM and affiliated faculty, students should attain a level of competency that will qualify them to continue their osteopathic medical education as an intern in a residency program. Satisfactory levels of accomplishment must be demonstrated in the cognitive, psychomotor, and affective aspects of patient management as reflected in the seven AOA (American Osteopathic Association) Core Competencies. Upon satisfactory completion of year 3 and 4, students should be able to demonstrate progress toward mastery in the following areas:

Programmatic Level Educational Objectives

SHSU-COM Program Level Educational Elements are based on the AACOM Osteopathic Core Competencies and the SHSU Strategic Plan.

I. Osteopathic Principles and Practices

Upon graduation from SHSU-COM, students will be able to:

- A. Apply the four osteopathic tenets to patient care.
- B. Perform an osteopathic structural exam as part of a physical examination.
- C. Integrate osteopathic manipulative treatment into a patient care plan using the five models of osteopathic medicine.
- D. Utilize osteopathic manipulative treatment (OMT) as part of a treatment plan, either by performing or referral.
- E. Critically appraise medical literature related to osteopathic manipulative medicine.
- F. Value the use of osteopathic manipulative medicine as essential to the care of rural and underserved populations.

II. Medical Knowledge

Upon graduation from SHSU-COM, students will be able to:

- A. Identify foundational biomedical science concepts as they relate to medical conditions in the following systems: musculoskeletal, neurological, motor, cardiovascular, pulmonary, renal, gastrointestinal, endocrine, reproductive, genitourinary, integumentary, hematopoietic, immune, and behavioral (psychiatry).
- B. Demonstrate foundational understanding of cell biology and medical genetics, biochemistry, physiology, pharmacology, immunology, microbiology, biostatistics and epidemiology.

- C. Utilize epidemiological science to identify processes and practices to prevent diseases and improve community health outcomes.
- D. Apply the scientific method when appraising biomedical literature.
- E. Integrate biomedical science with the psychosocial factors that relate to patient conditions.
- F. Utilize ethical and legal practices when conducting research.

III. Patient Care

Upon graduation from SHSU-COM, students will be able to:

- A. Gather a patient history.
- B. Perform a physical examination which includes an osteopathic structural exam.
- C. Create a differential diagnosis for common patient presentations.
- D. Perform, with appropriate supervision, basic clinical procedures, including OMT.
- E. Recognize the distinctions of rural populations as they apply to patient presentations and available prevention, treatment, and management options.
- F. Create a patient-centered, management plan that includes other health care and related services as appropriate.
- G. Recommend appropriate diagnostic laboratory and imaging studies.
- H. Integrate health promotion and disease prevention strategies into patient care activities.
- I. Document a clinical encounter.

IV. Interpersonal and Communication Skills

Upon graduation from SHSU-COM, students will be able to:

- A. Utilize both physician and patient-centered medical interviewing skills as appropriate.
- B. Use appropriate documentation and oral communication when discussing patient care.
- C. Use effective communication in all activities, including classroom sessions, peer interactions, and health care activities.
- D. Develop communication skills which are applicable for conflict management, negotiation, and leadership.
- E. Participate in health-care teams.

V. Professionalism

Upon graduation from SHSU-COM, students will be able to

- A. Demonstrate behaviors of respect, compassion, probity, honesty, and trustworthiness.
- B. Commit to using ethical principles during all activities, including classroom activities, patient care activities (including informed consent, and confidentiality), interactions with the community, and scholarly activities.
- C. Express awareness of and proper attention to issues of culture, religion, age, gender, sexual orientation, and mental and physical disabilities.
- D. Utilize self-care, including principles of physical and psychosocial wellness.
- E. Demonstrate life-long learning skills.
- F. Demonstrate accountability to patients, society, and the profession, including the duty to act in response to the knowledge of professional behavior of others.
- G. Utilize Learning Communities to develop peer, advisor, and mentor relationships which promotes compassion for and understanding of oneself and others.

VI. Practice-Based Learning and Improvement

Upon graduation from SHSU-COM, students will be able to:

- A. Apply the scientific method to evaluate biomedical literature for application to patient care.
- B. Evaluate the relevance and validity of clinical research.
- C. Identify methods that can improve population health, especially rural and/or underserved medical populations.
- D. Describe the research continuum that translates scientific discoveries into clinical applications.

VII. Systems-Based Practice

Upon graduation from SHSU-COM, students will be able to:

- A. Compare various health care delivery systems including the effect on patient care from the perspectives of health care team members and patients.
- B. Identify the impact that various healthcare delivery systems and services have on patient populations, including rural and medically underserved populations.
- C. Collaborate effectively in health care teams, identifying best practices to deliver appropriate patient care.
- D. Identify social determinants of health and how healthcare systems and practices address them.

Clinical Curriculum

Assigned Services

These rotations are prearranged by the Office of Clinical Education. All assigned rotations must be completed at the assigned site and with the assigned preceptor. Any alterations to this schedule must be cleared through the Office of Clinical Education. Changes to this schedule are not permitted unless it is absolutely necessary. The College reserves the right to make preceptor and/or site changes when necessary. See also “Scheduling and Registration Procedures.”

Student-Scheduled Required Rotations—Electives for Credit Toward Graduation

After all core courses have been completed, if the student wants to rotate with a different preceptor and/or site, they must adhere to the physician and site referral policy. Physician appointment and credentialing is managed by Clinical Education. Students who want to refer a physician or site to be credentialed as a clinical site or preceptor must complete the following steps:

1. Identify a clinical opportunity they would like to pursue.
2. Email clined@shsu.edu with the name and contact information (and any additional information available) for the clinical opportunity they are referring.
3. Wait for Clinical Education to

- a. make contact to initiate and complete the credentialing and affiliation agreement process.
- b. coordinate the schedule of the physician/site with the student's schedule, provided the physician/site agrees to host the SHSU-COM student(s).
- c. notify them of the outcome.

Students will receive a schedule for third—and fourth-year rotations. To receive credit for an elective rotation, it is the student's responsibility to schedule the desired rotation and adhere to the application deadlines listed in the clerkship schedule section of this manual.

- Rotations are to be 4 weeks in duration and must follow the rotation dates listed in the clerkship schedule section of this manual. Students will not be given credit for any rotation less than 4 weeks unless it is a VSLO or away rotation and approved through the designated review and approval process.
- Students will not be given credit for observation rotations.
- Students may complete a maximum of 3 rotations with the same preceptor.
- Credit will not be given for rotations completed with relatives.
- It is a direct conflict of interest and credit will not be given for rotations in which a student is evaluated by a preceptor who has a therapeutic relationship with the student.
- Year 3 students may complete a maximum of 2 non-clinical/online elective rotations in extenuating circumstances with approval.
- Year 4 students may complete a maximum of 2 non-clinical/online electives with approval.
- Virtual, research, directed studies, online asynchronous, anatomy-TA- all count as non-clinical electives.
- Students are responsible for meeting the requirements of clinical training sites.

Year 4 students may complete a maximum of 3 clinical electives in a specific specialty area. The Office of Clinical Education does not recommend scheduling elective rotations in only one clinical specialty area. Students are encouraged to schedule elective rotations in various clinical practice areas for broad-based clinical exposure.

Split Rotations

Elective rotations that are less than four weeks in duration may be considered for fourth-year students on a case-by-case basis. Please contact the Office of Clinical Education with questions.

Vacation

Students have one (1) four-week rotation designated as vacation for use as a continuous block in year 4. Students are strongly encouraged to schedule vacation time wisely. Time may be needed for multiple residency interviews or to repeat any rotation that was not completed due to extenuating circumstances. Vacation periods must be submitted to the Regional Coordinator in accordance with the Rotation Dates and Scheduling Deadlines

found in this manual.

Scheduling and Registration Procedures

Core Clerkship Scheduling

Clerkship schedules are determined by a lottery system. Exceptions to assignments will be considered under the following circumstances with the appropriate documentation:

- Court orders (e.g., child custody order) that prevent living outside of certain counties.
- Military orders requiring you to remain in a certain area.
- Personal or immediate family medical condition (spouse or child) that cannot be treated at another location.
- Any other documented circumstances the student thinks might necessitate relocation.

