AGENDA

Regular Meeting of the OSU/A&M Board of Regents

September 12, 2025 – 10:00 a.m.

Langston University
Multipurpose Room, 142 School of Physical Therapy
Langston, Oklahoma

Notice of this meeting was filed with the Secretary of State on November 7, 2024. Detailed information for all agenda items is provided in the attached documentation.

I. BOARD OF REGENTS' BUSINESS

A. Approval of Order of Business

B. Consideration and possible approval of the minutes of the Special Board Meeting held June 3, 2025, and of the Regular Board Meeting held June 13, 2025 (due to their large volume, draft minutes are available for viewing on the Board website at the following urls: https://regents.okstate.edu/site-files/docs/meetings/2025/2025-06-03_special_board_meeting_minutes_draft.pdf -and- https://regents.okstate.edu/site-files/docs/meetings/2025/2025-06-13_regular_board_meeting_minutes_draft.pdf)

C. Announcement of next Regular Board Meeting to be held on October 24, 2025, in the Regents Room, A.D. Stone Student Union, Connors State College, Warner, Oklahoma.

D. Adoption of Memorial Resolution for former regent Robert "Robbie" Robbins

II. OKLAHOMA PANHANDLE STATE UNIVERSITY

A. General Information/Reports Requiring No Action by the Board
   1. Remarks by President Julie Dinger
   2. Enrollment Report
   3. Panhandle Magazine

B. Resolutions
   1. Request adoption of Memorial Resolutions for:
      a. Dr. Peter Camfield
      b. Dr. Vivian "Pauline" Hodges
   2. Request adoption of Retirement Resolutions for:
      a. Alton Hardman
      b. Joyce Short

c. Judy Unruh
d. Richard Harland

C. Policy and Operational Procedures

None

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval of four new appointments:
   a. Assistant Professor of Biology
   b. Assistant Professor of Psychology
   c. Visiting Instructor of Art
   d. Assistant Professor of Art and Department Chair of Art
2. Items not requiring Board action are provided for informational purposes only

E. Instructional Programs

1. Request approval of the following Program Reviews:
   a. Technology AAS
   b. English BA
   c. Biology BS
   d. Crop and Soil Sciences BS
   e. Technology BTEC
2. Request approval of the following Program Deletion:
   a. Physical Science BS

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)

None

G. Other Business and Financial Matters

None

H. Contractual Agreements (other than construction and renovation)

None

I. New Construction or Renovation of Facilities

None

J. Purchase Requests in compliance with Board Policy 2.07

1. Request approval to process a purchase order for a backhoe and manlift to replace heavy equipment that is no longer in proper working condition for the Physical Plant

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. 2025 Out-of-state travel reports for June and July
2. FTE Report

III. NORTHEASTERN OKLAHOMA A&M COLLEGE

A. General Information/Reports Requiring No Action by the Board
1. Remarks by President Kyle Stafford
2. Enrollment Report
3. NEO Update

B. Resolutions
None

C. Policy and Operational Procedures
None

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03
1. Request approval of personnel actions; items not requiring Board action are provided for informational purposes only
   a. 12 new appointments
   b. 10 reappointments, separations, changes in salary, changes in title, and personnel leaves
2. Request approval of the position description and announcement for Vice President of Fiscal Affairs

E. Instructional Programs
None

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)
1. Request approval to accept grant awards and expend funds, including payments of administrative allowances at year-end, according to grant guidelines for the following:
   a. Student Support Service (SSS) Grant for $313,016 from the Federal Government
   b. Title III – Native American Serving Nontribal Institutions (NASNTI) Program Supporting the New Majority Grant for $360,619 from the Federal Government
   c. Title III – NASNTI Program Serving the New Majority Grant for $339,122 from the Federal Government
   d. Scholars for Excellence in Child Care (SECC) Grant for $84,973 from the State of Oklahoma

G. Other Business and Financial Matters
None

H. Contractual Agreements (other than construction and renovation)
None

I. New Construction or Renovation of Facilities
None

J. Purchase Requests in compliance with Board Policy 2.07

1. Request ratification of interim approval to purchase critical information technology equipment that was damaged by a storm in April 2025

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Out-of-state travel summaries for June and July 2025
2. Oklahoma State Regents for Higher Education FTE Report for fiscal quarter ending June 2025

IV. CONNORS STATE COLLEGE

A. General Information/Reports Requiring No Action by the Board

1. Remarks by President Ron Ramming
   a. Connection
   b. HLC mid-cycle review

B. Resolutions

None

C. Policy and Operational Procedures

1. Request approval of the Nursing Student Handbook

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval of personnel actions; items not requiring Board action are included for informational purposes only

E. Instructional Programs

1. Request approval for the program deletion of the Associate of Arts and Letters, Program Code 002

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)

1. Request approval to accept $18,750 in grant funds from the Muskogee City Foundation for Hilldale High School concurrent enrollment students to pay for mandatory fees and books

G. Other Business and Financial Matters

1. Request ratification of interim approval for the Second Chance Pell Experimental Sites Initiative (SCP-ESI), which ends/expires on June 30, 2026

H. Contractual Agreements (other than construction and renovation)

1. Request approval to develop clinical affiliation agreements for fiscal year 2026
2. Request approval to accept the approved extension for the NASNTI Title III grant to expand opportunities for success. No additional funds are being awarded

3. Request approval to enter into an agreement with Green Country Behavioral Health Services, Connors State College, and Eastern Oklahoma State College in connection with providing healthcare services as needed for the students of CSC

I. New Construction or Renovation of Facilities

1. Request ratification of two interim approvals:
   a. Increase total cost to $350,358 for the replacement of outdated/failing alarm systems/panels at Millers Crossing Apartments/ clubhouse. The previous estimate was $200,000
   b. Remediation and restoration of Millers Crossing apartments damaged due to a busted water tank and continuous water runoff, and a burst toilet line. Total costs are estimated at $1 million

J. Purchase Requests in compliance with Board Policy 2.07

None

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Out-of-state Travel Reports for June, July, and August 2025
2. FTE Employee Report for quarter ending June 30, 2025
3. HLC has removed the Connors State College West Campus, located on the NSU campus in Muskogee, from the active campus list and added it to the inactive campus list

V. OKLAHOMA STATE UNIVERSITY

A. General Information/Reports Requiring No Action by the Board

1. Remarks by President Jim Hess

B. Resolutions

1. Request adoption of Memorial Resolutions for Lynna Ausburn, Glennis Couchman, John Cross, Bernard “Bernie” Eissenstat, Helga Harriman, Johnnie Kropp, Joel Martin, and Charles Maxwell Jr.

C. Policy and Operational Procedures

1. Request approval of posthumous degree
2. Request approval of OSU Policy and Procedures 4-0125, "Complaints of Research Misconduct"
3. Request ratification of interim approval for the adoption of the CHS Academic Standards Handbook (OSU-CHS)

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request ratification of three interim approvals:
   a. OSU System, draft and post position announcement and description for Senior Vice President and Chief Operating Officer and allow the search and screening committee and executive search consultant to seek and contact prospective candidates

b. OSU and the College of Veterinary Medicine, draft and post position announcement and description for Dean of the College of Veterinary Medicine vacancy and allow the search and screening committee and executive search consultant to seek and contact prospective candidates

c. OSU and the Division of Student Affairs, extend an offer to a Vice President for Student Affairs candidate prior to the next Board of Regents meeting to allow them to begin their role promptly to facilitate key student-focused initiatives and provide necessary leadership for the beginning of the fall semester

2. Request approval of job description for Provost and Senior Administrator of Academic Affairs (OSUIT)
3. Request approval of personnel actions; items not requiring Board action are included for informational purposes only
   a. 38 new appointments
   b. 33 changes in appointments
   c. Six sabbaticals

E. Instructional Programs
1. Request approval of curricular changes
   a. Five new certificates
   b. 10 curricular modifications

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)
None

G. Other Business and Financial Matters
1. Request approval of 11 peace officer actions
   a. Three commissions
   b. Eight decommissions
2. Request approval to accept two gifts of real property located in Noble County, Oklahoma
   a. 180 acres from the Waggoner Family Trust for use by the College of Engineering Architecture and Technology (CEAT)
   b. 315.73 acres from the James D. Waggoner Trust for joint use by the Division of Agricultural Sciences and Natural Resources (DASNR) and CEAT
3. Request approval of actions related to the receipt of funding, transfer of designated equipment, and change in affiliated status of the National Center for Addiction Studies and Treatment Foundation (OSU-CHS)

H. Contractual Agreements (other than construction and renovation)
1. Request approval to execute contracts to receive restricted funding from the State of Oklahoma to support projects at OSU-CHS, OSU Stillwater, and DASNR
2. Request approval of changes to OSU and OSU/A&M retirement plans
3. Request approval to execute an agreement for owner's representative services with the OSU Medical Authority & Trust to manage the design and construction of a new research space on the OSU-CHS campus in Tulsa, Oklahoma (OSU-CHS)

I. New Construction or Renovation of Facilities
1. Request approval to begin the selection process for on-call consultants to provide as-needed interior design services to the university system and institutions governed by the Oklahoma A&M Board
2. Request approval to increase the scope and budget for the design, construction, and renovations of facilities at the College of Veterinary Medicine

J. Purchase Requests in compliance with Board Policy 2.07
1. Request approval of seven purchasing items
   a. Two sole source and special request purchasing items
   b. Two revolving and appropriated funds purchasing items
   c. Three auxiliary enterprises funds purchasing items
2. Request ratification of four interim approval purchasing items
   a. OSU Athletics and Pokes Marketing, LLC., for revenue share payments to student athletes via Teamworks
   b. OSU Athletics and HUB International for student athlete group insurance
   c. OSU Athletics and Huron for evaluation of strategic vision
   d. College of Education and Human Sciences for the lease of two Piper aircraft from Boelte Aviation

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board
1. Recognition agreements for interior spaces
2. Demolition of a temporary structure on the OSU Oklahoma City campus (OSU-OKC)

VI. LANGSTON UNIVERSITY

A. General Information/Reports Requiring No Action by the Board
1. Remarks by President Ruth Ray Jackson
   a. Overview of 'E Roar Digital Publication

B. Resolutions
1. Request adoption of Memorial Resolutions for the following individuals:
   a. Ms. Gladys Johnson
   b. Mr. Marvin Fisher
   c. Dr. Lester Clark

C. Policy and Operational Procedures
1. Approval is requested to bestow the Honorary Doctorate of Humane Letters (L.H.D.) to Sherman L. Lewis

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval of personnel actions; items not requiring Board action are provided for informational purposes only

E. Instructional Programs

1. Approval is requested to submit Low Productivity Reports to the Oklahoma State Regents for Higher Education

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)

None

G. Other Business and Financial Matters

1. Approval is requested for three peace officer actions
   a. One commission
   b. Two decommissions

H. Contractual Agreements (other than construction and renovation)

1. Approval is requested for a Special Request to enter into an agreement with Adidas America, Inc. and Midwest Sporting Goods in the outfitting of competition and practice uniforms for all athletic teams and marching band warm-up uniforms

I. New Construction or Renovation of Facilities

None

J. Purchase Requests in compliance with Board Policy 2.07

1. Request approval to engage Oklahoma A&M Contract Loft Furniture to purchase furniture for use in residential communities
2. Request approval through Sole Source to engage with Automated Building Systems (ABS) for the installation and programming of digital climate control systems within goat research laboratories

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Quarterly FTE Report for period ending June 30, 2025

VII. PUBLIC COMMENTS

In accordance with Board Policy 1.17, time will be provided for individuals to appear before the Board in order to provide comments on issues directly affecting institutions governed by the Board.

None registered to comment.

VIII. COMMITTEE REPORTS

Consider other possible actions based upon reports or recommendations by various Committees of the Board of Regents.

A. Academic Affairs, Policy and Personnel Committee

No Report. All recommendations made by this Committee were presented during the business of CSC, NEO, LU, OPSU, and OSU

B. Audit, Risk Management and Compliance Review Committee

No report.

C. Facilities Committee

No Report. All recommendations made by this Committee were presented during the business of OSU

D. Finance Committee

No Report. All recommendations made by this Committee were presented during the business of OSU

IX. OTHER BOARD OF REGENTS' BUSINESS

A. General Information/Reports Requiring No Action by the Board

None

B. Resolutions

None

C. Policy and Operational Procedures

None

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03

None

E. Purchase Requests in compliance with Board Policy 2.07

None

F. Other Business Matters Requiring Action of the Board

None

G. Reports/Comments/Recommendations by Chief Executive Officer

H. Reports/Comments/Recommendations by General Counsel

I. Reports/Comments/Recommendations by Chief Audit Executive

J. New Business Unforeseen at Time Agenda was Posted

K. Other Informational Matters Not Requiring Action of the Board

None

L. Meeting adjournment

ORDER OF BUSINESS
OSU/A&M Board of Regents
Regular Board Meeting

September 12, 2025

Langston University
Multipurpose Room, 142 School of Physical Therapy
Langston, Oklahoma

A Secretary of State notice for this meeting was filed on November 7, 2024.

BOARD BUSINESS:

1. Order of Business
2. Minutes of the June 3, 2025, Special Board Meeting, and of the June 13, 2025, Regular Board Meeting
3. Announcement of next regular meeting:
   October 24, 2025 -- Connors State College
   Regents Room, A.D. Stone Student Union
   Warner, Oklahoma
4. Adoption of Memorial Resolution for former Regent Robert Robbins

BUSINESS WITH COLLEGES AND UNIVERSITIES:

1. Oklahoma Panhandle State University
2. Northeastern Oklahoma A&M College
3. Connors State College
4. Oklahoma State University
5. Langston University

PUBLIC COMMENTS

None registered to comment

COMMITTEE REPORTS:

1. Academic Affairs, Policy and Personnel Committee
2. Audit, Risk Management and Compliance Review Committee
3. Facilities Committee
4. Finance Committee

OTHER BOARD BUSINESS:

1. Reports or recommendations by the Chief Executive Officer
   a. General Business
   b. General Counsel
   c. Chief Audit Executive

Memorial Resolution *honoring*

ROBERT DAN "ROBBIE" ROBBINS

WHEREAS, it has been called to the attention of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that former Regent and dedicated supporter of Oklahoma State University, Mr. Robbie Robbins, was claimed by death on July 30, 2025, at the age of 87; and,

WHEREAS, Mr. Robbins was born in Altus, Oklahoma, on April 18, 1938, grew up in the Ozark community, and graduated from Altus High School in 1956; and,

WHEREAS, he attended Oklahoma State University where he graduated with bachelor's degrees in Animology and Agronomy and then moved back to Jackson County where he farmed cotton and wheat and raised cattle; and,

WHEREAS, he served as a member of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges from 1980 to 1992; and,

WHEREAS, he also served on the Board of Directors for the PCCA, Gin Board, Irrigation Board, and Water Resource Board; and,

WHEREAS, he received numerous awards in the farming industry including the Legend of Agriculture Award in 2002 and the Southwest High Cotton Award in 2021; and was inducted into the Cotton Hall of Fame in 2021; and,

WHEREAS, he was a devoted family man to his wife, Linda; son, Danny; and stepchildren, grandchildren, and great-grandchildren; and,

WHEREAS, in his passing, the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Oklahoma institutions it governs, have suffered the loss of a true friend, public servant, and devoted citizen.