Students who want to request a change in region assignment should identify the documented issue, condition, or circumstance that necessitates changing regions and complete the Student Region Relocation Request. The request will be reviewed by a committee formed by the Assistant Dean of Clinical Affairs, the Senior Associate Dean of Educational Affairs, the Director of Medical Student Affairs, and the Director of Clinical Education. This committee will verify if slots are available in the requested region and will request an interview with the student if more information is needed. If the request is denied, the committee will notify the student. If the request is accepted, the committee will determine what date the student needs to relocate and will notify the appropriate regional clinical coordinator. The regional clinical coordinator will then schedule the student's rotations and notify the student of the details.

The student must keep the committee informed of any changes in their documented situation, and the committee will determine when the student should return to their originally assigned region. The committee will notify both the current and original regional clinical coordinators to schedule the student's remaining rotations. Students must return to their originally assigned region once the documented issue, condition, or circumstance is resolved.

Failure on the part of the student to complete the required number of rotations due to incomplete submission of necessary documents may result in loss of vacation time or delay in graduation.

Procedures to Drop/Add Elective/Selective Clinical Clerkships

- Students must complete the appropriate forms/process for this purpose. A formal rotation request/request for schedule change form must be completed before any documentation is collected/processed by the Office of Clinical Education.
- Students must submit all documents by the deadlines published in the clerkship schedule found in this clerkship manual.

- Some sites have unique scheduling requirements. Students are responsible for submission of documents in a timely manner that will allow coordination with those sites. It is important to check with the individual sites.
- Completed forms not received with ample time to effect the requested change will not be processed.
- Students will be held accountable for the accuracy and validity of all submitted documents.
- **No schedule changes will be allowed thirty (30) days prior to the start date of the rotation without the express written consent of the Assistant Dean of Clinical Education.**

Disapproved Rotation Requests

A rotation request may not be approved if the

- requested site cannot/will not accommodate the request.
- preceptor is a relative of the student.
- rotation does not meet the minimum duration requirements of the curriculum.
- dates conflict with previously scheduled rotation(s).
- preceptor or clinical training site does not have appropriate forms on file.
- requirements of the clinical training site and/or preceptor have not been met (examples include completion of forms and submission of immunization documentation).
- request was received after the registration deadline.
- student has already completed two rotations with this preceptor/site.
- student is not in good standing.
- student has already had 3 clinical electives in that specialty area.

Disapproval of a rotation request is not limited to the abovementioned reasons. Once a rotation request has been denied, you must submit a new rotation request.

Alternate Experience Assignments

In the event a student is not exposed to a clinical encounter and/or procedure during a core clinical clerkship, the student will be assigned a case(s) in Aquifer to complete or will be required to view a lecture on the topic to ensure an equivalent educational experience for all third-year medical students.

Interprofessional Education (IPE)

Osteopathic medical students are expected to work with other health professionals and health professions students every day on clerkship rotations. In addition, and as required by the accreditation body, 1-2 structured IPE events will be scheduled in each year 3 and 4 where student attendance is mandatory.

Journal Club and Scholarly Inquiry

Focus on research is included during the core clerkships through Journal Club where students lead one Journal Club discussion. The articles to be discussed are predetermined based on the cases that students have encountered, and a faculty member from SHSU-COM and/or a current preceptor is present to facilitate the discussion.

Medical Education Software and Patient Log Requirements

All clerkship students will have accounts in the medical education software used by the Departments of Educational Affairs and Clinical Affairs. This software will provide students with the opportunity to access their clinical clerkship schedules as well as detailed preceptor and rotation location information. Students will be required to report work hours and log their case experiences and procedures. Students should log an adequate amount of patient encounters to meet the rotation objectives. This software will also serve as the mode in which evaluations of students and preceptors/sites will be delivered and recorded. Students will receive training in the software system(s) during their Clerkship Preparation course in June/July.

Year 3 and 4 Evaluations

Clinical Courses

Each preceptor evaluates your progress and performance during clinical courses. It is the student's responsibility to take the following steps:

1. Ask the preceptor for feedback on a regular basis during a clinical rotation.
2. Ask each preceptor to complete and discuss the Clinical Clerkship Evaluation at the end of a clinical course.
3. Assure each preceptor submits the Clinical Clerkship Evaluation electronic evaluation form at each clinical course's completion.
4. Complete all other requirements (procedure and case logs, Blackboard assignments, pre- and post-rotation exams, etc.) as specified for each clinical course.

Evaluation of Student Clinical Performance

The preceptor is responsible for completing each component of the Clinical Clerkship Evaluation. It is important for the student and the preceptor to discuss the evaluation at the beginning of the clerkship.

- Midway through the clerkship, students should ask the preceptor for feedback on progress (relative to the elements listed in the Clinical Clerkship Evaluation) and submit the feedback with the Midterm Evaluation.
- During the final week of the clerkship, the preceptor should rate students on each skill or behavior, provide written comments, and discuss the feedback before submission.
 - Students are responsible for having preceptors complete the evaluation before leaving rotation sites.

- A final evaluation of a student's clinical performance is required to receive credit for courses in years 3 and 4.

Evaluation of Clerkship Site/Preceptors

Student evaluation (see Appendix) of the clerkship is required and must be completed within 14 days of the last day of the rotation. The evaluation allows the student the opportunity to assess the rotation, the preceptor, and the facilities. The evaluation process provides necessary feedback to SHSU-COM to enable program development.

Evaluations are required, and students may receive a non-professional conduct report, be removed from rotations, or have their transcripts put on hold until all evaluations are complete.

Rotation Grading Policy

For core clerkships, students should consult the core clerkship syllabus to identify the specific grading policy for their rotation. The following are minimum grading guidelines. Note, some clerkships have additional requirements for receiving Honors and Pass. In addition, the Rural Medicine Clerkship does not have a COMAT.

Honors (H)

- Receiving an overall rating of "4" (out of a possible "5") or higher on the Student Performance Evaluation Form; and
- Scoring 110 or higher on the COMAT (on initial attempt); and
- Achieving of any additional milestones as required by the Clerkship Director in the syllabus; and
- Submission of Clerkship Feedback Form; and
- Submission of required online curriculum assignments (as listed in each clerkship syllabus) by no later than the due date; and
- Submission of "Case Log Management" (Encounters) and "Procedures."

Pass (P)

- Receiving an overall rating of "3" or higher on the Student Performance Evaluation Form; and
- Scoring 90 or higher on the COMAT; and
- Submission of Clerkship Feedback Form; and
- Submission of required online curriculum assignments by no later than the due date; and
- Submission of "Case Log Management" (Encounters) and "Procedures."

No Grade (NG)

- The grade of "NG" (No Grade) is an interim grade for students who do not complete the online assignments or other required clerkship materials. The "NG" is changed to a grade of "P" (Pass) when the requirements for passing are successfully completed within the allotted timeframe (usually four weeks) or to a grade of "F" (Fail) if the

student is unable to successfully complete the requirements for passing within the allotted timeframe.

- When a student earns a No Grade (“NG”) in a clerkship, that student will remain on a “No Grade” status until the clerkship has been successfully completed or another status is assumed (e.g., Leave of Absence).
- Any “No Grade” that is not successfully completed by the end of the following rotation will result in a grade of “F” (fail) unless there are extenuating circumstances submitted to the Office of Clinical Education and Medical Student Affairs that warrants an extension.

Fail (F)

- If a student fails to successfully pass any clerkship, the student will be referred to the Student Performance and Academic Progress (SPAP) Committee.
- Failure of a clerkship will involve assignment to repeat the clerkship at a site selected through the Office of Clinical Education, **which will** require adjustment of the student’s subsequent schedule, placing the student in an “off-cycle” status and extending their fourth year.
- See also “Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) and Comprehensive Osteopathic Medical Achievement Test (COMAT).”

For elective/selective clerkships, students should consult the specific elective or selective clerkship syllabus (in Blackboard) to identify the specific grading policy for their rotation.

Honors is not offered in non-core clinical rotations. Some non-clinical rotations do provide for an Honors grade—see individual course syllabi for specifics.

Pass (P)

- Receiving an overall rating of “3” or higher on the Student Performance Evaluation Form; and
- Submission of Clerkship Feedback Form.

No Grade (NG)

- The grade of “NG” (No Grade) is an interim grade for students who do not complete required clerkship assignments. The “NG” is changed to a grade of “P” (Pass) when the requirements for passing are successfully completed within the allotted timeframe (usually four weeks) or to a grade of “F” (Fail) if the student is unable to successfully complete the requirements for passing within the allotted timeframe.
- Failure of a clerkship will involve assignment to repeat the clerkship at a site selected through the Department of Clinical Education, **which will** require adjustment of the student’s subsequent schedule, placing the student in an “off-cycle” status and extending their fourth year.
- When a student earns a No Grade (“NG”) in a clerkship, that student will remain on a “No Grade” status until the clerkship has been successfully completed or another status is assumed (e.g., Leave of Absence).