NOW, THEREFORE, BE IT RESOLVED that the Board takes this method to express respect to his memory and to extend to his family its deep sympathy in the loss sustained.

BE IT FURTHER RESOLVED that this resolution be sent to the family of Mr. Robbins and a copy made a part of the official minutes of the Board as a lasting tribute to his extraordinary service and commitment to higher education in Oklahoma.

Adopted by the Board of Regents this 12th day of September, 2025.

Rick Walker, Chair
Board of Regents for the Oklahoma
Agricultural and Mechanical Colleges

Jason Ramsey, CEO
Board of Regents for the Oklahoma
Agricultural and Mechanical Colleges

OKLAHOMA PANHANDLE STATE UNIVERSITY
Goodwell, Oklahoma
Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges
September 12, 2025

Dear Board Members:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with the purchases to be coordinated through the Chief Procurement Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

A. GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD

1. Remarks by President Dr. Julie Dinger
2. Enrollment Report
3. Panhandle Magazine

B. RESOLUTIONS

1. Request adoption of Memorial Resolutions:
   (Reference Document B-1)
   a. Dr. Peter Camfield
   b. Dr. Vivian "Pauline" Hodges
2. Request adoption of Retirement Resolutions:
   (Reference Document B-2)
   a. Alton Hardman
   b. Joyce Short
   c. Judy Unruh
   d. Richard Harland

C. POLICY AND OPERATIONAL PROCEDURES

None

D. PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval for four new appointments:
   (Reference Document D-1)
   a. Assistant Professor of Biology
   b. Assistant Professor of Psychology
   c. Visiting Instructor of Art
   d. Assistant Professor Art and Department Chair of Art
2. Items not requiring Board action are provided for informational purposes only.

(Reference Document D-2)

E. INSTRUCTIONAL PROGRAMS

1. Request approval for the following Program Reviews:
   (Reference Document E-1)
   a. Technology AAS
   b. English BA
   c. Biology BS
   d. Crop and Soil Sciences BS
   e. Technology BTEC
2. Request approval for the following Program Deletion:
   (Reference Document E-2)
   a. Physical Science BS

F. BUDGETARY ACTIONS

None

G. OTHER BUSINESS AND FINANCIAL MATTERS

None

H. CONTRACTUAL AGREEMENTS (other than construction and renovation)

None

I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES

None

J. PURCHASE REQUESTS in compliance with Board Policy 2.07

1. Request approval to process a purchase order for a backhoe and manlift to replace heavy equipment that is no longer in proper working condition for the Physical Plant. The funding for this expenditure will come from legally available funds. The Office of Central Procurement will assist with bidding or selection through a State of OK (OMES) contract or valid group procurement or cooperative contract.
   (Reference Document J-1)

K. STUDENT SERVICES/ACTIVITIES

None

L. NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED

None

M. OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. 2025 Out of State Travel *(Reference Document M-1)*
2. FTE Report *(Reference Document M-2)*

SEPTEMBER 2025

OPSU.edu

Panhandle

OFFICIAL PUBLICATION OF OKLAHOMA PANHANDLE STATE UNIVERSITY

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ADMINISTRATION
Dr. Julie Dinger — University President
Dr. Charla Lewis— Vice President of Academic Affairs
Dr. Ryan Blanton — Vice President of Advancement
Liz McMurphy — Vice President of Fiscal Affairs
Victor Esparza — Athletic Director
Laura Hutchinson — Dean of Student Affairs

PANHANDLE MAGAZINE
Lauren McBee — Director of Campus Communications
Gabe Stoesz— Sports Information Director

PHOTOGRAPHERS
Lauren McBee — Maddie Flanagan
Kendal Smartt

TABLE OF CONTENTS

04 OPSU CELEBRATES FALL 2025 ENROLLMENT GROWTH

07 PANHANDLE TECH: A SMART WAY TO GROW OKLAHOMA'S ECONOMY

11 OPSU AND NEO CELEBRATE NEW ARTICULATION AGREEMENTS

15 OPSU PARTNERS WITH TIMELYCARE TO SUPPORT STUDENT WELL-BEING

16 AGGIES ACCUMULATE 392 TOTAL ACADEMIC HONORS FROM SAC

FIRST DAY
of school!
@WeArePanhandle

Welcome Home
PANHANDLE STATE UNIVERSITY
NO MAN'S LAND

PRORODEO
Welcome Home
PANHANDLE STATE UNIVERSITY

FALL 2025

OPSU Celebrates Fall 2025

Enrollment Growth with Strategic Focus on Work-Force Ready Education

Oklahoma Panhandle State University is excited to kick off the Fall 2025 semester with strong momentum, highlighted by a 4.77% increase in headcount enrollment and a 1% rise in credit hours. These gains reflect the university's continued dedication to preparing students for meaningful careers and expanding access to high-quality, in-person learning experiences.

One of the most notable successes this fall is the continued growth of the RN to BSN program, building on its strong performance over the summer. Nursing continues to be a cornerstone of OPSU's academic landscape, and strategic investments in healthcare education are creating more opportunities for students and more qualified professionals for the region.

Interest in college-level coursework is also rising among high school students as concurrent enrollment has skyrocketed by over 50%. This remarkable growth shows that more students are choosing to get a head start on their college journey right here at OPSU.

Supporting this momentum is the launch of Panhandle Tech, a new initiative focused on providing high school students with hands-on technical training that connects directly to regional workforce needs. Much like concurrent enrollment, Panhandle Tech gives students early access to college-level learning experiences, especially those designed to build in-demand skills and open doors to career opportunities.

The Elementary Education program also saw a 5% increase, further solidifying OPSU's essential role in preparing future educators for classrooms across Oklahoma.

These enrollment gains are no accident; they're the result of a campus-wide recruitment effort and a clear focus on student success. OPSU has prioritized in-person instruction and community engagement, underscoring the value of real connections in the classroom and beyond. By highlighting career readiness in every step of the student experience, the university is ensuring that every degree leads to opportunity.

University President Julie Dinger shared her pride in the

team effort that led to this growth. "This growth is a testament to the hard work of our faculty and staff. We've made intentional choices to align our programs with workforce needs, and students are responding. OPSU is a place where education leads directly to opportunity."

Vice President of Advancement Ryan Blanton echoed that message saying, "Our recruitment strategy is truly campus-wide. From faculty engagement to career-focused outreach, we're building pathways that connect students to meaningful futures. The results speak for themselves."

As OPSU continues to grow and evolve, the university remains deeply committed to serving the Panhandle with excellence, relevance, and heart, and empowering students today to become the leaders of tomorrow.

THE JOURNAL RECORD

PANHANDLETECH

A Smart Way to Grow Oklahoma's Economy: Support Rural Higher Education

Oklahoma's Panhandle helps feed the nation and power the state. Our counties lead in agricultural output, over $1.3 billion in Texas County alone, and sit over one of the country's largest natural gas fields. That productivity depends on people: paramedics and welders, instrument techs and lineworkers, bookkeepers and supervisors, whose skills are built close to where they live and work. That is where rural higher education, and Oklahoma Panhandle State University (OPSU), matter most.

Panhandle Tech, OPSU's dual-credit technical pathway that launches this week, is a practical example. It allows high school students to earn college credit in hands-on programs such as paramedicine/EMS, welding, and industrial technology. Courses are scheduled mornings, afternoons, and evenings, offered both on campus and online, so students from small, spread-out districts can participate without sacrificing a two-hour commute to campus. For eligible students, concurrent-enrollment tuition is waived, lowering the cost of entry into high-need fields and accelerating time to a real-world credential.

The payoff is not abstract. A welding certificate earned before graduation keeps a young person in the region with skills that local industry needs today. EMS coursework completed in high school shortens the path to licensure in a part of the state where response times are sometimes a life-or-death matter. These are targeted pipelines that stabilize essential services and keep small businesses fully staffed. Rural higher education is also a fiscally responsible investment. Independent analysis from the Oklahoma State Regents' 2025 Economic Impact study, shows that each dollar invested in OPSU generates over $14 in return to Oklahoma's economy. In low population density areas, that return is amplified: one credentialed medic or certified welder can be the difference between a community that grows and one that falls behind.

This is not about special pleading for the Panhandle; it is about capacity where it is most efficient. Rural campuses already have the partnerships, facilities, and trust to deliver high-value training aligned with local industry. With consistent support, we can scale what works: modern equipment for technical labs, sustained funding for concurrent enrollment, expanded clinical placements for health programs, and flexible delivery models that meet the realities of rural life.

Oklahoma's workforce strategy succeeds when every region can develop its own talent. Rural higher education makes that possible. If we want reliable energy production, resilient supply chains, responsive emergency care, and strong main streets, we should invest in the institutions that prepare the people who make those things work, right here at home.

Building Oklahoma's Future:

OPSU's Alternative Certification Program Prepares New Teachers

Oklahoma Panhandle State University is stepping up to address one of the state's most urgent challenges: the growing need for qualified teachers. Through its fully online Alternative Certification program, OPSU is helping professionals transition into the classroom and prepare to guide the next generation of Oklahoma students.

Last year, 24 students successfully completed the program's course requirements, joining the ranks of educators ready to make an impact in schools across the state. For many, the program serves as a bridge between their current careers and a calling to teach, offering them the tools and confidence to succeed in classrooms from the Panhandle to Oklahoma City.

The demand for certified teachers continues to grow in Oklahoma, with schools across rural and urban areas alike facing shortages. OPSU's program was designed with this reality in mind, equipping future educators with practical skills they can immediately apply. Coursework emphasizes career readiness, focusing on classroom management, instructional planning, inclusive teaching strategies, and foundational educational practices.

Another unique feature of the program is its stackable micro-credentials. As learners progress, they earn digital badges through Credly, building both competency and a portable, recognized record of achievement. These micro-credentials align with the statewide UpskillOK initiative, ensuring that participants are not only classroom-ready but also connected to a broader effort to strengthen Oklahoma's workforce.

"OPSU's Alternative Certification program provides the knowledge, skills, and confidence that future teachers need to succeed," said Dr. Charla Lewis, Vice President of Academic Affairs. "We are proud to prepare educators who will step into Oklahoma classrooms ready to make an immediate and lasting impact."

President Dr. Julie Dinger emphasized the program's role in shaping the future of Oklahoma education. "Every teacher we help train through this program strengthens the future of education in the Panhandle and across the state. This program is about more than earning credentials. It's about building stronger schools and brighter futures for Oklahoma students."

With a 100% online format, OPSU's Alternative Certification program offers the flexibility professionals need to balance their current responsibilities while working toward certification. Students can complete coursework from anywhere in the state, making it especially valuable for those in rural areas where access to professional development opportunities is limited.

For OPSU, this program represents more than just an academic offering; it reflects the university's mission to serve its community and state. By preparing educators who will fill vital roles in Oklahoma classrooms, OPSU is investing in both the personal success of its students and the collective future of the state's children.

As Oklahoma continues to search for solutions to the teacher shortage, OPSU's Alternative Certification program stands out as a model of accessibility, innovation, and impact. With each graduating cohort, the program not only transforms the careers of its participants but also strengthens the foundation of Oklahoma's education system for generations to come.

OPSU and NEO Celebrate

New Articulation Agreements to Expand Student Opportunities

Oklahoma Panhandle State University and Northeastern Oklahoma A&M College (NEO) have officially launched two new articulation agreements, creating seamless pathways for students to transfer from associate degrees at NEO into bachelor's programs at OPSU. The agreements, finalized and effective April 25, 2025, mark an important milestone in both institutions' commitment to expanding access to higher education and supporting student success.

The agreements open clear pathways for students in Elementary Education and Agribusiness. Students who complete an Associate of Science in Pre-Elementary Education at NEO can now transition directly into OPSU's Bachelor of Science in Elementary Education program. This 2+2 pathway allows students to complete 60 credit hours at NEO and 62 credit hours at OPSU, totaling 122 credit hours. The pathway includes important milestones, such as applying to OPSU Teacher Education during the second year at NEO and completing OPSU's practicum and student teaching sequence.

Similarly, students who complete an Associate of Science in Agriculture at NEO can now transfer into OPSU's Bachelor of Science in Agribusiness program. This pathway also follows a 2+2 structure, with 60 credit hours at each institution, resulting in a total of 120 credit hours. Students gain a strong foundation in accounting, economics, and animal and plant sciences at NEO before advancing to upper-division agribusiness and management courses at OPSU.

Both agreements protect student credits, ensuring that all approved NEO courses transfer directly into OPSU degree plans without loss. Transfer students are held to the same admission, remediation, and graduation requirements as native OPSU students, and they may even earn their NEO associate degree retroactively if eligible. To maintain alignment with evolving program requirements and state standards, the agreements will be reviewed annually and are set for a five-year term, renewable by mutual consent.

The agreements were the result of close collaboration between academic leaders at both institutions. Early in 2025, OPSU's Dr. Charla Lewis and NEO's Dr. Dustin Grover worked together to exchange degree maps and draft agreements. Through careful refinement in the spring, course equivalencies, substitutions, and other adjustments were finalized, culminating in formal signatures in April 2025.

These new articulation agreements are a cause for celebration, highlighting the dedication of OPSU and NEO to creating accessible, high-quality pathways that help students achieve their educational goals. With these agreements in place, students can confidently pursue their bachelor's degrees while benefiting from a smooth and supportive transfer experience.

LAUREN MCBEE

Named OPSU Director of Communications and Recognized Among Oklahoma's Next Gen 30 Under 30

Oklahoma Panhandle State University is proud to announce that Lauren McBee has been promoted to Director of Communications. In addition to stepping into this leadership role, McBee has been named to Oklahoma's prestigious Next Gen Under 30 Class of 2025, a program that honors young leaders who are making a meaningful impact in their industries and across the state.

McBee joined OPSU in 2022 as a Marketing Coordinator and quickly distinguished herself through strategic, student-focused communication initiatives. In her first two years, she led a full reimagining of the university's digital presence, more than doubling OPSU's social media engagement, reach, and following across all platforms. These platforms have become a key tool for recruitment and community engagement, helping to share the unique story of OPSU with students and families across Oklahoma and beyond.

While she is proud of the recognition her work has earned, McBee is most passionate about the people and the place she serves. Moving from Oklahoma City to the Oklahoma Panhandle allowed her to take a more purpose-driven path, one that champions education, elevates rural voices, and celebrates the sense of community that defines the region.

"Becoming OPSU's Director of Communications is an incredible honor, and being named to the Next Gen Under 30 list makes this moment even more special," McBee said. "I love the Oklahoma Panhandle and am proud to be building my future here. This is a community full of resilience, heart and stories worth sharing, and I'm grateful to help tell them."

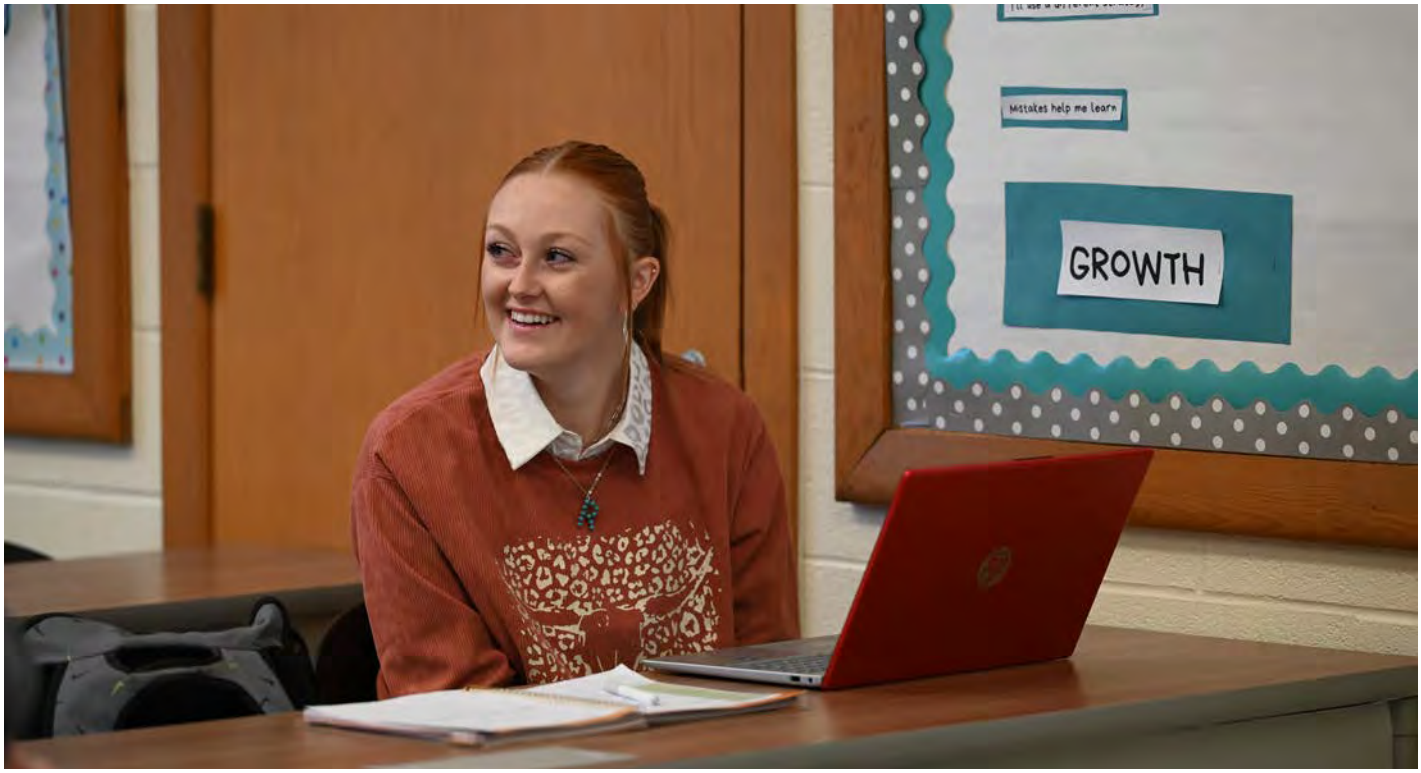
"Lauren has proven herself to be a talented communicator and a passionate advocate for OPSU," said Dr. Ryan Blanton, Vice President of Advancement. "Her creativity, professionalism, and dedication have strengthened the university's connection to our community and have positioned OPSU for even greater visibility across Oklahoma and beyond."

McBee looks forward to continuing her work at OPSU, sharing the stories of students and the Panhandle community, and helping build a bright future for the region she calls home.

The Next Gen Under 30 honorees will be celebrated at an awards ceremony in Oklahoma City later this year.

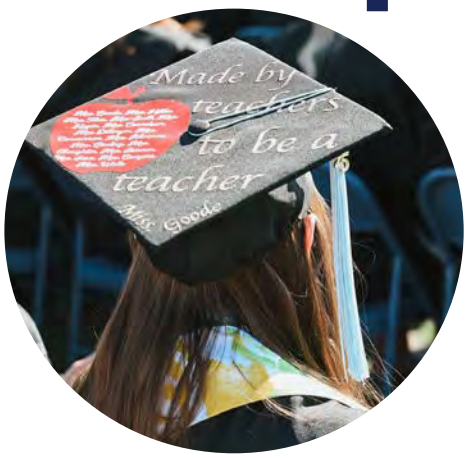
"I love the Oklahoma Panhandle and am proud to be building my future here. This is a community full of resilience, heart, and stories worth sharing, and I'm grateful to help tell them.

— Lauren McBee, Director of Campus Communications



OPSU's OAEA Chapter

Recognized as Year-Round Organizing Organization



Oklahoma Panhandle State University's chapter of the Oklahoma Aspiring Educators Association, or OAEA, has been recognized by the Oklahoma Education Association as the Year-Round Organizing (YRO) Organization. This distinction highlights OPSU as a leader in preparing and supporting the next generation of teachers while showcasing the university's commitment to fostering professional development among its students.

OAEA is more than just a student club. It is a student-led professional organization housed within OPSU's College of Arts and Education, closely connected to the Elementary Education Department. Through the organization, students gain opportunities to develop leadership skills, engage in professional growth, and build meaningful networks with peers and mentors as they prepare for successful careers in teaching.

Robert Villegas, advisor for OPSU's OAEA chapter, expressed his excitement about the honor and what it means for the university and its students. He explained that this recognition positions OPSU as a state leader in supporting and preparing future educators. "This achievement is a significant step in further strengthening our Elementary Education program," Villegas said. "It empowers our students as they begin their journeys toward becoming impactful teachers and provides them with the resources and support they need to thrive."

As part of the Year-Round Organizing recognition, OPSU's OAEA chapter will benefit from additional support that enhances its ability to serve students and advance the mission of the organization. This includes providing free membership for any OPSU student who joins OAEA, funding to support the chapter's activities and initiatives, and assistance with student representation at both the Fall and Spring state conventions.

These resources will allow the chapter to continue building its programs, offer more opportunities for professional development, and increase engagement among students interested in education.

With this recognition, OPSU's OAEA chapter enters the academic year with renewed momentum, strengthened resources, and a platform to serve as a model for aspiring educators throughout Oklahoma. The chapter's success reflects the university's broader commitment to cultivating leadership, professional growth, and excellence in education.

OPSU Launches New Online Degree

In Hospitality and Tourism Management with Hand-On Opportunities in the Panhandle

Oklahoma Panhandle State University is proud to announce its new online Bachelor of Business Administration (BBA) degree in Hospitality and Tourism Management, designed to prepare students for leadership in the hospitality, tourism, and service industries. The program emphasizes hands-on learning, professional certifications, and real-world experiences that equip graduates to succeed nationwide.

Students in the program develop strong interpersonal skills like communication, teamwork, leadership, and conflict resolution, while gaining professional expertise in hospitality management, marketing, financial management, and contemporary industry technologies. Coursework blends conceptual learning with practical, experiential opportunities, including internships and industry-focused projects.

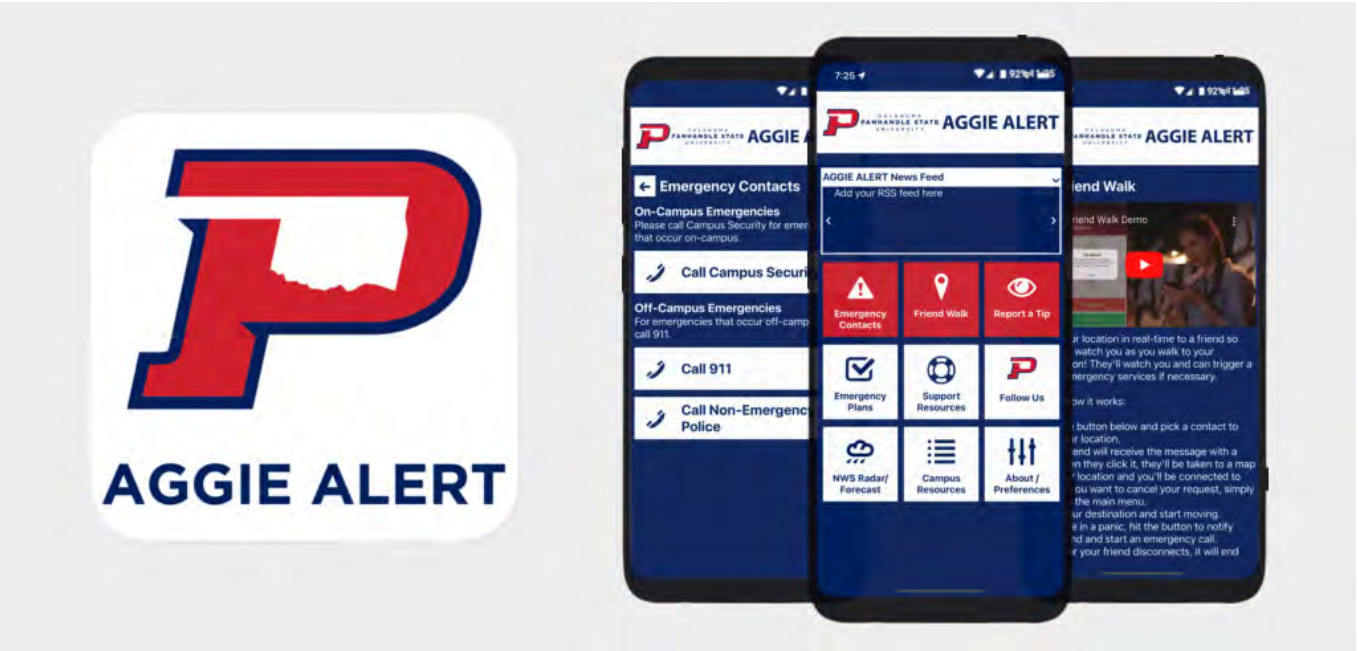
"Hospitality and tourism are about people and experiences," said Dean Vicki Pasque. "Our program gives students the skills, confidence, and real-world exposure they need to thrive in this dynamic industry while also contributing to the Panhandle's economy."

One of the most exciting examples of OPSU's industry collaboration is its connection with the Golden Mesa Casino. The casino recently celebrated a ribbon cutting for its new hotel and restaurant expansion, which showcases premium steaks from OPSU's own Firestone Meatlab. This partnership highlights OPSU's commitment to supporting local businesses while giving students unique opportunities to see how university-grown products reach the marketplace and how hospitality operations are managed at a high level.

Dr. Charla Lewis, Vice President of Academic Affairs emphasized the program's broader impact: "This program reflects OPSU's mission to connect education with opportunity. By linking classroom learning to real-world experiences, we're not only preparing our students for meaningful careers but also strengthening the communities we serve."

Through partnerships like this, OPSU students can immediately apply classroom learning in real-world settings, while also supporting economic growth and culinary innovation in the region. Graduates will leave the program prepared to pursue careers in hotel and restaurant management, event coordination, tourism research, and other hospitality-focused roles, all while making a positive impact on their communities.

For more information about OPSU's online BBA in Hospitality and Tourism Management, visit www.opsu.edu.



AGGIE ALERT

Putting Campus Safety in the Hands of Students

Oklahoma Panhandle State University continues to prioritize the safety and well-being of its students, faculty, and staff. A key part of that commitment is Aggie Alert, the university's free mobile campus safety app that places powerful resources directly in the hands of the OPSU community.

Aggie Alert is designed to provide peace of mind by connecting students with tools they can use in their daily lives, as well as in moments of urgency. From immediate guidance during active threats to the ability to text directly with campus security, the app ensures that support is always just a tap away. Students can also anonymously report concerns, or use the Friend Walk feature to share their route with a trusted contact while crossing campus.

The app also keeps the community informed by sending push notifications during emergencies and providing quick access to campus emergency procedures and local resources. Beyond safety, Aggie Alert connects students to support services such as academic counseling, sexual assault assistance, and peer support, reinforcing OPSU's dedication to caring for the whole student.

"Student well-being is at the center of everything we do at OPSU," said Dr. Julie Dinger, President of OPSU. "Aggie Alert is a powerful example of how we are giving students the tools to take charge of their own safety while knowing their university is always here to support them. It puts safety right in their hands, and that's an important step in building confidence and community." Available for free on iOS and Android, Aggie Alert empowers every student to take an active role in their own safety while building a stronger, more connected campus. By putting these tools directly in the hands of the Aggie family, OPSU demonstrates its ongoing commitment to protecting and supporting those who call the university home.

OPSU

Partners with TimelyCare to Support Student Health and Well-Being

Oklahoma Panhandle State University is expanding its commitment to student well-being by partnering with TimelyCare, a leading virtual health and wellness platform designed specifically for college students. The service gives OPSU students free, round-the-clock access to medical and mental health care, ensuring support is always within reach, whether they are on campus, at home, or traveling out of state.

TimelyCare is built to make care convenient, flexible, and private. Through the platform, students can connect with licensed providers for a wide range of services, including on-demand medical visits for common health issues, immediate emotional support during stressful moments, and scheduled counseling sessions with a provider of their choice. In addition to these resources, students can book health coaching appointments, participate in a confidential peer community, and explore self-care tools such as meditation, yoga, and other wellness content.

One of the most valuable features of TimelyCare is its diverse network of providers. Students can choose from professionals who speak multiple languages and bring a wide range of experiences and backgrounds, making it easier to find someone who understands their unique needs. Even when students are outside Oklahoma, the platform connects them with licensed practitioners in the state where they are located, ensuring continuity of care no matter where life takes them.

"At OPSU, we know that our students' health and well-being are the foundation of their success in the classroom and beyond. By offering TimelyCare, we are making sure every Aggie has access to the care and support they need—anytime, anywhere. This partnership reflects our commitment to helping students thrive both academically and personally," said Laura Hutchinson, Dean of Students.

Accessing TimelyCare is simple. Students log in with their OPSU email at app.timelycare.com, select the type of service they need, and connect via video, phone, or chat. With these resources at their fingertips, OPSU students have an added layer of support to help them stay healthy, resilient, and focused on their academic goals.

Through this partnership, OPSU reaffirms its dedication to the success of every Aggie by recognizing that student health is inseparable from student achievement. By bringing TimelyCare to the Panhandle, the university is ensuring that no student has to face health challenges alone.

ACADEMIC HONORS

Aggies Accumulate 392 Total Academic Honors from SAC

The Sooner Athletic Conference announced a host of 2024-25 academic awards throughout the week of July 7-11, in which Oklahoma Panhandle State University teams and athletes earned a combined 392 honors.

On Monday, 12 OPSU teams were recognized as SAC All-Academic Scholar Teams, led by the women's basketball program with a 3.69 team GPA. To be included on the All-Academic list, a team must have a combined GPA of at least 3.00 throughout the year.