- Any “No Grade” that is not successfully completed by the end of the following rotation will result in a grade of “F” (fail) unless there are extenuating circumstances submitted to the Offices of Clinical Education and Medical Student Affairs.

Fail (F)

- If a student fails to successfully pass any clerkship, the student will be referred to the Student Performance and Academic Progress (SPAP) Committee.
- See also “Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) and Comprehensive Osteopathic Medical Achievement Test (COMAT).” NOTE: POSTPONEMENT OF ANY THIRD-YEAR ROTATION WILL RESULT IN A DELAY OF REGISTRATION FOR AND BEGINNING OF FOURTH-YEAR CLERKSHIPS. THIS MAY ALSO RESULT IN FINANCIAL AID RAMIFICATIONS AND POSSIBLE LATE GRADUATION.

Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) and Comprehensive Osteopathic Medical Achievement Test (COMAT)

COMLEX-USA Exam Requirements

Please refer to the *SHSU-COM Student Handbook* for COMLEX-USA exam requirements.

COMAT Exam Policy

If a student fails their COMAT exam for the rotation, they will retake the exam within 8 weeks of the initial COMAT exam, potentially at their expense with the exam fee billed to the student. If the student fails the COMAT a second time, they will fail the rotation and be required to repeat the rotation.

Students who fail a COMAT exam should

- review their exam sub-scores and identify areas for improvement.
- contact their Clerkship Director to discuss the exam and ask for direction.
- consider additional question bank sources or review books.

Clerkship Performance

- A passing grade in all clinical rotations is required for the DO degree.
- As soon as a failing grade for the course is official (reported to the SHSU Registrar), the student must meet with the clerkship director to arrange a plan.

National Board of Osteopathic Medical Examiners (NBOME) COMAT Exam Content Outlines

Detailed information for each exam is included in each clerkship syllabus and may be accessed at <https://www.nbome.org/assessments/comat/clinical-subjects/>.

Preparation

- Read the course syllabus and review the learning objectives.
- Read the textbook(s) and other suggested materials for your rotation.
- Devote time daily to read about disease processes encountered in the rotation.
- Utilize question banks to apply knowledge to new scenarios and review understanding.

Self-Directed Learning (SDL)—Third Year

Students will receive SDL assignments during third year clerkships. Students will be provided with a syllabus for each core clerkship containing educational requirements, including opportunities for retention through reading and reviewing key topics listed within the NBOME COMAT blueprints. All expectations will be included in the syllabus and posted on Blackboard.

The following resources will be provided for self-directed learning:

- pre-recorded lectures by SHSU-COM Clinical Faculty,
- textbook readings (from syllabus or as assigned by preceptor),
- online cases through Aquifer Virtual Patient Cases,
- TrueLearn question bank quizzes for COMAT examinations,
- activities via online instruction,
- advanced OPP coursework “Kirksville Plan” (8 modules),
- UpToDate, and
- professionalism/ethics curriculum (DOCCOM).

Independent Learning—Third and Fourth Year

Students are expected to learn independently during their third- and fourth-year clerkships. Over the third year, students may receive additional assigned activities via textbook and/or online instruction, depending on the clerkship and/or preceptor assignments. In addition, students will have access through TrueLearn to compile their own COMLEX-USA Level 2 question bank assessments to identify areas of strength and weakness.

Rotation Processes and Procedures

Core Clerkship Schedule and Regional Assignment

Most core clerkship rotations will take place at SHSU-COM’s clinical partners’ healthcare facilities, which include inpatient and outpatient facilities. These rotation schedules will be populated by a yearly lottery, run by the Director of Clinical Education. If students are from a specific region, they are placed in that region for their clinical years, if desired. The lottery will select a student’s rotation schedule in a random manner. Students will be permitted a 2-week window to make schedule changes with their fellow

classmates prior to the submission of the final schedule (see “Region Assignment Trade Request Policy”). Every effort will be made to keep students within the same region.

Region Assignment Trade Request Policy

Students classified as year 2 students at SHSU-COM are assigned a region by the Office of Clinical Education in which the student will complete year 3 clerkship rotations. If a student would like to complete year 3 clerkship rotations in a different region than assigned, they may request to trade with a fellow student. Each trade request will be reviewed, and a decision made by the director of Clinical Education at SHSU-COM.

Guidelines

- A year 2 student who wants to trade regions is responsible for finding another year 2 student who will agree to the trade. No faculty or staff member can assist with this step.
- Any reports of a year 2 student using any form of coercion, harassment, intimidation, bullying, etc. will be handled by the Medical Student Affairs office, and, if the report is found to have merit, that year 2 student will no longer be eligible to trade assigned regions.
- If a trade request is approved, the newly assigned regions are final.

Requirements

Complete the Region Assignment Trade Request. All fields must be complete for the request to be considered. Submit **one** (1) completed form for each pair of year 2 students that request to trade assigned regions.

Elective Requests and Schedule

Defining an Elective

An elective is an opportunity for the student to explore an area of personal or professional interest outside of the SHSU-COM required course load. All elective requests must be made to the Lead Clinical Coordinator and must comply with the following educational requirements.

Away Clinical Electives

An away elective is chosen by the student to provide patient-based exposure to a specifically defined medical specialty. The requirements of the away clinical elective must comply with the established criteria for faculty affiliation and appointment, affiliation of the hosting institution (Hospital, System, or Clinic), and provide supervised patient interactions as directed by the assigned clinical faculty. At the completion of the

away elective, an evaluation will be required to be submitted by the preceptor to SHSU-COM as outlined in the preceptor manual (2 or 4 weeks).

Process for Electives at Non-Affiliated Sites

Electives at currently non-affiliated sites are permitted if the student and the training site participating provide all completed documentation to the Lead Clinical Coordinator. Students must complete and submit a Non-Affiliated Facility Rotation Request. Students must designate the electives no later than sixty days before the elective rotation starts. All elective rotations must have a current affiliation agreement or be set up through the Visiting Student Learning Opportunity (VSLO). See also “Student-Scheduled Required Rotations—Electives for Credit toward Graduation.” Coverage of students by SHSU professional liability insurance will be required. If SHSU-COM policy does not provide professional liability coverage at the site, the student may be required to arrange for individual coverage.

Fees for Electives

Some elective rotation sites may require administrative fees for the student to complete the rotation. Currently, all fees associated with elective rotations are the responsibility of the student.

Completion of all elective rotations is considered a graduation requirement. Students will be assigned electives in their region, which may be substituted with alternative approved experiences in year 4. Year 3 electives must be completed as assigned.

Travel, Contingency Plan, and Housing Information

Students will be responsible for their own transportation to and from their clerkship sites. Students are not considered employees of SHSU-COM and are not insured for any accidents or mishaps that may occur during any traveling that is done as part of the clerkship program.

Students may be required to complete core rotations with at least one “away” clinical partner. The COM intends to have every student in their assigned clerkship region for the third and fourth years. However, if the site where the student is assigned to does not have a specific core clerkship available within a certain block, the COM will work with the student on identifying an alternate site. Students assigned to an alternate site for a core, surgery selective, medicine selective, or women’s health selective rotation that is beyond 75 miles from their assigned region will have housing provided by Clinical Education. The standard for housing provided by Clinical Education will be a hotel with a kitchenette, mini-refrigerator, and on-site laundry. The check-in date is one day before the rotation starts and the check-out date is one day after the rotation ends. If there is not a hotel at the location of the clinical site that meets all requirements, then a reservation will be made at the next best hotel option. The following procedure will be adhered to for students assigned to an alternate site for a required rotation:

1. The regional clinical coordinator completes the Student Housing Request Form for any student with a core, surgery selective, medicine selective, or women's health selective rotation outside their assigned region.
2. The administrative coordinator completes the following tasks.
 - a. Obtains the Student Clinical Housing Acknowledgement Form.
 - b. Makes the hotel reservation.
 - c. Notifies the student and regional coordinator via email of the hotel and address and attaches the Hotel State Exemption Form.
 - d. Provides the hotel with a credit card authorization form prior to the student's check-in date.
3. The student will provide the hotel with the completed Hotel Tax Exemption Form at check-in.
4. During check-out, the student is responsible for the following tasks.
 - a. Ensuring the hotel state tax is not on the receipt.
 - b. Providing a copy of the final, fully itemized hotel receipt to comhousing@shsu.edu within the first 5 days after check-out.
 - c. Completing The Clery Act Form after their stay
https://shsu.co1.qualtrics.com/jfe/form/SV_5judcHB1g0pmfl3.