2024-25 SAC Scholar Teams:

Women's Basketball | 3.69
Baseball | 3.10
Men's Basketball | 3.46
Men's Golf | 3.10
Women's Golf | 3.30
Men's Soccer | 3.30
Women's Soccer | 3.35
Softball | 3.38
Volleyball | 3.50
Men's Track & Field | 3.22
Women's Track & Field | 3.07
Men's Cross Country | 3.35

The SAC released its Commissioner's Honor Roll on Tuesday, wherein 174 Aggies appeared. The Commissioner's Honor Roll consists of student-athletes from any NAIA-recognized sport who carry a minimum grade point average of 3.0 based on a 4.0 system.

On Wednesday, 135 OPSU student-athletes were named Academic All-SAC. Award winners included only those athletes participating in a SAC-sponsored championship sport who maintained a 3.25 GPA throughout the 2024-2025 academic year (previous two semesters).

Rounding out the awards on Thursday were the 2024-25 SAC Scholar-Athletes, reserved for juniors or above with at least a 3.5 cumulative GPA who have attended their current institution for two full academic years as a non-transfer, or one full year as a transfer. 71 Aggies stamped their names among the conference's top academic performers as SAC Scholar-Athletes.

2025 OPSU Football

Season Preview

Fresh off consecutive five-win seasons under third-year head coach Cory Miller, the Oklahoma Panhandle State football team is set to open the 2025 season Saturday at Peru State College.

OPSU's two-game non conference slate features Peru State and East Texas Baptist University, teams that won seven and six games, respectively in 2024, presenting an early-season challenge.

Conference play begins with the Hall of Fame Game at Anchor D Stadium versus No. 18 Ottawa University-Arizona on Septmber 20th, marking a stretch of five home games in 42 days for the Aggies. The lone road game between September 20th and November 1st will be played at Wayland Baptist, against which the Aggies are 10-2 since 2012, including a 31-13 victory last season. The midseason run of five-of-six home games concludes with a showdown against the defending Sooner Athletic Conference champion, No. 10 Texas Wesleyan.

The final two games of the season are set for Nov. 8 and Nov. 15 on the road at Texas College and Langston, respectively, both of which finished 2024 one game better than the Aggies in conference play. The headlines will be dominated by the quarterback position with the departure of four-year starter Brandon Stephens, who amassed 6,260 yards through the air and 1,322 on the ground, combining for 86 touchdowns in his career. Sophomore Cache Barrett and redshirt freshman Chance Guadiz are in line to lead the offense this season, each hoping to gain the trust of the coaching staff as the full-time starter.

"Both of (the quarterbacks) have kind of risen to the occasion and played really well in fall camp," Miller said.

Despite the quarterback transition, OPSU returns a plethora of talent from its other skill positions.

"I really like our offensive skill positions," Miller said. "This is probably the deepest we've been at wide receiver. We really feel good with about six of our wide receivers, which is nice."

Miller also touched on the complementary skillset of his tight-end room, highlighting senior William Rodriguez III and junior Jabari Coleman as well as a good group of freshmen.

On the other side of the ball, the defensive line figures to be a strength with the return of Elzie Barnett III, Wally Palega Jr., Hector Rodriguez and Aaron Vinson.

The experience of the defensive backs with a pair of three-year starters in Charles Holmes III and Loren Snead is also a valuable asset for the Aggies heading into 2025.

On special teams, kicker Carlos Vazquez returns following a 2024 campaign in which he drilled all six of his field-goal attempts, topping the NAIA in field-goal percentage.

In all, OPSU's roster features strong leadership with 19 players listed as seniors to help usher in the large and promising freshmen and sophomore classes.

Panhandle State looks to make the leap as a team that has seen improvement but remained in the middle of the SAC standings and many statistical categories over the past two seasons.

"We've got to close games out. … We've got to be able to win close games. I think we were 1-3 in one-score games (in 2024), so that's the maturity, the experience, being able to overcome that," Miller said.

The head coach also mentioned red-zone offense efficiency and limiting pre- and post-snap penalties as necessary areas of improvement should the Aggies make the jump into the upper echelon of the conference.

A key to sustaining the success OPSU has seen under Miller will be winning the turnover battle, something it did very well last season with only four lost fumbles and five interceptions thrown. Conversely, the Aggies ranked sixth in the NAIA in 2024 with 19 defensive interceptions.

Facing three teams with a combined 21 wins in the opening three games of the season is certain to serve as an excellent measuring stick for 2025 Aggie football.

OKLAHOMA
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STATE UNIVERSITY
SCIENCE &
AGRICULTURE
CHECK OUT
ALL THINGS
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MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Dr. Peter K. Camfield, Oklahoma Panhandle State University Emeritus Faculty, was claimed by death on August 9, 2025.

WHEREAS, Dr. Peter K. Camfield, by their loyalty, attention to duty, and performance rendered service as Dean of the College of Agriculture, Meat Lab Director, and Professor to Oklahoma Panhandle State University from 1996 to 2017, and as a citizen worthy of commemoration and respect; and

WHEREAS, their friends and Oklahoma Panhandle State University have suffered irreparable loss in their passing;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES;

THAT it takes this method to express its appreciation for the 21 years of service rendered by Dr. Peter K. Camfield to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, to express respect to their memory, and to extend to the family its deep sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Oklahoma Panhandle State University's dedicated servants.

BE IT RESOLVED that a copy of this resolution be shared within the minutes of the Board and a copy sent to the family of Dr. Peter K. Camfield.

Adopted by the Board the 12th day of September, 2025.

_____ _____

Dr. Julie Dinger, President Mr. Rick Walker, Chair

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Dr. Vivian "Pauline" Hodges, Oklahoma Panhandle State University Emeritus Faculty, was claimed by death on June 13, 2025.

WHEREAS, Dr. Vivian "Pauline" Hodges, by their loyalty, attention to duty, and faithful performance rendered service as Assistant Professor of Education and Adjunct faculty to Oklahoma Panhandle State University from 1992 to 2006, and as a citizen worthy of commemoration and respect; and

WHEREAS, their friends and Oklahoma Panhandle State University have suffered irreparable loss in their passing;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES;

THAT it takes this method to express its appreciation for the 14 years of exemplary service rendered by Dr. Vivian "Pauline" Hodges to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, to express respect to their memory, and to extend to the family its deep sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Oklahoma Panhandle State University's dedicated servants.

BE IT RESOLVED that a copy of this resolution be shared within the minutes of the Board and a copy sent to the family of Dr. Vivian "Pauline" Hodges.

Adopted by the Board the 12th day of September, 2025.

_____ _____

Dr. Julie Dinger, President Mr. Rick Walker, Chair

RETIREMENT RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Alton Hardman, Library Director for the Library Department, after many years of service; has retired from Oklahoma Panhandle State University.

WHEREAS, EMPLOYEE Alton Hardman, by his loyalty, attention to duty, and faithful performance rendered service as a staff and faculty member of Oklahoma Panhandle State University from August 1, 2011 to July 1, 2024 and as a citizen worthy of commemoration and respect; and

WHEREAS, Alton Hardman set a high standard of support for public higher education in the State of Oklahoma;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES;

THAT it takes this method to express its appreciation for the 13 years of exemplary service rendered by Alton Hardman to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, and to express that the Board and every member thereof respectfully extend to Alton Hardman its deepest gratitude and respect.

BE IT RESOLVED, that a copy of this resolution be shared within the minutes of the Board and a copy sent to Alton Hardman.

Adopted by the Board on the 12th day of September, 2025.

_____ _____

Dr. Julie Dinger, President Mr. Rick Walker, Chair

RETIREMENT RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Joyce Short, Head Cashier for the Business Office, after many years of service; has retired from Oklahoma Panhandle State University.

WHEREAS, Joyce Short, by her loyalty, attention to duty, and faithful performance rendered service as a staff member of Oklahoma Panhandle State University from October 1, 1995 to June 1, 2025 and as a citizen worthy of commemoration and respect; and

WHEREAS, Joyce Short set a high standard of support for public higher education in the State of Oklahoma;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES;

THAT it takes this method to express its appreciation for the YEARS OF SERVICE of exemplary service rendered by Joyce Short to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, and to express that the Board and every member thereof respectfully extend to Joyce Short its deepest gratitude and respect.

BE IT RESOLVED, that a copy of this resolution be shared within the minutes of the Board and a copy sent to Joyce Short.

Adopted by the Board on the 12th day of September, 2025.

_____ _____

Dr. Julie Dinger, President Mr. Rick Walker, Chair

RETIREMENT RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Judy Unruh, Assistant Professor for the Nursing Department, after many years of service; has retired from Oklahoma Panhandle State University.

WHEREAS, Judy Unruh, by her loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma Panhandle State University from December 18, 2002 to September 1, 2024 and as a citizen worthy of commemoration and respect; and

WHEREAS, Judy Unruh set a high standard of support for public higher education in the State of Oklahoma;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES;

THAT it takes this method to express its appreciation for the 22 years of exemplary service rendered by Judy Unruh to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, and to express that the Board and every member thereof respectfully extend to Judy Unruh its deepest gratitude and respect.

BE IT RESOLVED, that a copy of this resolution be shared within the minutes of the Board and a copy sent to Judy Unruh.

Adopted by the Board on the 12th day of September, 2025.

_____ _____

Dr. Julie Dinger, President Mr. Rick Walker, Chair

RETIREMENT RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Richard Harland, Professor and Department Chair of Psychology, after many years of service; has retired from Oklahoma Panhandle State University.

WHEREAS, Richard Harland, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma Panhandle State University from September 1, 2010 to July 31, 2023 and as a citizen worthy of commemoration and respect; and

WHEREAS, Richard Harland set a high standard of support for public higher education in the State of Oklahoma;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES;

THAT it takes this method to express its appreciation for the 13 years of exemplary service rendered by Richard Harland to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, and to express that the Board and every member thereof respectfully extend to Richard Harland its deepest gratitude and respect.

BE IT RESOLVED, that a copy of this resolution be shared within the minutes of the Board and a copy sent to Richard Harland.

Adopted by the Board the 12th day of September, 2025.

_____ _____

Dr. Julie Dinger, President Mr. Rick Walker, Chair

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Requested approval for 4 new appointments:

New Appointments

Name	Title	Type	Effective Date	Salary	Contract Term
Shivish Bhandari	Assistant Professor of Biology	New Appointment	9/1/2025	$45,000.00	9 months
Bhoj Bahadur Balayar	Assistant Professor of Psychology	New Appointment	9/1/2025	$55,000.00	9 months
Rachel Miller	Instructor of Art	New Appointment	9/1/2025	$42,500.00	9 months
Narciso Arguelles III	Assistant Professor Art and Department Chair of Art	New Appointment	9/1/2025	$51,000.00	9 months

1. Items not requiring Board action are provided for informational purposes only.

Change in Appointment

Name	Title	Type	Effective Date	Salary	Contract Term
Jeffery Cramer	Instructor of Industrial Technology and Head Shooting Sports Coach	Change in Appointment	7/1/2025	$64,000.00	12 months
Lauren McBee	Director of Campus Communications	Change in Appointment	8/1/2025	$61,000.00	12 months
Rebekah Wiech	Assistant Athletic Trainer and Head Cheer Coach	Change in Appointment	8/11/2025	$40,312.00	12 months
Maria Wiltzius	Women's Head Basketball Coach and Athletics Senior Women's Leader	Change in Appointment	9/1/2025	$50,000.00	12 months
Vicki Pasque	Dean College of Business and Technology, Assistant Professor CIS, Department Chair of Business Administration	Change in Appointment	9/1/2025	$66,164.04	12 months

Retirement or Separation

Name	Title	Type	Effective Date
Makenzie Fessler	Head Women's Golf Coach and Assistant Men's Basketball Coach	Separation	8/4/2025
Mistina Merwin	Student Health Service Nurse and Head Cheer Coach	Separation	6/30/2025

OKLAHOMA PANHANDLE STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS
P.O. Box 430 ~ Goodwell, OK 73939 ~ 580.349.1400

Executive Summary Program Reviews

Program Review Process

Oklahoma Panhandle State University maintains a structured, four-year rotating cycle for academic program review to ensure alignment with institutional goals and continuous improvement in student learning and program effectiveness. Led by department chairs and supported by the Assessment Team, each program undergoes a comprehensive evaluation of student learning outcomes, course performance data, and curricular relevance.

Reviews incorporate findings from annual assessments and include the development of a formal Program Cycle Plan, outlining strategic improvements for the next review cycle. This process not only supports accountability and informed decision-making but also ensures that OPSU's academic offerings remain current and responsive to student and workforce needs.

The academic program modifications that were submitted for approval last year and that will be submitted this year are a direct result of completed program reviews.

Technology AAS 050

The AAS program emphasizes hands-on industrial skills in drafting, machining, welding, and safety, with options and certifications tailored to workforce needs. Students achieve strong outcomes in CAD, project execution, and safety awareness. Curriculum is responsive to industry trends despite equipment challenges. Enrollment has fluctuated, with 22 students in AY23–24 and 4 graduates. Instructional costs are covered by other programs. We expect to see growth in this program in the upcoming years as a direct result of the newly launched Panhandle Tech Program.

English BA 010

The English program supports OPSU’s mission by fostering critical thinking, clear communication, and cultural awareness. Curriculum revisions and rubric-based assessments have improved student success, with strong graduate outcomes in teaching and advanced study. Enrollment has grown from 4 (AY19–20) to 9 (AY23–24), though graduate numbers remain low. Direct instructional costs have increased to $342,040, reflecting faculty support across teaching and academic options and for general education.

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Biology BS 004

The Biology program delivers a rigorous curriculum with measurable outcomes in communication, scientific reasoning, and cultural awareness. Students benefit from technology-enhanced instruction, applied research, and strong faculty credentials. Graduates are consistently accepted into medical, veterinary, and graduate programs. While enrollment has declined from 121 (AY19–20) to 48 (AY23–24), the program maintains high academic quality and continuous assessment improvements. Direct instructional costs have risen to $322,723, reflecting expanded instructional support.

Crop & Soil Sciences BS 002

This multidisciplinary program integrates plant, soil, and environmental sciences with hands-on applications such as GIS, biotechnology, and national competition participation. Students develop skills in communication, quantitative analysis, and sustainability-focused decision-making. Enrollment has decreased from 22 (AY19–20) to 10 (AY23–24), with 2 graduates in the most recent year. Faculty-led assessment and curriculum adjustments maintain program quality. Direct instructional costs are $129,272.

Technology (BTEC) 028

The BTEC program facilitates Career Tech credit transfer into a bachelor's degree, aligning with OPSU's mission of resource optimization and workforce preparation. Instruction is workforce-relevant, with small class sizes, open labs, and qualified faculty. Recent updates emphasize measurable learning outcomes, but enrollment remains very low (5 in AY19–20 to 3 in AY23–24) with no graduates in the past two years. Direct instructional costs, shared across programs, are $170,856.

Technology AAS 050
Program Review Summary

Institution Name: Oklahoma Panhandle State University
Program Name and State Regents Code: Technology AAS (050)
List of Options: Drafting and Industrial Technology, Fire Protection, Industrial Technology, Metal Technology, Technology, Emergency Medical Services, Wind Energy/Maintenance Technology CERT, Emergency medical Technician CERT, Advance Emergency Medical Technician CERT, Fire Protection and Safety Training CERT, Welding Technology CERT
Date of Review: 2023-2024 **Recommended Date of Next Review:** Fall 2028

Centrality to Institutional Mission:
Industrial Technology is designed around a current academic program that gives students hands-on practical experiences they will need to know/use in the workplace. There also exists opportunities to do class projects for the local community which helps build a professional network that will exist long after graduation.

Program Learning Outcomes

Goal 1: Oral and Written Communication: Communicate effectively using written, oral, and symbolic languages.

Student Learning Outcomes:

1. Students will be able to create basic technical drafting drawings (CAD).

Goal 2: Analytical and Quantitative Reasoning: Read and think critically by analyzing, assimilating, and applying information.

Student Learning Outcomes:

1. Students will apply the fundamental skills in the use of hand and machine tools.

Goal 3: Social Responsibility and Cultural Awareness: Be an aware and active participant in the global, dynamic community.

Student Learning Outcome:

1. Students will demonstrate an understanding of safe welding environments and hazard avoidance.

Quality Indicators

Strong student outcomes in CAD drafting, project accuracy, and safety awareness. Hands-on courses use modern software and simulators when possible. Curriculum revised to match evolving industry needs despite aging equipment. Peer safety monitoring and rubric-based assessments are under consideration. Faculty support includes open lab access and individualized attention.

Minimum Productivity Indicators

	AY 19-20	AY 20-21	AY 21-22	AY 22-23	AY 23-24
Enrollment	30	31	13	7	22
Graduates	2	0	1	0	4

Other Quantitative Measures

Number of Courses for Major range over 5 years: 15-19
Student Credit Hours in Major range over 5 years: 96-130

Direct Instructional Costs are covered by other programs.

Full-Time Faculty Members

Justin Collins	PhD	Oklahoma State University
Matt Carter	MEd	Texas Tech University
Jon Olsen	BIND	Oklahoma Panhandle State University
Hue Helms	BIND	Oklahoma Panhandle State University
Thomas Casper	BIND	Oklahoma Panhandle State University
Brandon Robinson	BIND	Oklahoma Panhandle State University

English Bachelor of Arts 010
Program Review Summary

Institution Name: Oklahoma Panhandle State University
Program Name and State Regents Code: English BA (010)
List of Options: Teaching, Academic
Date of Review: 2023-2024 **Recommended Date of Next Review:** Fall 2028

Centrality to Institutional Mission:
The English program at OPSU supports the university's mission by consistently offering courses that stress the importance of and educate students about the importance of responsible and active living in the 21st century amid the global community. The courses in the program prepare students for a global community through the development of critical thinking skills and problem-solving skills, as well as through crafting well-written, clear prose.

Program Learning Outcomes

Goal 1: Oral and Written Communication: Communicate effectively using written, oral, and symbolic languages.

Student Learning Outcomes:

1. Students will author writing assignments using the appropriate contextual grammar.
2. Students will consistently support premises with appropriate evidence.

Goal 2: Analytical and Quantitative Reasoning: Read and think critically by analyzing, assimilating, and applying information.

Student Learning Outcomes:

1. Students will apply critical thinking skills in the analysis of literature.

Goal 3: Social Responsibility and Cultural Awareness: Be an aware and active participant in the global, dynamic community.

Student Learning Outcome:

1. Students will investigate using valid research practices to develop their own conclusions.

Quality Indicators

Curriculum revisions improved clarity and consistency across composition and upper-level courses. Rubric-based assessment system tracks student improvement. One-on-one instructor feedback and revised benchmarks for passing grades (from 80% to 70%) improved student success. Students demonstrate gains in analytical writing, interpretation, and applied grammar. Faculty maintain strong qualifications and mentor adjuncts effectively. High performance of graduates in teaching and graduate programs.

Minimum Productivity Indicators

	AY 19-20	AY 20-21	AY 21-22	AY 22-23	AY 23-24
Enrollment	4	5	5	7	9
Graduates	0	0	1	1	0

Other Quantitative Measures

Number of Courses for Major range over 5 years: 7-13
Student Credit Hours in Major range over 5 years: 24-69

2019/2020 Direct Instructional Costs: $325,189.39
2020/2021 Direct Instructional Costs: $251,400.96
2021/2022 Direct Instructional Costs: $296,746.60
2022/2023 Direct Instructional Costs: $321,070.43
2023/2024 Direct Instructional Costs: $342,040.27

Full-Time Faculty Members

Jorge Aznar	MA	Emporia State University
Marjory Hall	MLA	Henderson State University
Jarrett Kaufman	PhD	University of Louisiana Lafayette
Julie Prior	PhD	University of Toronto
Amy Kaufman	MA	University of Nevada Las Vegas
Marisa Evans	MA	Southern New Hampshire University
Kristin Shelby	M.Ed	Southwestern Oklahoma State University

Biology Bachelor of Science 004
Program Review Summary

Institution Name: Oklahoma Panhandle State University
Program Name and State Regents Code: Biology BS 004
List of Options: None
Date of Review: 2023-2024 **Recommended Date of Next Review:** Fall 2028

Centrality to Institutional Mission:
The mission of the OPSU Biology Department is to provide students with a strong foundation in biological sciences through rigorous coursework, hands-on research, and critical thinking. In alignment with the university's mission of 'Progress through Knowledge,' we prepare students for success in graduate programs, professional schools, and careers in scientific research, healthcare, and environmental fields. Through applied learning and community engagement, our program fosters innovation, ethical leadership, and a deep understanding of biology's role in addressing global challenges.

Program Learning Outcomes

Goal 1: Oral and Written Communication: Communicate effectively using written, oral, and symbolic languages.

Student Learning Outcomes:

1. Students present information to various audiences
2. Students will construct lab reports

Goal 2: Analytical and Quantitative Reasoning: Read and think critically by analyzing, assimilating, and applying information.

Student Learning Outcomes:

1. Students apply scientific principles
2. Students will solve statistical calculations related to biology and biological research

Goal 3: Social Responsibility and Cultural Awareness: Be an aware and active participant in the global, dynamic community.

Student Learning Outcome:

1. Students recognize how to apply biological principles to current events.

Quality Indicators

Clear, measurable learning outcomes across communication, scientific reasoning, and cultural awareness. Assessment improvements tracked across all core courses (1304, 1504, 3024, 4014, etc.). Strong technology integration (smartboards, virtual content, video libraries). Faculty qualified at the doctoral and master's levels, with diverse backgrounds100% course success metrics show gains from lower- to upper-division coursework. High acceptance into medical, veterinary, and graduate schools.

Minimum Productivity Indicators

	AY 19-20	AY 20-21	AY 21-22	AY 22-23	AY 23-24
Enrollment	121	93	78	68	48
Graduates	22	19	26	17	14

Other Quantitative Measures

Number of Courses for Major range over 5 years: 6-12
Student Credit Hours in Major range over 5 years: 131-450

2019/2020 Direct Instructional Costs: $162,497.01
2020/2021 Direct Instructional Costs: $182,742.49
2021/2022 Direct Instructional Costs: $180,535.84
2022/2023 Direct Instructional Costs: $263,564.47
2023/2024 Direct Instructional Costs: $322,723.51

Full-Time Faculty Members

Justin Collins	PhD	Oklahoma State University
Serafin Tenoch Ramon	MS	West Texas A&M University
Hannah Martin	MS	University of West Alabama

Crop and Soil Sciences Bachelor of Science 002
Program Review Summary

Institution Name: Oklahoma Panhandle State University
Program Name and State Regents Code: Crop and Soil Sciences BS (002)
List of Options: None
Date of Review: 2023-2024 **Recommended Date of Next Review:** Fall 2028

Centrality to Institutional Mission:
The OPSU mission of progress through knowledge exemplifies the Crop and Soil Sciences (C&SS) program and its endeavors. C&SS is a multi-disciplinary science that includes the study of plants, soils, and the environment. Knowledge in this diverse field is increasing exponentially and ever more important as the world's population approaches 9 billion people. The C&SS program embodies progress through knowledge in a very tangible way.

Program Learning Outcomes

Goal 1: Oral and Written Communication: Communicate effectively using written, oral, and symbolic languages.

Student Learning Outcomes:

1. Students will describe and evaluate key soil, plant, and crop science concepts using appropriate terminology.
2. Students will present research findings or field analyses in written or oral formats that meet scientific standards.

Goal 2: Analytical and Quantitative Reasoning: Read and think critically by analyzing, assimilating, and applying information.

Student Learning Outcomes:

1. Students will use data to interpret crop performance, soil properties, and agronomic treatments.
2. Students will apply quantitative tools (e.g., GIS, soil tests, nutrient calculations) to agricultural problem-solving.
3. Students will solve statistical calculations related to biology and biological research

Goal 3: Social Responsibility and Cultural Awareness: Be an aware and active participant in the global, dynamic community.

Student Learning Outcome:

1. Students will recognize the economic, environmental, and cultural impacts of agronomic decisions on rural communities
2. Students will engage in practices that promote sustainability and ethical stewardship of agricultural resources.

Quality Indicators

The program aligns with HLC requirements through: Clearly defined and assessed student learning outcomes. Use of benchmarks and rubrics for evaluating oral/written communication, scientific reasoning, and cultural/global awareness. Faculty participation in assessment processes and curriculum planning. Continuous improvement based on student performance data and course evaluations. Technology integration (e.g., GPS, GIS, remote sensing, biotechnology). Active participation in national competitions (Precision Ag, Crops Judging).

Minimum Productivity Indicators

	AY 19-20	AY 20-21	AY 21-22	AY 22-23	AY 23-24
Enrollment	22	19	11	7	10
Graduates	7	10	6	6	2

Other Quantitative Measures

Number of Courses for Major range over 5 years: 7-11
Student Credit Hours in Major range over 5 years: 57-189

Direct Instructional Costs

AY 19-20	AY 20-21	AY 21-22	AY 22-23	AY 23-24
$107,446.55	$99,350.98	$104,441.78	$96,156.83	$129,272.16

Full-Time Faculty Members

Curtis Bensch	PhD	Kansas State University
Cassidy Tolle-Johnson	MAg	Sul Ross University

Technology BTEC 028
Program Review Summary

Institution Name: Oklahoma Panhandle State University
Program Name and State Regents Code: Technology BTEC (028)
List of Options: None
Date of Review: 2023-2024 **Recommended Date of Next Review:** Fall 2028

Centrality to Institutional Mission:
The BTEC program was designed to accommodate transfer of Career Tech credits into a bachelor's degree program. This is closely aligned with the university's mission of student learning, resource optimization, and graduate production.

Program Learning Outcomes

Goal 1: Oral and Written Communication: Communicate effectively using written, oral, and symbolic languages.

Student Learning Outcomes:

1. Students present information to various audiences
2. Students will construct lab reports

Goal 2: Analytical and Quantitative Reasoning: Read and think critically by analyzing, assimilating, and applying information.

Student Learning Outcomes:

1. Students apply scientific principles
2. Students will solve statistical calculations related to biology and biological research

Goal 3: Social Responsibility and Cultural Awareness: Be an aware and active participant in the global, dynamic community.

Student Learning Outcome:

1. Students recognize how to apply biological principles to current events.

Quality Indicators

The BTEC program at OPSU demonstrates alignment with HLC Criteria through applied, workforce-relevant instruction, qualified faculty, and hands-on learning. Recent curriculum updates emphasize measurable outcomes and student engagement, while small class sizes and open labs support student success. A formal assessment plan is in progress, and efforts to track graduate outcomes are underway. These steps reflect the program's commitment to quality, continuous improvement, and career readiness.

Minimum Productivity Indicators

	AY 19-20	AY 20-21	AY 21-22	AY 22-23	AY 23-24
Enrollment	5	2	2	4	3
Graduates	2	0	1	0	0

Other Quantitative Measures

Number of Courses for Major range over 5 years: 4
Student Credit Hours in Major range over 5 years: 22-38

Direct Instructional Costs are shared among BIND/CIS/BADM

AY 19-20	AY 20-21	AY 21-22	AY 22-23	AY 23-24
$141,077.13	$139,058.69	$122,344.53	$154,724.52	$170,856.95

Full-Time Faculty Members

Matt Carter	MEd	Texas Tech University
Jon Olsen	BIND	Oklahoma Panhandle State University
Hue Helms	BIND	Oklahoma Panhandle State University
Thomas Casper	BIND	Oklahoma Panhandle State University
Brandon Robinson	BIND	Oklahoma Panhandle State University

OKLAHOMA PANHANDLE STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS
P.O. Box 430 ~ Goodwell, OK 73939 ~ 580.349.1400

Executive Summary

Oklahoma Panhandle State University requests approval for the immediate deletion of the **Bachelor of Science in Physical Science** degree program. As part of OPSU's routine academic program review and the OSRHE-required Low Productivity Review process, it was determined that the program had previously been identified for suspension in 2021–2022 but was not formally advanced due to leadership turnover. The program has remained low-producing, and there are currently **no students enrolled**. Immediate deletion corrects the earlier oversight, aligns OPSU with OSRHE expectations, and ensures academic resources remain focused on programs of higher demand and mission alignment.

OKLAHOMA PANHANDLE STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS
P.O. Box 430 ~ Goodwell, OK 73939 ~ 580.349.1400

Request for Program Deletion
Bachelor of Science in Physical Science

Background

As part of Oklahoma Panhandle State University's ongoing academic program review and assessment cycle, all degree programs are evaluated on a four-year rotational basis for alignment with the University's mission, achievement of stated goals, and enrollment outcomes. This collaborative, faculty-driven process involves peer review across disciplines and serves as an important guide for administrative decision-making.

In addition to OPSU's internal review, the Oklahoma State Regents for Higher Education (OSRHE) requires annual Low Productivity Reviews of degree programs that do not meet established enrollment and/or graduation benchmarks.

Rationale for Deletion

During the most recent Low Productivity Review cycle, it was discovered that the Bachelor of Science in Physical Science program had previously been identified for suspension in 2021–2022. However, due to turnover within the academic leadership team, OPSU did not formally request approval for suspension from OSRHE at that time.

The program continues to demonstrate low productivity and no longer aligns with OPSU's strategic academic priorities. Importantly, there are currently zero (0) students enrolled in the degree.

Recommendation

Given the absence of enrolled students and the prior determination to sunset the program, OPSU recommends immediate deletion of the Bachelor of Science in Physical Science. This action will:

- Correct the missed suspension request from 2021–2022.
- Bring OPSU into alignment with OSRHE expectations for program productivity.
- Streamline OPSU's degree offerings to reflect student demand and institutional mission.

Action Requested

Approval from the Board of Regents is requested for the deletion of the Bachelor of Science in Physical Science degree program, effective immediately.

JOHN DEERE

YELLOWHOUSE MACHINERY CO.