Please note: If you fail to obtain the state tax exemption or if you accumulate incidental personal charges (e.g., pet fees), your SHSU account will be charged.

Students choosing electives outside of the SHSU-COM affiliated regions will be responsible for securing their own housing. If a student has a rotation that becomes unavailable for any reason before or during their block, the Office of Clinical Education and Assistant Dean for Clinical Affairs, if needed, shall work to find an appropriate substitute rotation for that student. Substitute rotations may be in their region or a different region. The Office of Clinical Education actively pursues more rotations than necessary to accommodate the student cohort, to ensure excess opportunities within each region.

Some of the clerkship sites offer limited housing. This includes apartments, houses, and/or rooms in the hospital. These opportunities are typically available on a first-come first-served basis and will be facilitated through the Office of Clinical Education. Students who choose to participate in an elective rotation outside of the SHSU-COM affiliated regions will be responsible for their own housing. If a student has concerns related to the provided housing, they should immediately contact their Regional Clinical Coordinators.

Note: Students allowed to complete a rotation outside of their assigned region due to extenuating circumstances must return to their home region after they have completed the rotation.

In case of an emergency (weather, personal, or Act of God), the university will not be responsible for housing, transportation, or other accommodations.

Attendance, Absence, and Leave of Absence

Normal Work/Duty Hours

Normal work hours are determined by the supervising physician (preceptor) and must be consistent with current guidelines:

- Students will not be permitted to work over 80 hours per 7-day week, averaged over a 2-week period.
- Clinical rotations that are scheduled as shift work, such as Emergency Medicine and night float, will be limited to 12-hour shifts with a minimum of 10 hours between each work period.
- Students are permitted to take call, night float, and to work weekends, but they must be permitted to have one continuous 24-hour period free from all educational and clinical activities in a 7-day period averaged over a period of 4 weeks.
- Medical students cannot be scheduled for in-house call or night float more than every fourth night.
- All SHSU-COM third-year students are required to attend Osteopathic Manipulative Medicine seminars held during their third and fourth years in their regions, in the SHSU-COM medical school building, or via Zoom if they are on an away rotation or at a site distant from the campus.
- Core clerkships may require weekly didactic experiences with mandatory attendance. Students should consult their core clerkship syllabi for schedules.

Clerkship Coordinators, Preceptors, the Director of Clinical Education, and the SHSU-COM Assistant Dean for Clinical Affairs are permitted to institute more restrictive duty hour guidelines than listed above. However, work hours may not exceed or violate the current residency duty hour guidelines.

Clerkship Participation

Active participation in clinical rotations is necessary. Simply being present will not achieve the learning required to advance through the clinical years and will not prepare the student for COMLEX or residency. As students advance through third-year clerkships, more is expected of them in fourth year. Additionally, this process is the start of lifelong learning, which is one of the hallmarks of the profession. It is important to be helpful to your attending and office/hospital staff. Enthusiasm and rapport with patients will aid the student in achieving excellence and patient safety. If students experience multiple sites for a rotation, the student is to travel on their own to the additional site.

Attendance and Absence Policy

Students must be at their assigned clerkship rotations during assigned work hours. Assigned work hours will be determined by the supervising physician and must meet the educational goals of the clerkship, clinic, and/or hospital service. This may include call, night float, and weekend hours consistent with the Guidelines for Student Clerkship Work Hours. If you are scheduled for work hours on a Friday, you're

expected to be in clinic until at least noon unless you are scheduled to take an exam. Students are expected to be familiar with work hours for the rotation and must be present for all educational events such as hospital rounds, grand rounds, tumor board, morning report, or other educational venues deemed important by the supervising physician unless specifically excused.

Attendance during core clerkships, selectives, and electives is expected of all students by their preceptors and is part of professional behavior befitting physicians. As such, attendance is monitored by the Clerkship Directors and the Department of Clinical Affairs. Failing to attend to clerkship duties is considered a breach of professional conduct and can be reason for referral of the student to the Student Promotions and Academic Progress (SPAP) committee regardless of the student's academic and clinical performance.

If a student is ill or cannot report to his/her clerkship rotation, the student is to notify the precepting physician and their regional coordinator. Notifying ancillary staff or clinic personnel, other than the precepting physician, is not considered appropriate notification of an absence. If a student is injured or becomes acutely ill while at a rotation, the affiliation agreement with that site allows for immediate/emergency treatment. All students are required to have personal health insurance. After their initial assessment/treatment, students will follow up with their primary care provider on their own. The precepting physician and the Clerkship Director will decide whether the lost time constitutes a requirement for the student to repeat the rotation.

Students who disagree with the non-approval of a scheduled absence may appeal to SHSU-COM Dean.

Absences

Excused Absence

An excused absence may be granted upon completion of the Excused Absence and Tardy Request (EATR) procedure. Absences may be excused if proper documentation is provided. If approval is granted, students are responsible for getting approval from the Preceptor, completing all work in missed sessions, and adhering to any other requirements determined by the Preceptor and/or Clerkship Director.

Unexcused Absence

An unexcused absence occurs when the student has not complied with the specific attendance and/or punctuality requirements for educational activities established by the Clerkship Director. This includes an absence when an EATR is denied.

Types of Absences

All absences are classified as either scheduled or unscheduled, as defined by SHSU Academic Policy Statement 800401 (Class Attendance <https://www.shsu.edu/dept/academic-affairs/documents/aps/students/800401%20Class%20Attendance.pdf>).

Tardiness

Tardiness occurs when the student arrives after the scheduled start time for educational activities. If students suspect that they may be tardy due to unforeseen circumstances (e.g., traffic), students must notify their Preceptor and Clerkship Director in a timely manner. At their discretion, Preceptors and Directors may determine how and when a student may join the learning environment once instruction has begun.

Leaving Early

Leaving any educational activity early without the prior permission of the Preceptor or Clerkship Director is considered an unexcused absence.

Student Travel

Students traveling on behalf of the SHSU-COM or SHSU must follow the student travel policies for travel approval. Please refer to the *SHSU-COM Student Handbook* for these policies. Students approved to travel by the SHSU-COM or SHSU to present or represent SHSU-COM at a conference or meeting shall follow the EATR procedure.

Excused Absence Request (EATR) Process

Please refer to the *SHSU-COM Student Handbook* for the general EATR process. For students in year 3, requests for any excused absence should be directed to the Clerkship Preceptor. Only after receiving permission from the Clerkship Preceptor should an EATR be completed in Blackboard, including the attachment of any supporting documentation. Students should also notify the Clerkship Director of their absence. All absences require the completion of an EATR. If a student requires more than one 24-hour absence in a Clerkship, they must discuss it with their Clerkship Director and Preceptor to receive permission. Students who have extenuating circumstances that prevent them from attending or arriving on time or require them to leave early must notify their Preceptor and Clerkship Director prior to the scheduled start time or within 24 hours of the scheduled time. All EATR decisions are communicated via the student's official SHSU email.

Year 4 students will complete and submit the EATR form after receiving permission directly from their Preceptor. If a student requires more than one day/shift of absence in a

Clerkship, they must discuss the absence with their preceptor, complete the EATR, and notify the Clerkship Director.

EATR Timeline

Please refer to the *SHSU-COM Student Handbook* for the EATR timeline.

Continued Attendance Violations or Absences

The Clerkship Director may assign an unexcused absence to students who are continually late or leave early. Any unexcused absence is considered unprofessional conduct and is considered a failure to meet SHSU-COM professionalism guidelines, potentially causing a reduction in the course grade, course failure, and/or being referred to the SPAP committee. Students requiring extended leave must follow the leave of absence policy.

Leave of Absence

Please refer to the *SHSU-COM Student Handbook* for the Leave of Absence Policy.

Interview Leave and Professional Meetings and Conferences

Interview Leave

During the fourth-year clinical clerkship rotations, it will be necessary for students to take certain periods off for graduate medical education (residency program) interviews. Students are encouraged to schedule a non-clinical elective during this time or utilize their four (4) weeks of allotted vacation for these interviews. If a student must attend a residency interview during a clinical rotation, they will be permitted to take a maximum of four (4) days excused leave, including travel time, during a 4-week rotation. Students must get approval from their preceptor and complete an EATR. Any excessive time outside of the 4-day limit could result in a failing grade for that rotation. Any time taken for interviews without prior approval will be considered unexcused and subject to disciplinary action.