Quote Id: 33376811

Prepared For:

OKLAHOMA PANHANDLE STATE UNIVERSITY

Prepared By: **JASON BERGDALL**

Yellowhouse Machinery Co.
1300 W Chestnut Avenue
Enid, OK 73703

Tel: 580-233-5000
Fax: 580-234-4006
Email: jasonb@yhmc.com

Date: 28 August 2025

Offer Expires: 30 September 2025

JOHN DEERE

YELLOWHOUSE MACHINERY CO.

Quote Summary

Prepared For

OKLAHOMA PANHANDLE STATE UNIVERSITY
PO BOX 430
GOODWELL, OK 73939
Business: 580-349-5441

Prepared By

JASON BERGDALL
Yellowhouse Machinery Co.
1300 W Chestnut Avenue
Enid, OK 73703
Phone: 580-233-5000
jasonb@yhmc.com

Sourcewell Contract #011723-JDC
Sourcewell Member ID: 241105
$219,828.00 List Price
$-94,526.04 43% Sourcewell Discount
$125,301.96 Sourcewell Price
$17,646.04Freight, PDI, Delivery, Forks
$142,948.00 Total Sale Price
STATE CONTRACT DISCOUNT - 41%
SOURCEWELL CONTRACT DISCOUNT - 43%

Quote Id: 33376811
Expiration Date: 30 September 2025

Equipment Summary	Qty	Extended
JOHN DEERE 320 P-Tier Backhoe Loader	X 1 =	
Equipment Total		**$ 142,948.00**
Trade In Total		**$ 0.00**

Quote Summary

Equipment Total	$ 142,948.00
Trade In	
SubTotal	$ 142,948.00
Est. Service Agreement Tax	
Total	$ 142,948.00
Balance Due	**$ 142,948.00**

Salesperson : X_____ **Accepted By : X** _____

JOHN DEERE

YELLOWHOUSE MACHINERY CO.

Selling Equipment

Quote Id: 33376811 **Customer:** OKLAHOMA PANHANDLE STATE UNIVERSITY

JOHN DEERE 320 P-Tier Backhoe Loader

Hours:
Stock Number:

Code	Description	Qty
17C1T	320 P-Tier Backhoe Loader	1
	Standard Options - Per Unit	
183N	JDLink™	1
0202	United States	1
0259	English	1
0351	Translated Text Labels	1
0606	Level 2 Cab	1
0650	Less Performance Package	1
0950	Less Vision System	1
1210	Premium Package Radio	1
3009	Autoshift Transmission - Mechanical Front Wheel Drive (MFWD) with Limited Slip Differential	1
4006	John Deere 4.5L - FT4/Stage IV	1
5245	Galaxy 19.5L-24 12PR Rear & 12.5/80-18 10PR Front	1
6155	Dual Batteries with Disconnect and Jump Post	1
6575	750 lb. (340 kg.) Front Counterweight	1
6752	Extendible Dipperstick	1
7000	No Auxiliary	1
7028	Pilot Controls, Two Lever, with Pattern Selection	1
7038	Loader Coupler, Two-Function Hydraulics, Single Lever	1
7700	Less Coupler - Less Thumb	1
7806	24 in. (611 mm.) Heavy-Duty Bucket, 6.9 cu. ft. (0.20 cu. m.)	1
7860	92 in. (2.35 m.) General Purpose Coupler Bucket, 1.39 cu. yd. (1.06 cu. m.)	1
8030	Fire Extinguisher Bracket	1
8089	Engine Coolant Heater	1
8109	Flip-down Front Sun Visor	1
8125	Heavy-Duty Backhoe Bucket Cylinder	1

JOHN DEERE

YELLOWHOUSE MACHINERY CO.

Selling Equipment

Quote Id: 33376811 **Customer:** OKLAHOMA PANHANDLE STATE UNIVERSITY

8126	Pemberton Pipe Forks	1
	Dealer Attachments	
AT437338	12 in (309 mm) Heavy Duty Bucket, 3.1 cu. ft. (0.09 cu. m.)	1

JOHN DEERE

YELLOWHOUSE MACHINERY CO.

Quote Id: 33376415

Prepared For:

OKLAHOMA PANHANDLE STATE UNIVERSITY

Prepared By: **JASON BERGDALL**

Yellowhouse Machinery Co.
1300 W Chestnut Avenue
Enid, OK 73703

Tel: 580-233-5000
Fax: 580-234-4006
Email: jasonb@yhmc.com

Date: 28 August 2025

Offer Expires: 30 September 2025

JOHN DEERE

YELLOWHOUSE MACHINERY CO.

Quote Summary

Prepared For

OKLAHOMA PANHANDLE STATE UNIVERSITY
PO BOX 430
GOODWELL, OK 73939
Business: 580-349-5441

Prepared By

JASON BERGDALL
Yellowhouse Machinery Co.
1300 W Chestnut Avenue
Enid, OK 73703
Phone: 580-233-5000
jasonb@yhmc.com

Quote Id: 33376415
Expiration Date: 30 September 2025

Equipment Summary	Qty	Extended
JLG 460SJ	X 1 =	
Equipment Total		**$ 99,586.00**
Trade In Total		**$ 0.00**

Quote Summary

Equipment Total	$ 99,586.00
Trade In	
SubTotal	$ 99,586.00
Est. Service Agreement Tax	
Total	$ 99,586.00
Balance Due	**$ 99,586.00**

Salesperson : X_____ **Accepted By : X**_____

460SJ
TELESCOPIC BOOM LIFT

BOOM LIFT

KEY SPECS

Platform Height
46-ft / 14.05-m

Horizontal Outreach
39-ft / 12-m

Drive Speed
4.25 mph / 6.8 km/h

Platform Capacity
600-lb / 272-kg

KEY FEATURES

- Delivers improved multifunction capability for increased productivity.
- Utilizes a new hood design to provide more durability and serviceability.
- Features a 600-lb platform capacity to take everything needed to the job site.
- Maximize horizontal reach with a straight boom.

ACCESSORIES & OPTIONS

- 1/2-in Air Line to Platform
- AC Generator, 2500W or 4000W
- Accessory Packages
  - SkyPower® Package
  - SkyWelder® Package
  - SkyGlazier® Package
- Arctic Package[1]
- Bolt On Fall Arrest System
- Cold Weather Package[2]
- Hostile Environment Package[3]
- Light Package
- Platform Mesh to Mid or Top Rail
  - Aluminum or Plastic
- Platforms
  - Drop Bar, 30 x 36-in, 30 x 60-in, 36 x 72-in, 36 x 96-in
  - Fall Arrest, Rear Entry, 36 x 72-in, 36 x 96-in
  - Inward Self-Closing Swing Gate, 30 x 60-in, 36 x 72-in, 36 x 96-in
  - Tri-Entry, Drop Bar or Swing Gate, 36 x 72-in, 36 x 96-in
- SkySense® Enhanced Detection System
- Soft Touch System
- Storage Tray - Center or Corner

STANDARD SPECIFICATIONS

Performance

Platform Height	46-ft / 14.05-m
Horizontal Outreach	39-ft / 12-m
Swing	360 Degrees Continuous
Platform Capacity (Unrestricted)	600-lb / 272-kg
Platform Rotator	180 Degrees Hydraulic
Jib	6-ft / 1.83-m
Range of Articulation	130 Degrees (+70, -60)
Weight*	16,600-lb / 7,530-kg
Max. Ground Bearing Pressure	60 psi / 4.76 kg/cm²
Drive Speed	4.25 mph / 6.8 km/h
Gradeability	45%
Tilt Cut Out	5 Degrees
Turning Radius (Inside/Outside)	6-ft 6.9-in (2.0-m) / 15-ft 10.5-in (4.8-m)

Engine

Dual Fuel – Kubota WG2503	61 hp / 45.5 kW
Diesel Fuel – Deutz D2.9L4 Tier 4 Final	49 hp / 36.4 kW
Fuel Tank Capacity	22 gal / 83.3 L

Tires

Standard	Foam Filled, 12x16.5
Optional	Foam Filled Non-Marking, 12x16.5
	Foam Filled, 14x17.5
	Foam Filled, Turf & Sand, 33/16LLx16.1

Hydraulic System

Hydraulic Reservoir	36 gal / 136.27 L
Auxiliary Power	12V DC

STANDARD FEATURES

- 36 x 96-in (.91 x 2.44-m) Platform
- 5 Degree Tilt Alarm/Indicator Light
- 12V-DC Auxiliary Power
- 110V-AC Receptacle in the Platform
- 180 Degree Hydraulic Platform Rotator
- ClearSky Smart Fleet™ Hardware (CS550)**
- Control ADE® System
- Four-Wheel Hydrostatic Drive
- Glow Plugs (Diesel Engines)
- Horn
- Hourmeter
- Improved Multi-Function Controls
- Interactive Display at Ground Controls
- Lifting/Tie Down Lugs
- LED Motion / Amber Beacon (CS550)**
- Motion Alarm
- Oscillating Axle
- Platform Console Machine Status Light Panel***
- Proportional Controls
- Reduced Time to Full Height
- SkyGuard SkyLine™
- Swing-Out Engine Tray

*Certain Options or Country Standards Increase Weight.
**Standard Beacon and ClearSky Smart Fleet Hardware Availability Varies by Model Throughout 2023.
***Provides Indicator Lights at Platform Control Console for System Distress, Low Fuel, Degree Tilt Light and Foot Switch Status.

1. Includes arctic hydraulic hoses (drive and steer only) and main boom cable, arctic hydraulic oil, extreme cold engine oil, fuel conditioner, engine block heater, battery blanket, glow plugs, hydraulic tank heater, and oversized footswitch.
2. Includes battery blanket, hydraulic tank heater, block heater.
3. Includes console cover, boom wipers and cylinder bellows.

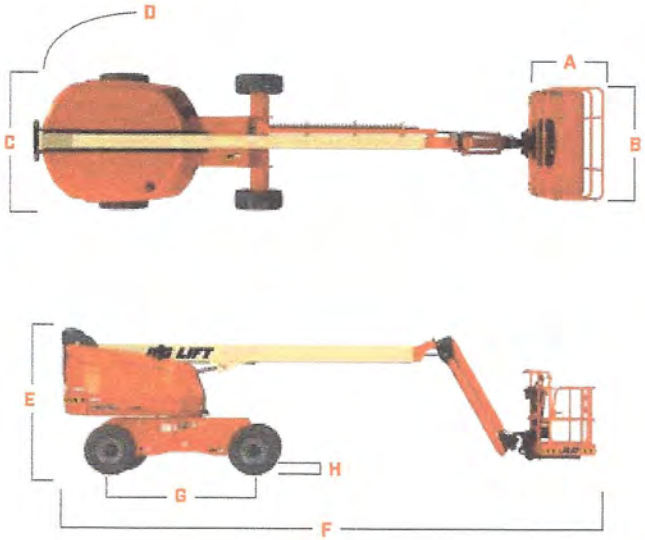
Note: Some options may increase lead time, and some option combinations may not be available.
Additional accessories and options available via JLG Aftermarket.

460SJ
TELESCOPIC BOOM LIFT

BOOM LIFT

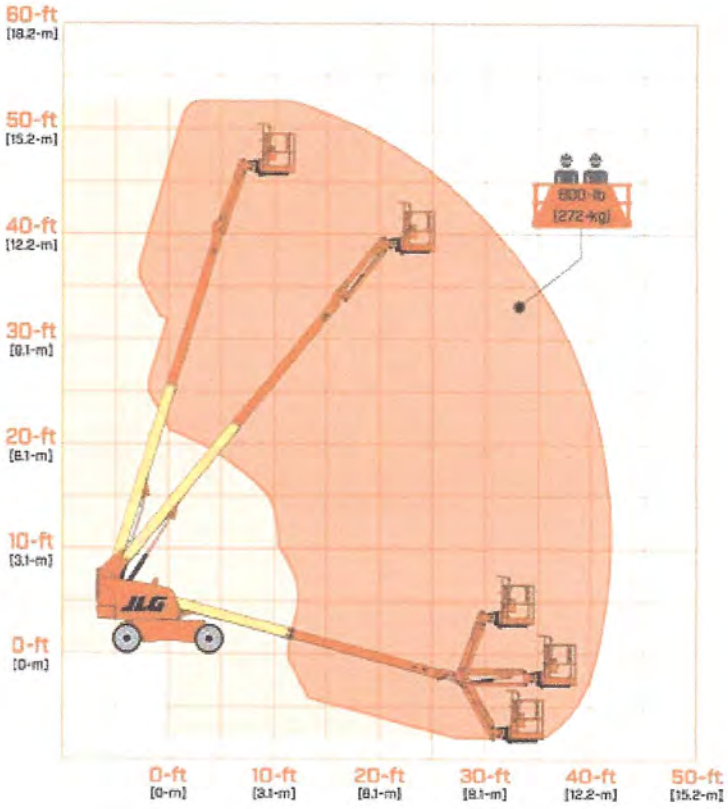
DIMENSIONS

All dimensions are approximate



A.	Platform Width	36-in / 0.91-m
B.	Platform Length	96-in / 2.44-m
C.	Machine Width	7-ft 6.8-in / 2.31-m
D.	Tailswing	2-ft 10-in / 86-cm
E.	Machine Height	8-ft 1-in / 2.47-m
F.	Machine Length	24-ft 11-in / 7.6-m
G.	Wheelbase	7-ft 9.5-in / 2.37-m
H.	Ground Clearance	12.1-in / 31-cm

REACH DIAGRAM



THE JLG 1&5 WARRANTY

We provide coverage for one (1) full year, and cover all specified major structural components for five (5) years. Due to continuous product improvements, we reserve the right to make specification and/or equipment changes without prior notification. This machine meets or exceeds applicable ANSI and CSA requirements based on machine configuration as originally manufactured for intended applications. Please reference the serial number plate on the machine for additional information.

Part No. 3131046 | R0823_01

JLG INDUSTRIES, INC.
Toll-free US 877-JLG-LIFT
JLG.com

An Oshkosh Corporation Company

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF June 2025
MONTH

FUND SOURCE	FY25 TRAVEL THIS MONTH NUMBER OF TRIPS	FY25 TRAVEL THIS MONTH AMOUNT EXPENDED	FY24 CORRESPONDING MONTH NUMBER OF TRIPS	FY24 CORRESPONDING MONTH AMOUNT EXPENDED	FY25 TRAVEL THIS YEAR NUMBER OF TRIPS	FY25 TRAVEL THIS YEAR AMOUNT EXPENDED	FY24 CORRESPONDING YEAR NUMBER OF TRIPS	FY24 CORRESPONDING YEAR AMOUNT EXPENDED
REVOLVING								
ST APPRO	5	$ 2,608.93	8	$ 1,714.05	73	$ 18,731.95	91	$ 33,068.70
FEDERAL			0	$ -	11	$ 1,183.23	8	$ 2,264.79
PRIVATE								
AUXILIARY	1	$ 1,011.28	5	$ 1,184.00	23	$ 9,008.61	30	$ 15,891.13
OTHER								
TOTAL	6	$ 3,620.21	13	$ 2,898.05	107	$ 28,923.79	129	$ 51,224.62

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF July 2025
MONTH

FUND SOURCE	FY26 TRAVEL THIS MONTH NUMBER OF TRIPS	FY26 TRAVEL THIS MONTH AMOUNT EXPENDED	FY25 CORRESPONDING MONTH NUMBER OF TRIPS	FY25 CORRESPONDING MONTH AMOUNT EXPENDED	FY26 TRAVEL THIS YEAR NUMBER OF TRIPS	FY26 TRAVEL THIS YEAR AMOUNT EXPENDED	FY25 CORRESPONDING YEAR NUMBER OF TRIPS	FY25 CORRESPONDING YEAR AMOUNT EXPENDED
REVOLVING								
ST APPRO	10	$ 4,902.94	5	$ 1,474.94	10	$ 4,902.94	5	$ 1,474.94
FEDERAL								
PRIVATE								
AUXILIARY			2	$ 2,145.55	0	-	2	$ 2,145.55
OTHER								
TOTAL	10	$ 4,902.94	7	$ 3,620.49	10	$ 4,902.94	7	$ 3,620.49

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION

FTE Employee Report (1)

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma State Senate, and the Speaker of the Oklahoma House of Representatives

From: Oklahoma Panhandle State University (Institution) Dr.Julie Dinger (President)

Subject: FTE Employee Report for Fiscal Quarter Ending June 30, 2025 (Month Day Year)

The following information is provided pursuant to 74 O.S. 12981, Section 3602 (2)

	Educational & General Budget Part I			Educational & General Budget Part II			Agency Accounts			Sub-Total			Total FTE
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
		Regular	Student		Regular	Student		Regular	Student		Regular	Student	
A. FTE Employees for Reported Fiscal Quarter	31	70	10	2	8	3	0	7	10	33	85	23	141
B. FTE Employees for Fiscal Quarter Immediately Preceeding Reported Quarter (2)	39	73	9	1	7	4	0	8	12	40	88	25	153
C. Increase or Decrease in FTE Employees (Item A minus Item B)*	-8	-3	1	1	1	-1	0	-1	-2	-7	-3	-2	-12
D. Comparable Quarter Last Year	53	79	17	1	4	4	0	5	15	54	88	36	178

1. File with the State Regents' office by the tenth of the month following the end of the calendar quarter being reported.

2. The term employee shall mean "a full-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing 519 hours (173 hours per month multiplied by three months) the total pay-roll house (excluding seasonal employees) for the quarter.

3. This figure reflects the total number of FTE employees for the main campus, branch campus(es), and all constituent agencies.

*Decrease reflected in Line C reflects adjunct faculty personnel changes by employment agreement for the Spring 2025 semester as well as resigning faculty and staff at the end of Spring 2025 semester.

*Decrease reflected in Line C, E&G Part I Faculty and Staff will next quarter reflect the rehiring of staff, faculty, and adjunct personnel for the Fall 2025 semester.

*Increase reflected in Line C E&G Part II Other Regular is due to Grant Program Faculty and Staff hired for the month of June.

*Decrease reflected in Linc C, Agency Accounts Other Student is due to reassigning student workers for Summer 2025.

NORTHEASTERN OKLAHOMA A&M COLLEGE

Miami, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges
September 12, 2025

Dear Board Members:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with purchases to be coordinated through the Chief Procurement Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

A - GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD

1. Remarks by President Kyle Stafford
2. Enrollment Report *(Reference Document A-2)*
3. NEO Update *(Reference Document A-3)*

B – RESOLUTIONS – None

C - POLICY AND OPERATIONAL PROCEDURES – None

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval of 2 personnel actions. Personnel items not requiring Board action are provided for informational purposes only *(Reference Document D-1).*
    a. 12 new appointments
    b. 10 reappointments, separations, changes in salary, changes in title, and personnel leaves
2. Request approval of the position description and announcement for Vice President of Fiscal Affairs *(Reference Document D-2).*

E - INSTRUCTIONAL PROGRAMS- None

F - BUDGETARY ACTIONS –

1. Request approval to accept grant awards and expend funds, including payments of administrative allowances at year-end, according to grant guidelines.
    a. Student Support Service (SSS) Grant for $313,016 from the Federal Government

b. Title III – Native American Serving Nontribal Institutions (NASNTI) Supporting the New Majority Grant for $360,619 from the Federal Government
c. Title III – Native American Serving Nontribal Institutions Program (NASNTI) Serving the New Majority Grant for $339,122 from the Federal Government
d. Scholars for Excellence in Child Care (SECC) Grant for $84,973 from the State of Oklahoma

G - OTHER BUSINESS AND FINANCIAL MATTERS- None

H - CONTRACTUAL AGREEMENTS (other than construction and renovation) - None

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES – None

J - PURCHASE REQUESTS in compliance with Board Policy 2.07

1. Ratification of interim approval to purchase critical Information Technology equipment that was damaged by a storm in April 2025 *(Reference Document J-1)*.

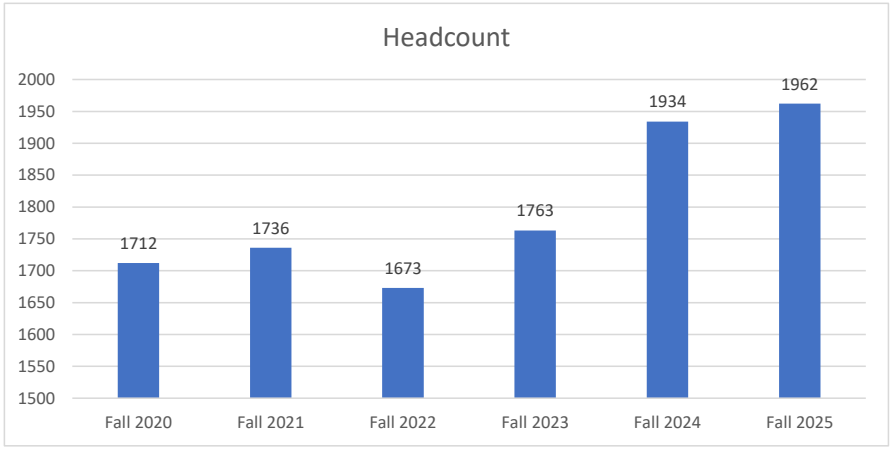
K - STUDENT SERVICES/ACTIVITIES – None

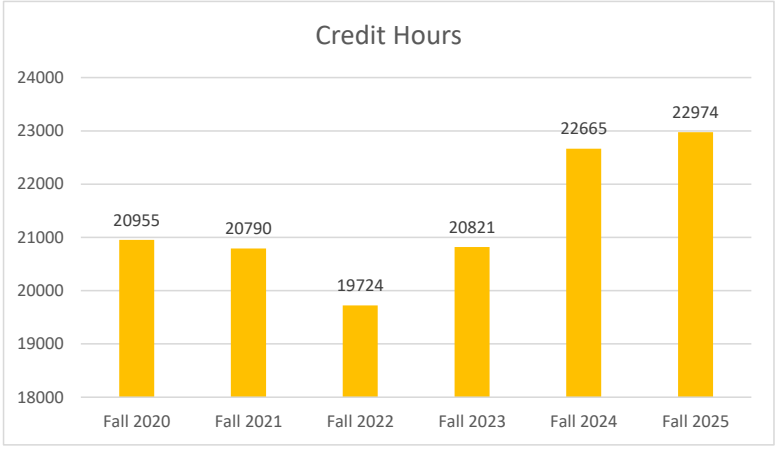
L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED – None

M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. Out-of-state travel summary for June and July 2025 *(Reference Document M-1).*
2. Oklahoma State Regents Higher Education FTE report for fiscal quarter ending June 2025 *(Reference Document M-2).*

	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	Fall 2025
Headcount	1712	1736	1673	1763	1934	1962
Credit Hours	20955	20790	19724	20821	22665	22974





NORTHEASTERN OKLAHOMA A&M COLLEGE

UPDATE

MAGAZINE

SEPTEMBER 2025 ISSUE

WELCOME WEEK

NEO welcomes the next wave of Norsemen during Welcome Week

PTA PINS EIGHT

28th PTA program cohort recognized for outstanding academic achievements

KCU PATHWAYS

New initiative creates fast-track path to doctorship beginning at NEO

CHECK OUT THE NEO EVENT CALENDAR FOR MORE!

NEO.EDU/EVENTS

A LOOK *AHEAD...*

PRESIDENTIAL PARTNERS FOOTBALL RECEPTION | **SEPTEMBER 6**

MILITARY APPRECIATION FOOTBALL GAME | **SEPTEMBER 6**

HALL OF FAME FOOTBALL WEEKEND | **SEPTEMBER 12-13**

SAVE THE DATES

HOMECOMING WEEKEND | **OCTOBER 24-25**

GOLDEN GALA | **NOVEMBER 6**

NEO MARKETING & COMMUNICATIONS
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NEO KICKS OFF FALL 2025 SEMESTER WITH WEEK OF EXCITEMENT AND TRADITION

Northeastern Oklahoma A&M College (NEO) welcomed students back to campus last week with a series of events celebrating the start of the Fall 2025 semester. From Move-In Day to campus traditions, students, faculty, and staff came together to create an energetic and memorable beginning to the year.

Move-In Day set the tone as 2,000 students arrived on campus, settled into dorms, and reconnected with friends. The excitement of a new semester filled the air as Golden Norsemen prepared for the year ahead.

Camp Row followed, bringing the campus community together for games, activities, and advice sessions that helped nearly 500 freshmen build friendships and confidence for the semester.

Pastries with the President allowed students to start the first day of classes with free donuts, coffee, and conversation with NEO President Dr. Kyle J. Stafford outside Dyer Hall.

The week also featured a Tie-Dye Event, during which students made new friends, showed their Norse spirit, and designed custom apparel to celebrate the beginning of the year.

With tradition, creativity, and camaraderie, NEO's first week of Fall 2025 laid the foundation for an exciting and successful year ahead.

NEO PARTNERS IN ACCELERATED PATHWAY THROUGH KANSAS CITY UNIVERSITY HEALTH SCHOLARS PROGRAM

Northeastern Oklahoma A&M College (NEO) is proud to partner in a transformative new initiative—the Rural Health Scholars program—designed to fast-track students from rural and medically underserved areas into careers as physicians or dentists. The program, led by Kansas City University (KCU), brings together eight community colleges, two regional public universities, and a private health sciences university to expand educational opportunity and improve health outcomes across Oklahoma, Kansas, Missouri, and Arkansas.

Through this unique collaboration, qualifying students will be able to complete a Doctor of Osteopathic Medicine (DO) or Doctor of Dental Medicine (DMD) degree in just seven years—one year faster than the traditional route.

Students begin at NEO, where they complete their first year of undergraduate coursework. Those who meet academic criteria will transfer to either Missouri Southern State University (MSSU) or Pittsburg State University (PSU) for years two and three. After their second year, qualified students can interview for early admission to KCU's College of Osteopathic Medicine or College of Dental Medicine. Accepted students will then transition to KCU for four years of professional medical or dental training.

"At NEO, we believe your dreams begin here," said Dr. Kyle J. Stafford, President of NEO. "This partnership offers a seamless, shortened pathway for students—especially those from rural communities—to become dentists or physicians. By working alongside two public regional universities and Kansas City University in Joplin, we're reducing both cost and time barriers, empowering rural talent to one day return and serve the very communities they call home."

Nationwide, rural areas are experiencing an alarming shortage of primary care doctors and dentists. Oklahoma alone needs nearly 300 additional physicians and more than 200 dentists to meet current demand. These gaps often leave rural families without timely access to essential health care. The Rural Health Scholars program is designed to address this need by creating a clear, cost-effective, and community-rooted pathway into the health professions.

NEO is the only Oklahoma college in the partnership, joining community colleges in Kansas and Missouri, along with MSSU, PSU, and KCU.

NEO CONTRIBUTES OVER $83 MILLION TO OKLAHOMA'S ECONOMY, SUPPORTS 873 JOBS IN FY24

A newly released economic impact study by the University of Cincinnati Economics Center confirms that Northeastern Oklahoma A&M College (NEO) continues to be a powerful economic engine for the State of Oklahoma.

In fiscal year 2024 alone, NEO generated $83.31 million in total economic output, supported 873 jobs, and contributed $38.87 million in wages statewide.

The study evaluated the broad economic contributions of the college through operations, student spending, and alumni impact. These direct expenditures create ripple effects across industries, increasing Oklahoma's demand, income, and job creation.

"NEO has a powerful positive impact on our local economy and the communities we serve," said NEO President Kyle J. Stafford. "This study reinforces that investing in higher education is not just an investment in individual lives; it is an investment in a stronger, more vibrant Oklahoma."

Key Findings from the FY24 Economic Impact Report:

- Direct Impact: $42.95 million in output, 648 jobs, and $26.93 million in wages.
- Indirect Impact: $40.36 million in output, 225 jobs, and $11.94 million in wages.
- Total Fiscal Impact: $2.5 million in state and local tax revenue, including:
  - $1.4 million in income tax revenue
  - $1.1 million in sales tax revenue
- Return on Investment: For every $1 in state appropriations, NEO generated $10.52 in total economic output.
- State Appropriations in FY24: $7.92 million

The fiscal benefits included $2.05 million in state tax revenue and $445,000 in combined local and county sales tax revenue. This impact is driven by NEO's direct operations, its student and employee spending, and the continued contributions of its alumni across Oklahoma.

Oklahoma's public higher education system, comprising 25 public colleges and universities, generated $14.61 billion in total economic output in fiscal year 2024, directly and indirectly supporting over 111,000 jobs statewide. The system also contributed $461.8 million in state, county, and local tax revenue, demonstrating a strong economic return. For every $1 invested in state appropriations, Oklahoma taxpayers saw $17.48 in economic output, reflecting higher education's critical role in driving the state's economy.

The study also showed that Oklahoma public colleges and universities contribute significantly to workforce development and talent retention. Nearly 94% of resident graduates were employed in Oklahoma one year after graduation, while over 61% of non-resident graduates chose to stay and work there. Educational attainment continues to rise, with 36.1% of Oklahomans age 25 and older holding an associate degree or higher, up from 31% a decade ago.

The Oklahoma Promise scholarship program alone generated $5.88 in economic output for every dollar invested, further supporting Oklahoma's economy and workforce pipeline. More than 94% of Oklahoma's Promise graduates were employed in Oklahoma one year after graduation, with 86% remaining employed in the state five years after graduation.

NEO continues to serve as a major workforce pipeline and training center in the region, offering degrees and certificates in high-demand fields such as agriculture, nursing, physical therapy assistant, and business. As a community college with deep local roots, NEO's success is shared with its students, alumni, faculty, and the communities it serves.

GIVING BACK:
JOE AND SONYA LANGLEY'S COMMITMENT TO NEO

For Joe and Sonya Langley, giving to NEO A&M College isn't just a donation; it's a way of giving thanks, giving back, and giving forward. Their stories didn't begin together, but they're closely intertwined through NEO. Both attended at different times, found opportunity and connection there, and believe NEO played a defining role in shaping their futures.