Professional Meetings and Conferences

These opportunities afford the participating student exposure to the profession at large, the ability to network with other students and faculty, and the potential for exposure to residency programs. The meetings are classified as international, national, regional, or local. The value of the meeting will be assessed by the Clerkship Director based on the importance for the student, the college (SHSU-COM), and the profession at large. The approval for attendance at any meeting will comply with the policy established in the "Request for Meeting Leave" section below. The following categories identify the level of participation.

- **Presenter:** a student who is delivering a personal research project or study as either a

- speaker, discussion leader, or as a poster presentation.
- Representative: a student who is participating in a forum as an emissary for SHSU-COM. This includes student organizations, student representatives to national medical societies, and political action committees (e.g., *DO Day on the Hill*).

Request for Meeting Leave

The following is the policy for requesting leave to attend professional meetings as a presenter or representative:

- Request must be submitted in writing with the accompanying meeting program to the Clerkship Director 90 days prior to the meeting. Students must also fill out an EATR with the request 90 days prior to the meeting.
- Approval of attendance will be confirmed or denied by the Clerkship Director.
- The Clinical Education team will contact the preceptor whose clinical rotation will be affected by the leave in advance via email prior to the start of the rotation.
- The student will provide the preceptor with the leave request form for signature confirming their release and approval.
- In the event of a preceptor denial, the Clerkship Director or the Assistant Dean of Clinical Affairs will personally contact the preceptor and further explain the importance of the student's participation in the meeting (Speaker or Representative).
- If the Clerkship Director is unsure, the Clerkship Director will consult directly with the Assistant Dean for Clinical Affairs. The Academic Dean will be responsible for final confirmation or denial.

Holidays, Vacation and Breaks, and Inclement Weather

Holidays

There are no designated religious or national holidays approved by SHSU-COM during clinical rotations. Attendance requirements on clinical services during religious or national holidays are at the discretion of the preceptor and/or training facility in compliance with federal law. Holidays taken by clinics and vacation days taken for preceptors also occur. A day or two off due to preceptor vacation/clinic holiday closure is not concerning; however, if you find out that the clinician will be out for more than 2 days, contact the Office of Clinical Education as soon as possible so that you can be assigned another preceptor.

Vacations and Breaks

Students are allotted four (4) weeks of vacation during the first six months of their fourth-year clerkships. These vacation weeks can be taken consecutively in a 1-month block. Students are encouraged to use this time to schedule residency interviews. Pre-clerkship SHSU-COM breaks do not apply to the clerkship years. Vacation time may be rescheduled and used if extra time is needed to prepare for NBOME exams.

Inclement Weather

The SHSU-COM Inclement Weather policy for the campus does not apply to students participating in clerkship rotations unless they are scheduled to be on campus. Students are to follow their current preceptor's instructions at their designated clerkship rotation site regarding inclement weather.

Examination Policies and Procedures

Examinations

- Examinations shall take place at the date and time specified on the clerkship syllabus.
- Any changes to the examination schedule shall be communicated to students in a timely fashion.
- All examinations are administered in accordance with the SHSU and SHSU-COM policies.

Missed Examinations

All requests to miss an examination must be submitted to the Clerkship Director through the EATR process. The Clerkship Director will determine if the request meets internal standards. If internal standards are met, the Clerkship Director will give final approval of the change prior to the date and time of the scheduled examination. The Clerkship Director may schedule the make-up exam or activity at her/his discretion, but in a timely fashion in coordination with Assessment, Evaluation, and Accreditation (if necessary).

Make-Up Examinations

- Make-up examinations are allowed only when an excused absence has been granted through the EATR process. Students who miss a course examination without an approved absence or documented illness will not be permitted to take a make-up exam and will receive a zero (0%) as the grade for the examination.
- Any make-up examinations must be authorized by the Course/Clerkship Director or the Phase II Lead. The format and scheduling of the make-up examination will be the prerogative of the Director or Phase II Lead.
- The procedure for making up a missed examination during a clerkship rotation will be outlined in the clerkship syllabus.

Procedures Due to an Unexpected Medical Event

If a student is absent from an examination for unexpected medical reasons, the Clerkship Director may require that the student subsequently present to the Clerkship Director a written confirmation of the medical reason from a treating physician or other healthcare provider who is not related to the student. The written confirmation should state that the

student was “too ill to attend on the day of the exam” and specify the date that the student is to return to class.

If the student is medically unable to contact the Clerkship Director or coordinator prior to the examination, a family member/friend/caregiver/hospital personnel may contact the Clerkship Director on behalf of the student.

Excuses must be submitted through the EATR Process. If the absence is unexcused, a grade of zero (0%) will be recorded for that examination.

Procedures Due to a Conflicting Event

A student may be excused from an examination for a reason other than an emergency or unexpected reason (e.g., to present at a scientific or medical meeting, have a significant family issue, etc.) only upon prior approval through the EATR process. Documentation for excused absences will be reviewed on a case-by-case basis.

Requests based on an excused absence must be submitted not less than 10 days before the date of the regularly scheduled exam.

Requests based on religious holy days are governed by SHSU Academic Policy Statement 861001 – Student Absences on Religious Holy Days (<https://www.shsu.edu/dept/academic-affairs/documents/aps/861001%20Student%20Absences%20on%20Religious%20Holy%20Days.pdf>). Students have the responsibility of notifying the Clerkship Director of each scheduled class day that the student will be absent due to a religious holy day. This must be done no later than the 15th class day. Please note that time excused from a clinical rotation must be made up to fulfill the requirements of the clerkship.

For other requests, the Clerkship Director shall, in his/her sole discretion, approve or disapprove such requests and shall notify the student of the decision via the EATR.

Post-Examination Feedback and Review

- Upon completion of an examination, students shall not communicate the content of any examination in any format (verbal, electronic, in writing) to any other student. Recording or sharing examination questions is considered academic dishonesty.
- Students will not receive grades or other performance indicators at the time of the examination. Summary information, such as psychometric analyses, individualized scores, and strength-opportunity reports, shall be provided within a reasonable time. Post-examination reviews may be conducted at clerkship directors' discretion to provide aggregate performance information by discipline, topic, or objective but shall not disclose specific examination questions.
- Students who need remediation shall be afforded an opportunity to review their examination outcomes with a Learning Specialist to assess whether patterns of performance can be used to improve future performance.

- A student's performance on examinations may be reviewed with a Learning Specialist or another faculty member at the discretion of the Clerkship Director.

Test Administration

Please also refer to the *SHSU-COM Student Handbook* for additional guidance regarding test administration.

Personal Belongings

- Students are allowed to have access only to a computer, its charging device, non-electronic ear plugs, any device required for the examination, and an SHSU ID.
- No other items shall be permitted, including, but not limited to, all other electronic devices (e.g., e-watches, e-glasses, e-buds, tablets, iPods, calculators, and cell phones), pencils, pens, paper, notes, notebooks, notepads, books, reference materials, briefcases, backpacks, book bags, coats, hoodies, blankets, bags, purses, caps, hats, coats, keys, and fobs.
- The proctor may make special exceptions if a particular item (e.g., a calculator) is utilized during the examination.

Food and Drink

- Food is not permitted in the testing environment.
- Chewing gum is not allowed.
- A spill proof container of water, unwrapped cough drops or hard candies, and tissues may be permitted only with the explicit consent of the proctor prior to the start of the examination.

Examination Time

- Students must be ready to start at least fifteen (15) minutes prior to the scheduled start time.
- Students who arrive after the scheduled examination time may not be permitted to take the exam and may be counted absent. Students who are absent must follow the "Attendance Guidelines" section of the *SHSU-COM Student Handbook*.
- Students must complete their examination in the allotted time as scheduled. Time will not be extended for late arrivals.

Attire

- Students are to wear the appropriate professional attire (per the *SHSU-COM Student Handbook*) or scrubs.
- Students are not permitted to wear white coats unless required by the proctor.

Examination Materials

- A sheet of paper and pen or pencil may be provided, per the proctor's discretion.
- If scratch paper is provided, it must be signed and returned at the end of the examination.

Talking

- Students may not talk in the testing environment during or after the examination.
- Students in need of assistance must raise their hand and quietly wait for assistance.

Use of Restrooms

- Students who need to use the restroom during the examination must sign a restroom break log before leaving and upon returning to the testing environment.
- Only one student may leave the testing environment at a time.
- Students taking a restroom break will be escorted to and from the restroom.
- No additional time shall be added to the examination period to compensate for restroom breaks.
- Due to the special nature of practical examinations and OSCEs (Objective Structured Clinical Exams), restroom breaks are not allowed unless accommodation has been provided through the SHSU Services for Students with Disabilities.

Assigned Seating

Course and Clerkship Directors may implement assignment of seats. Students will be notified ahead of time if assigned seating occurs.

Questions During Examinations

- Proctors will not answer questions regarding examination content.
- Proctors shall instruct the examinee to answer the question to the best of their ability with the information provided in the examination.
- When the testing platform provides an opportunity for students to comment on individual questions, students may use this resource to make comments; otherwise, students should use provided scratch paper to make comments on specific questions.
- Challenges on specific examination questions must be submitted via the testing platform or in writing prior to the end of the scheduled examination session. Post-examination challenges are not accepted.
- Students must notify a proctor if comments or challenges are being submitted in writing prior to leaving the testing environment.

Accommodations

- Testing accommodations must be indicated on a Classroom Accommodation Form (CAF) issued by the SHSU Services for Students with Disabilities (SSD).

- Making the necessary arrangements for testing accommodations is a responsibility shared by the student, the Course or Clerkship director, and SSD prior to the scheduled examination.
- See also “Process for Requesting Accommodations.”

Exam Review

COMAT exam review is available via the NBOME website and through the Clerkship Library Guides. The NBOME COMAT website offers a specific blueprint, learner objectives, a list of alternative resources, and practice exam for each specialty.

- NBOME Website: [Clinical Subjects — NBOME](#)
- SHSU-COM Clerkship Library Guides: [Community Faculty - College of Osteopathic Medicine \(COM\) - Research Guides at Sam Houston State University \(shsulibraryguides.org\)](#)

Failure to comply with test administration policies and procedures may result in a referral to the SPAP committee for possible disciplinary action.

Drug Screening, Vaccination, Access to Care, Accommodations and Disability Services, and Malpractice Insurance

Please refer to the *SHSU-COM Student Handbook* for more information. For clerkships, CastleBranch will reflect requirements for all sites and additional site-specific requirements. All SHSU-COM students are required to submit to a drug screen prior to beginning clerkships.

Procedure for Suspected Impairment

Impairment is defined as being under the influence of psychoactive substances and/or evidence of psychological or physical symptoms. This can be episodic or chronic and affect cognitive, interpersonal, and psychomotor learning and performance. When a student’s performance is impaired, patient care is at risk in the clinical setting.

- Any student suspected of being under the influence of drugs or alcohol will be requested to submit to a blood and/or urine analysis immediately at their own expense. A specific lab may be requested by the clinical preceptor or SHSU-COM faculty member.
- Students who test positive on a drug screening will be referred to the Assistant Dean for Clinical Affairs or designee to ascertain the reason for the positive result. If the Assistant Dean for Clinical Affairs deems it necessary, the student may be referred to an appropriate substance abuse program for further evaluation. Costs for assessment and treatment, if any, are the responsibility of the medical student. Until cleared by the designated staff and assessed by the Assistant Dean for Clinical Affairs or designee, the student is not permitted to return to clerkship rotations.

- If a student refuses to submit to drug screening on demand, the student will fail the rotation and be referred to the Assistant Dean for Clinical Affairs or designee for immediate dismissal from the SHSU-COM.
- If the student holds a current professional license, SHSU-COM is required to notify the licensing agency of a positive test.
- Additional relevant information may be found on the Dean of Students' Office website.

SHSU-COM Resources for Student Mental and Physical Health

For a comprehensive description of the student physical and mental health resources, please see the *SHSU-COM Student Handbook*.

SHSU-COM provides all students with access to behavioral health resources twenty-four hours a day, seven days a week. Students and rotation sites are both provided with a list of resources and emergency services available at every rotation site. Clerkship placement sites and preceptors are responsible for providing emergency care to students in the case of illness or accident occurring at the rotation site. The expense of all treatment will be the responsibility of the student.

A list of the most up-to-date accessible physical and mental health resources is available to all students on the SHSU-COM website <https://www.shsu.edu/academics/osteopathic-medicine/about/mental-and-physical-health-resources>. The SHSU Student Counseling Center may also be reached at 936-294-1720.

Tri-County Behavioral Health has a 24-hour crisis line at 1-800-659-6994.

Please see also SHSU Health and Wellness Resources at <http://www.shsu.edu/dept/student-health-center/health-promotion/>.

Background Checks

Prior to matriculation at SHSU-COM and clinical rotations, all students are required to submit to a current criminal background check. These background checks will also be utilized by the clerkship rotation sites. These background checks will meet the standards required by the Department of Clinical Affairs and are to be completed in May prior to the start of rotations. All background checks will be facilitated and kept on record by the clerkship coordinators. Additional background checks might be required by rotation sites as dictated by their human resource policies. Any violations found on new background checks will be referred to the Assistant Dean for Clinical Affairs or designee.

HIPAA, OSHA, and Bloodborne Pathogen Training

SHSU-COM students receive HIPAA, OSHA, and Bloodborne pathogen training during their SHSU-COM orientation. Students are required to maintain their training and update any required documents in CastleBranch. Training certificates will be kept on file and

available for verification via the Department of Educational Affairs and the document depository in CastleBranch. Some sites might have policies that require students to update certificates prior to rotations.

HIPAA

Students will abide by the requirements established by HIPAA with a focus on maintaining privacy of Protected Health Information (PHI). This includes prohibition of discussing any patient information in an inappropriate manner or setting or to persons without a need to know. Posting to social media regarding any clinical experience is strictly forbidden. Students should become familiar with the HIPAA policies and protocol at each clinical training site.

OSHA

The Occupational Safety and Health Act of 1970 extends only to employees of an organization. Students volunteering and/or learning in a state or regional hospital or other healthcare institution **are not covered by OSHA regulations**.

Bloodborne Pathogens

To decrease their risk of acquiring or transmitting bloodborne pathogens, all SHSU-COM students involved in patient care receive training in the principles of Standard Precautions at the start of their third year. Students are expected to adhere to those principles at all times within all educational and clinical settings. Any student who believes they may have exposed others to their blood or bodily fluids in a clinical situation has a professional responsibility to notify the attending physician or supervising faculty member and to comply with the applicable reporting and follow-up policies and protocols of the clinical site where the incident occurred. As professionals concerned with the health of others, it is strongly recommended that students involved in such incidents consent to undergo diagnostic testing for bloodborne pathogens as defined below.

Students who are exposed to or infected with a bloodborne pathogen must avoid circumstances in which they could potentially transmit their infection to others. It is therefore the professional responsibility of all students who are exposed to or infected with bloodborne pathogens to self-identify and report their status to the Assistant Dean for Clinical Affairs or designee within 48 hours of exposure or infection.

This requirement must be completed prior to the start of clerkship rotations. Students sign electronically attesting to this review.

Vaccinations

- Influenza: Students must receive an updated flu vaccine each fall by the end of October or as otherwise indicated by site policy.
- MMR (Measles, Mumps, Rubella) Combined (Measles, Mumps, Rubella) or positive

antibody titers.

- Tetanus-Diphtheria-Pertussis (Tdap): Students must provide proof of one dose of adult Tdap within the last ten years. If administered greater than 10 years prior, one dose Tdap vaccine is required.
- Hepatitis B: Students must provide proof of an approved 3-shot or 2-shot vaccine series or a positive antibody titer. Students might be required to sign an affidavit regarding their titer status and potential risks prior to participating in clinic rotations.
- All other vaccinations as required by the site providing the preceptorship.
- The Center for Medicare and Medicaid Services (CMS) requires all personnel in hospitals and some other healthcare settings to receive the COVID-19 vaccination or an approved exemption, including medical students. As a state institution, SHSU-COM is prohibited from requiring COVID-19 vaccinations and providing exemptions. Students should be aware that they will not be able to complete rotations unless vaccinated or receive an exemption directly from the facility.

Needle Stick and Exposure

In the case of needle stick and/or exposure of SHSU-COM students to blood and/or bodily fluids:

1. Immediately wash the area with soap and water and then apply direct pressure to stop bleeding if needed.
2. If blood or a bodily fluid has come in contact with the skin, eyes, nose, or mouth, thoroughly flush the exposed area with saline or water for a minimum of 5 minutes. If available, use the closest wash station. Remove contact lenses from the eye if necessary.
3. Bodily fluids that come into contact with intact skin are NOT considered exposures.
4. Identify the source patient medical record number (MRN), physician, physician phone, and pertinent health information.
5. Immediately report the incident to your preceptor or charge nurse at your current location. The charge nurse or other clinical staff member will supervise the testing of the source patient and complete any necessary steps required by the clinical site's exposure policy.
6. Immediately seek medical treatment, if necessary, at the nearest emergency facility. Payment of any treatment will be the student's responsibility and charged to the student's insurance. Students are not employees and should not be treated as such.
7. Students are to complete a Student Exposure/Incident/Injury Report and send it to the SHSU-COM Office of Clinical Education.
8. Students are to follow up with the healthcare providers at the SHSU Student Health Center at 936-294-1805 or a provider of their choice following an exposure. The providers at the SHSU Student Health Center will review any test or lab results they have been provided with the student. If necessary, the healthcare provider will refer the student to outside providers for further treatment.

The Assistant Dean for Clinical Affairs shall serve as a point of contact for any incidents involving students on clerkship rotations.

SHSU-COM Reasonable Accommodations and Disability Services

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable laws, the SHSU-COM provides reasonable accommodations for otherwise qualified students with verified physical, psychological, and/or learning disabilities. An accommodation may not be provided if it would result in the fundamental alteration of the SHSU-COM's programs, services, or activities, or if it would impose undue financial or administrative burdens on the SHSU-COM.

The intent of this policy is to provide each student with the opportunity to excel academically while creating an environment conducive to learning. In doing so, however, SHSU-COM must maintain the integrity of its curriculum and preserve those elements deemed essential to the acquisition of knowledge in all areas of osteopathic medicine, including the demonstration of basic skills required for the practice of osteopathic medicine. For example, technology-related accommodations may be made in certain areas for students with a qualifying disability, but a candidate must be able to perform in a reasonably independent manner.

All applicants receiving supplementary application material for admission will be asked to certify they have reviewed the SHSU-COM Technical Standards and the Participation in Osteopathic Manipulative Medicine Laboratories requirements. A panel of physicians will be utilized to assess student's ability to meet Technical Standards if/when needed.

Any student accepted to SHSU-COM who believes themselves to have a qualifying mental and/or physical disability requiring an accommodation will provide necessary information and supporting documentation to the SHSU Services for Students with Disabilities representative.

It is the responsibility of the student to have an evaluation and tests, if any, administered and interpreted. Any charges for an evaluation or forwarding of documentation are the student's responsibility.

Process for Requesting Accommodations

Requests for accommodations are made by the student according to the procedures outlined here: <http://www.shsu.edu/dept/disability/procedures-to-request-services.html>. Applications may be submitted at any time during the academic year. An application for accommodations is a request for only the academic year in which it was submitted. If an accommodation is granted during the first academic year, SHSU-COM may require a renewal application to be submitted the following year should the student desire continuation of the granted accommodations. Requests for accommodations must be approved in writing by the SHSU Services for Students with Disabilities representative. All requests for accommodations due to a physical, psychological, or learning disability

must contain appropriate documentation and be directed to the SHSU Services for Students with Disabilities representative.

Professional Liability Insurance Coverage Policy

Subject to applicable policy terms, conditions, and exclusions, SHSU-COM's professional malpractice insurance includes students as insureds while on all training assignments approved by the SHSU-COM. Students may participate in unique clinical opportunities outside of the regular curriculum only with prior written approval of the Assistant Dean for Clinical Affairs in consultation with the Dean. Students who arrange clinical rotations at their own discretion are not covered under this policy. All rotation sites must be reported to the professional liability carrier, and it is the responsibility of the student selecting rotations to provide that information to the Office of Clinical Education.

STUDENT SERVICES & RESOURCES

ACADEMIC STANDARDS & STUDENT DEVELOPMENT

Professionalism

Professionalism is central to the ethos of both the practice of medicine and the conduct of research and an expression of the SHSU-COM's commitment to patients and society. Professionalism is governed by the SHSU-COM Professionalism Policy (<https://www.shsu.edu/dept/academic-affairs/documents/com-policies/SHSU-COM%20Professionalism%20Policy%20and%20Procedure.pdf>). The environment of the SHSU-COM is conducive to the ongoing development of professional behaviors in osteopathic medical students, faculty, and staff at all locations and is one in which all individuals are treated with respect. This includes exposure to aspects of patient safety, cultural competency, and interprofessional collaborative practice. SHSU-COM is committed to maintaining an optimal environment for learning, teaching, conducting research, and providing clinical care. Professional behavior is expected of all students as they interact internally and externally as representatives of the SHSU-COM. SHSU-COM's professionalism expectations are in alignment with the American Osteopathic Association's Code of Ethics (<https://osteopathic.org/about/leadership/aoa-governance-documents/code-of-ethics/>). Please also refer to the *SHSU-COM Student Handbook* for additional guidance regarding professionalism.

Peer Experiential Learning

Skills training sessions in Osteopathic Manipulative Medicine (OMM) courses require that students practice examinations and selected skills on peers or other students who are role-playing as patients. Skills include but are not limited to, communication, physical examinations, and osteopathic techniques. Guidelines and requirements regarding peer experiential learning are in each OMM course syllabus.

Provision of Medical Care

SHSU-COM full-time clinical faculty members or any physician evaluating student performance may not provide medical care to SHSU-COM students or their children. Students are to refrain from requesting medical advice or from seeking medical care from clinical faculty members. If there is an emergency, the physician who provided care must opt out of the evaluation process.

Students may not state or imply they are providing medical care or entering a physician-patient relationship when practicing clinical skills, inside or outside of a classroom.

Reproduction of Materials

All lecture videos and other course materials are available only to Sam Houston State University students affiliated with this course. At no time may students repost any course materials or share them with people unaffiliated with this course without expressed written permission from the course director.

Guidelines for Clerkship Attire

For the complete SHSU-COM student dress code, please refer to the *SHSU-COM Student Handbook*.

During clinical clerkships, students will wear clean, white jackets identifying them as students with SHSU-COM and name tags and name badges provided by the clerkship facility. The student must dress in a manner fitting for a physician in the clinical setting (business casual). When students visit a clinical site, they should adhere to the dress code of that site. Dress code infractions at clinical sites will be reported to the appropriate Clerkship Director and repeat violations will be reviewed by the SPAP committee.

If students are on a service that requires scrubs, they will be required to wear scrubs provided by the clerkship facility or personal scrubs that meet the facility's requirements. Do not take scrubs from the facility unless authorized to do so by the site administration.

DEPARTMENT FORMS

Family Educational Rights and Privacy Act

All preceptors must sign this document on the first day of the rotation. It is the student's responsibility to complete this form.

SHSU-COM operates in compliance with the Family Educational Rights and Privacy Act of 1974, (FERPA), as amended. Students have the right to inspect all official records which pertain to them and to challenge inaccurate or misleading information. Exceptions are parents' financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access.

All SHSU-COM student academic information is considered confidential except the following "directory" information available to the public: student's name, campus and off-campus address, email address, telephone and voice mail number, photograph, major field of study, participation in university activities and sports, physical and performance statistics of members of athletic teams, dates of attendance, full-time or part-time status, degrees, awards, and honors, dean's list, and most recent previous institution attended by student.

COM Students may waive the right of nondisclosure, allowing access to their records by anyone who has a completed copy of the waiver form. The waiver form is effective through the student's graduation or until the student designates otherwise in writing. The student may request that directory information not be released. This must be done by writing to the Office of the Registrar within 15 days of the beginning of each term. Failure to notify the Office of the Registrar may mean that university publications, such as team roster, promotional brochures, or the student directory, may include some directory information.

FERPA Complaints

Complaints regarding alleged violations of rights accorded by students by the Family Educational Rights and Privacy Act or the regulations promulgated under may be directed in writing to:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901
For more information visit the Department of Education's Family Compliance Office at <https://www.ed.gov/category/keyword/family-policy-compliance-office-fpc>

EVALUATIONS

Core Evaluations

Faculty Evaluation of Student

- Preceptor Midterm Evaluation of Student Doctor
- Preceptor Final Evaluation of Student Doctor

Student Evaluation of Faculty

- Student End-of-Clerkship Evaluation of Preceptor
- Student End-of-Clerkship Evaluation of Clerkship Director

Student Evaluation of Course

- Student End-of-Clerkship Evaluation of Clinical Site
- Student End-of-Clerkship Evaluation of Clerkship

Selective and Clinical Elective Evaluations

Faculty Evaluation of Student

- Preceptor Final Evaluation of Student Doctor

Student Evaluation of Faculty

- Student End-of-Clerkship Evaluation of Preceptor

Student Evaluation of Course

- Student End-of-Clerkship Evaluation of Clinical Site

Non-Clinical Elective Evaluations

Student Evaluation of Faculty

- Student End-of-Clerkship Evaluation of Clerkship Director

Student Evaluation of Course

Student End-of-Clerkship Evaluation of Clerkship

SHSU ACADEMIC POLICIES

For a comprehensive list of graduate student Degree Requirements and Academic Guidelines, go to the following link to the online version of the university's Graduate Catalog:

<http://catalog.shsu.edu/graduate-and-professional/academic-policies-procedures/degree-requirements-academic-guidelines/#degree-requirements>

Academic Good Standing

SHSU Academic Policy Statement 910312 (Academic Probation, Suspension, Dismissal, and Termination) (https://www.shsu.edu/academics/science-and-engineering-technology/documents/910312%20Academic%20Probation%20and%20Suspension_2022.pdf), generally defines academic good standing for SHSU-COM students.

In order to achieve and remain in **academic good standing** at SHSU, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate coursework attempted.

A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester following the starting of the probation, the student will be terminated.

A student who earns a grade of "C" in any course (repeated or distinct course) within the academic program may have his/her graduate status reviewed by a committee comprised of the department or college's graduate faculty. The committee will recommend an appropriate remediation for the student. The grade of "NC" is treated as a grade of "C" for the purpose of determining Academic Standing but is considered an insufficient grade to meet degree course requirements. A graduate student who earns a grade of "F" in any graduate course will be terminated from graduate studies. Those students who earn an "F" during the semester of their anticipated graduation will be terminated from graduate studies and will not be eligible to graduate in that term. The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points without regard to the regulations previously stated.

Any appeal for a review of the termination of graduate status should be directed in writing through the graduate advisor of the program, then to the chair of the department, then to the academic dean of the college, and finally to the Provost and Vice President for Academic Affairs. Refer to Academic Policy 910312 for further information.

If a student wishes to pursue a different program after being terminated from the original program, the student must complete the admissions process and be accepted into the new program. A student must be in Academic Good Standing in order to change to a new program **or** receive a release from the academic program, academic dean of the college, and Dean of The Graduate School. Once accepted to the new program, the previous program must release the termination block in the Registrar's Office before the student can register in the new program.

Academic Honesty

Academic honesty is defined in paragraph 5.3, Chapter VI, of the Rules and Regulations, Board of Regents, The Texas State University System, and in the SHSU Student Code of Conduct and Discipline in the Student Guidelines published by the Dean of Students' Office. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsification of research data, and the abuse of resource materials on an examination or other academic work. Academic dishonesty cases are governed by SHSU Academic Policy Statement 810213 (Procedures in Cases of Academic Dishonesty) (https://www.shsu.edu/dept/academic-affairs/documents/aps/810213%20Procedures%20in%20Cases%20of%20Academic%20Dishonesty_2022.pdf).

Academic Probation/Suspension/Termination

SHSU Academic Policy Statement 910312 (Academic Probation, Suspension, Dismissal, and Termination) (https://www.shsu.edu/academics/science-and-engineering-technology/documents/910312%20Academic%20Probation%20and%20Suspension_2022.pdf) governs probation, suspension, dismissal, and termination of undergraduate and graduate students at SHSU.

Graduate Degree Enrollment and Completion Requirements

See Academic Policy 930129 (<https://www.shsu.edu/dept/academic-affairs/documents/policies/930129%20Graduate%20Degree%20Enrollment%20and%20Completion%20Requirements.pdf>).

UNIVERSITY REQUIREMENTS & POLICIES

Appeal of a Grade

Academic Grievances are governed by SHSU Academic Policy Statement 900823 (Academic Grievance Procedures for Students) found here: (<https://www.shsu.edu/dept/academic-affairs/documents/aps/students/900823%20Academic%20Grievance%20Procedures%20for%20Students.pdf>).

Classroom Rules of Conduct

According to Section 5 of the Student Handbook, students are expected to assist in maintaining a classroom environment that is conducive to learning. Disruptive behavior will not be tolerated. Students who are disruptive to the class may be dismissed from the classroom for their inappropriate behavior and will not be allowed to hand in any assignments due for the remainder of that class. Additionally, students may be withdrawn from the course for repeated disruptive behavior. For further information, see <https://www.shsu.edu/dept/dean-of-students/student-code-of-conduct.html>.

Religious Holy Days

Absences on religious holy days are governed by SHSU Academic Policy Statement 861001 – Student Absences on Religious Holy Days (<https://www.shsu.edu/dept/academic-affairs/documents/aps/861001%20Student%20Absences%20on%20Religious%20Holy%20Days.pdf>). Students have the responsibility of notifying the professor of each scheduled class day that the student will be absent due to a religious holy day. *This must be done not later than the 15th class day.* Students who are absent from class for observance of a religious holy day will be allowed to take an examination or complete an assignment scheduled for that day within one week of returning to class. However, any in-class assignments cannot be made up, but will not count against their other assignment average since the one lowest assignment grade will be dropped.

Notice to Persons with Disabilities

It is the policy of SHSU that no individuals otherwise qualified shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be

subjected to discrimination under any academic program activity. Students with a disability that may affect their academic performance are expected to arrange for a conference with the instructor as soon as possible. This is done so that appropriate strategies can be considered to ensure participation and achievement opportunities are not impaired since there will be no retroactive accommodation. Furthermore, accommodations will be made **only** to those people who have documented the disability with the Americans with Disabilities Act (ADA) Office in the Lee Drain Building. The number there is 936-294-3512.

TITLE IX: Sexual Misconduct

SHSU is committed to creating and maintaining educational communities in which each individual is respected, appreciated, and valued. SHSU's focus on tolerance, openness, and respect is key in providing every member of the SHSU community with basic human dignity free from all forms of Sexual Misconduct, including Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Any such conduct is defined and governed by the Texas State University System Sexual Misconduct Policy and Procedures (<https://www.tsus.edu/title-ix-sexual-misconduct.html>), which includes procedures for reporting, investigation, applicable supportive measures and resolution processes. Any report of behavior that threatens our institutional values and breaches this policy shall be promptly investigated and remediated in accordance with principles of law, fairness, and equity to all parties to which it applies.

For concerns of discrimination based on sex, please also see SHSU PRE-29 - Non-Discrimination Policy (<https://www.shsu.edu/titleix/documents/PRE-29%20Non-Discrimination%20Policy.pdf>).

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. This law also affords students certain rights with respect to their education records directly related to the student and maintained by SHSU or a party acting on its behalf. SHSU FERPA compliance is governed by Academic Policy Statement 810806 (Student Educational Records <https://www.shsu.edu/dept/academic-affairs/documents/aps/students/810806%20Student%20Educational%20Records.pdf>), which includes a statement of students' rights, permitted use of student's educational records, student and procedures to inspect and/or correct educational records, and other guidelines and important information. Violations of this policy may result in appropriate disciplinary action.

The FERPA campus official at SHSU is the Registrar. For additional information please see resources available on the Office of the Registrar's website (insert https://www.shsu.edu/dept/registrar/students/student_privacy_information.html) or you may direct any questions as follows:

Registrar's Office

BOX 2029

Huntsville TX 77341

(936) 294-1040

Or

Email at: registrar@shsu.edu

Physical Address:

1903 University Avenue

Estill Building, Room 331

Huntsville, TX 77340

To file a complaint regarding alleged violations of rights accorded by students by the Family Educational Rights and Privacy Act (FERPA) or the regulations promulgated under please visit <https://studentprivacy.ed.gov/file-a-complaint>.

For more information visit the U.S. Department of Education (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

Thomas J. Mohr D.O.

Thomas Mohr, DO

Dean

July 16, 2024

Date

Ken Hendrickson

Ken Hendrickson, PhD

Associate Provost for Community Engagement,

Dean of The Graduate and Professional School

31 July 2024

Date

Michael T. Stephenson, Ph.D

Michael T. Stephenson, PhD

Provost and Senior Vice President for Academic Affairs

8/19/2024

Date