"I started at OSU and later transferred to NEO," Sonya says. "Looking back, I wish I had done it the other way around. At NEO, I found my footing. I made the honor roll, found lifelong friends, and discovered what college could be like. It was where everything started to make sense."

For Sonya, NEO wasn't just another college; it was part of her family. Her uncle, Dr. Bruce Carter, served as president of NEO for many years. "All of our holiday dinners were at the president's house. My cousins went there. My twin sister went there. We were raised with NEO in our blood," she says. "It was more than a school, it was home."

Joe first came to NEO in 1951, paying his way through college and living in the old barracks on campus. He remembers how tight money was. Most students didn't even own cars, but the staff didn't care and helped us in many ways. "People like Homa Thomas and Don Dyer looked out for us," he says. "They made us feel like we mattered."

After completing his degree, Joe's path took him to Washington, D.C. Through his connection with Dr. Carter and Oklahoma Senator Robert S. Kerr, Joe worked in the U.S. Senate as a liaison, where he helped coordinate meetings between senators and even U.S. presidents.

"I was just off the Senate floor," Joe recalls. "I saw Senator John F. Kennedy walking the halls. I watched Lyndon B. Johnson work the room as Majority Leader. President Eisenhower was in office. It was an unforgettable time because of the doors that were opened for me by NEO."

Later, Joe built a long and successful career in the oil and gas industry, starting with Kerr-McGee and eventually launching his own company. Sonya worked alongside him, managing operations, logistics, and client accounts. Together, they built something meaningful like they had at NEO.

Today, Joe and Sonya are proud to be Presidential Partners at NEO. This special program is more than just a giving society. The backbone of support allows NEO to respond quickly and meaningfully to student needs.

Their contributions help fund critical programs like the Angel Fund, which provides emergency assistance to students who might otherwise have to pause or even end their education because of unexpected expenses, such as car repairs, medical bills, and other urgent costs.

"Sometimes, the little things make all the difference," Sonya says. "Some students are just one flat tire away from being unable to continue. Through Presidential Partners, we're helping to remove those barriers."

But the impact of Presidential Partners goes far beyond emergencies. Joe explains, "Presidential Partners helps build the infrastructure for success. It funds scholarships, campus programs, leadership opportunities, and resources that empower students daily. It's an investment in their future."

Joe and Sonya encourage others to join Presidential Partners, reminding potential donors that no gift is too small to create meaningful change.

"Education is the most important credential you'll ever get," Joe says. "Presidential Partners ensures that students not only get their foot in the door but also have what they need to walk through it confidently."

After more than 66 years of marriage, a lifetime of hard work, and a legacy built together, Joe and Sonya continue to give not out of obligation but because they believe in the power of education, community, and NEO.

PRESIDENTIAL PARTNER HIGHLIGHT

NEO ANNOUNCES ATHLETICS HALL OF FAME CLASS OF 2025

Northeastern Oklahoma A&M College is thrilled to announce the 2025 Athletics Hall of Fame Class, honoring outstanding athletes, coaches, contributors, and teams whose achievements have impacted Golden Norse athletics.

This year's inductees in the Athlete Category are Rosalind Ross for women's basketball, Raven (Campos) Knott for softball, James Wilder, Jeremy Shockey, and Corey Ivy for football. In the Coaches Category, Bill Mayberry will be inducted for his achievements in baseball. Honorees in the Contributor Category include Janie and Clark McQuigg. The 2002 Women's Basketball National Runner-Up Team, the 2014 Wrestling National Champions, and the 2015 Softball National Runner-Up Team will all be recognized in the Teams Category.

The Hall of Fame Reception will be held on Friday, September 12, at 7:00 p.m., followed by the Induction Ceremony on Saturday, September 13, at 11:00 a.m. in the Calcagno Family Ballroom on the NEO campus.

NEO BOOKSTORE FEATURED ITEM

A new batch of hats is in! Get these NEO hats and show your Norse Spirit!

Available in-store and online.

GET THESE AND MANY OTHER NORSE PRIDE ITEMS AT

BOOKSTORE.NEO.EDU

JOE DON ROONEY INDUCTED INTO THE OKLAHOMA MUSIC HALL OF FAME AND NEO FINE ARTS HALL OF FAME

NEO alumnus Joe Don Rooney, guitarist and founding member of the chart-topping country band Rascal Flatts, was honored twice in one evening this past Saturday. Rooney was inducted into both the Oklahoma Music Hall of Fame and the NEO Fine Arts Hall of Fame, celebrating his extraordinary career and contributions to music.

A Miami, Oklahoma native, Rooney first found his passion for music as a NEO student before achieving international acclaim with Rascal Flatts. The group earned multiple Grammy nominations, sold over 23 million albums, and produced 17 No. 1 singles, becoming one of the most successful country bands ever.

NEO A&M COLLEGE HONORS GRADUATES AT PHYSICAL THERAPIST ASSISTANT PINNING CEREMONY

Northeastern Oklahoma A&M College (NEO) celebrated eight graduates from the Physical Therapist Assistant (PTA) Program during the annual Pinning Ceremony on Thursday, August 14, 2025. The event recognized the hard work, dedication, and achievements of the Class of 2025 as they prepare to begin their careers in physical therapy.

The ceremony began with introductory remarks and an invocation from Dr. Dawn Smathers, Physical Therapist Assistant Program Director, and faculty member Klayton Bridges, followed by a welcome and introductions from NEO President Dr. Kyle Stafford.

Graduates honored at the ceremony included:

Skyler Austin
Brian Banks
Lylah Carter
Aubrey Gebhart
Bayley Lansford
Seth Lowery
Camila Portillo
Miranda Weldon

PTA pins were presented to each graduate, symbolizing their transition from students to professional caregivers.

The event also recognized the PTA Club officers for their leadership:

- **President & SBG Representative:** Lylah Carter
- **Vice President:** Seth Lowery
- **Secretary/Treasurer:** Miranda Weldon

Special honors were awarded during the ceremony, including:

- **Sidney Morgan Memorial Scholarship:** Brian Banks
- **Academic PTA Student of the Year:** Skyler Austin
- **Clinical Student of the Year:** Miranda Weldon

"This graduating class marks the 28th cohort of students to complete the physical therapist assistant program," said Dr. Smathers. "As part of a small, close-knit program, these students benefitted from dedicated faculty who served not only as instructors, but also as mentors and guides throughout their journey. Along the way, they formed strong bonds and provided unwavering support to one another. They faced and overcame personal obstacles, demonstrating the grit and determination needed for lifelong success.

"While serving in the community, each student was praised for their empathy, compassion, and skilled hands-on care that helped patients achieve meaningful improvements. We are confident they will carry these qualities into their careers and make a lasting impact in the lives of the patients and communities they serve."

This year's graduating class also achieved remarkable academic milestones:

- First cohort in the last decade to have every student pass the comprehensive 180-question Exit Exam on the first attempt.
- Set program records in five out of ten exam categories: Neuromuscular & Nervous System, Cardiovascular & Pulmonary Systems, Other Systems, Equipment/Devices/Technology & Modalities, and the largest increase (4%) in Diseases & Conditions that Impact Effective Treatment.
- All students became eligible to take the Licensing Exam before graduation.
- Achieved the highest first-time and overall class average in program history—687 points (passing score: 600)—scoring 18% higher than the national average.
- Every student passed the Licensing Exam on their first attempt.

The ceremony concluded with recognition of the class's accomplishments, highlighting their exceptional academic performance, dedication to patient care, and teamwork.

VIEW MORE PHOTOS: @NEOAMCOLLEGE ON flickr

NEO A&M COLLEGE STUDENT SUPPORT SERVICES AWARDED FEDERAL GRANT TO CONTINUE SUPPORTING STUDENT SUCCESS

Northeastern Oklahoma A&M College is thrilled to announce that its Student Support Services (SSS) program has been awarded a federal grant totaling $313,016 for the upcoming academic year. This funding is 100% federally funded and provides vital support for NEO first-generation college students, income-eligible students, and students with disabilities.

SSS provides comprehensive support through academic advising, tutoring, financial aid literacy and guidance, educational workshops, transfer counseling and planning, career exploration, community service opportunities, cultural experiences, and leadership development.

"This grant recognition validates our commitment to supporting students who face unique challenges in their academic journey," said Teresa Williams, Director of Student Support Services. "Student Support Services is instrumental in helping our most vulnerable students not just survive but thrive in their educational experience."

Williams added, "For many of our students, this program represents the difference between dropping out and earning their degree. We can address our academic and personal barriers that might otherwise prevent these students from reaching their full potential."

The SSS program at NEO serves 160 participants each year, offering services designed to increase retention, improve academic performance, and boost graduation rates. Participants consistently outperform peers from similar backgrounds who do not have access to the program's services.

NEO CONCLUDES UPWARD BOUND SUMMER 2025 WITH STUDENT SHOWCASE

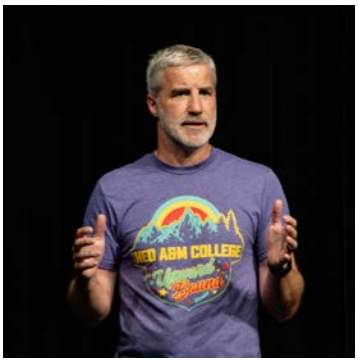
Northeastern Oklahoma A&M College (NEO) celebrated the conclusion of its Upward Bound Summer 2025 six-week program designed to help high school students build academic skills, strengthen confidence, and prepare for college success.

Students closed out the summer with a lighthearted showcase, including a student-produced play and "goofy awards" ceremony, highlighting the friendships, growth, and memories made during the program.

Throughout the academy, participants:

- Lived on the NEO campus
- Developed teamwork and social skills
- Strengthened core academic subjects
- Explored new topics and cultural experiences

NEO's Upward Bound program is part of a federally funded initiative to support first-generation and income-eligible students in pursuing higher education. The Summer Academy gives participants a preview of college life while providing the resources and encouragement to achieve their goals.



NEO VOLLEYBALL OPENS 2025 SEASON 4-0 AT PREMIER NJCAA TOURNAMENT

The Northeastern Oklahoma A&M College (NEO) Volleyball team opened the 2025 season dominantly, going 4-0 at the NJCAA Opening Weekend Tournament in Rockford, Illinois. Facing several nationally ranked opponents, the Golden Norse showcased their depth and determination, establishing momentum for the season ahead.

NEO earned wins over:

- **Florida State College Jacksonville** – 25-20, 29-27, 25-17
- **Lincoln Land** – 25-12, 27-25, 25-17
- **#8 Illinois Central** – 25-20, 25-17, 24-26, 25-16
- **#17 Enterprise State** – 25-12, 27-25, 25-17

Both Illinois Central and Enterprise entered the season ranked among the NJCAA's top programs, making the undefeated start a statement performance for NEO.

Team Leaders:

- Jaynea Manning (OH): 33 kills, 52 digs
- Karsen Hart (MH): 22 kills, nine aces, four blocks
- Isabella Bueno (Libero): 54 digs, eight aces
- Brooke Walker (Setter): 81 assists
- Amaya Rich (Setter): 36 assists
- Lauren Reames & Ashya Thompson: three blocks each

Head Coach Sarah Wall praised the team's resilience and unity throughout the tournament:

"Going 4-0 in the premier D2 NJCAA Opening Weekend Tourney with so many young players and solid sophomore leadership shows what happens when everyone grabs an oar and rows in the same direction," Wall said. "We didn't just win games—we built trust, grit, and a standard for where this boat is headed."

NEO HOSTS 8-MAN ALL-STAR FOOTBALL GAME

Northeastern Oklahoma A&M College (NEO) hosted the Oklahoma 8-Man All-Star Football Game on Saturday, June 21, at 6:00 p.m. at Red Robertson Field on the NEO campus. This high-energy game featured Oklahoma's top 8-man high school football players.

NEO has hosted the Oklahoma 8-Man All-Star Game for 22 of its 52-year history, making the event a longstanding tradition that brings hundreds of families, coaches, and fans to campus each summer.

As home to the storied Golden Norse Football program—boasting eight national championships, five Southwest Junior College championships, and more than 50 alumni who have gone on to the NFL—NEO is proud to celebrate the future of football by honoring these high school standouts.

NEO HOMECOMING SET FOR OCTOBER 24–25

Northeastern Oklahoma A&M College (NEO) is excited to welcome alumni, students, and the community back to campus for Homecoming 2025 on Friday, October 24, and Saturday, October 25. The weekend will feature celebrations, reunions, and Golden Norse tradition leading up to the big game.

Friday's events will kick off with a 2 p.m. ribbon cutting for the Chuck Bowman Locker Room, followed by the Outstanding Alumni Awards at 5:30 p.m. and a reception at 7:30 p.m.

Saturday's schedule begins bright and early with BBQ on the Banks setup at 7 a.m. and the Retiree Breakfast at 8 a.m. The campus will come alive at 10 a.m. with Party on the Lawn, followed by the Norse Walk at 10:30 a.m. The weekend culminates with the Homecoming football game at 1 p.m., when the Golden Norsemen take on Blinn College.

NEO invites the Norse community to celebrate this year's Homecoming—an opportunity to honor tradition, connect with friends, and cheer on the Golden Norse.

NEO HOCO 2025

NEO LIVESTOCK JUDGING TEAM NAMED INTERNATIONAL CHAMPIONS

The NEO Livestock Judging Team has been named International Champions following an unforgettable 10-day tour through Scotland, Ireland, and London. Representing both NEO and the United States on the global stage, the team showcased their skill and dedication while competing against top international programs.

The trip's highlight came at the prestigious Royal Highland Show in Edinburgh, Scotland, where the Golden Norse earned the International Champion title by fielding the top three pairs in competition.

This remarkable achievement further cements NEO's tradition of excellence in agricultural education and competitive livestock judging.

In addition to the competition, the team experienced cultural and agricultural tours across the United Kingdom and Ireland, providing a once-in-a-lifetime opportunity for both personal and professional growth.

The International Championship adds to NEO's long history of producing nationally recognized livestock judging teams and reinforces the college's standing as a leader in agricultural excellence.

NEO RODEO FINISHES SIXTH NATIONALLY AT COLLEGE NATIONAL FINALS RODEO

The Northeastern Oklahoma A&M College (NEO) Rodeo Team had an outstanding showing at the 2025 College National Finals Rodeo (CNFR), with the men's team finishing sixth overall and third in the nation among junior colleges. The event held June 15-21 in Casper, Wyoming, brought together the top collegiate rodeo athletes from across the country.

NEO athletes delivered standout performances:

- *Tanner Scheevel* finished third in the nation in Tie Down Roping.
- *Blake Tatham* placed fourth nationally in Tie Down Roping and won the short round with a blazing time of 7.9 seconds, the fastest run of the week. Tanner also placed third in the short round.
- In Team Roping, *Treyden Larmon* and *Gus Albertson* split second place in the first round with a 6.2-second run.

"This year's regular season and CNFR was an outstanding year for the NEO Rodeo Team," said NEO Rodeo Coach Kolby Ungeheuer. "To finish third in the Nation among all the Junior College across the country was truly an amazing accomplishment by these four rodeo athletes. I couldn't be more pleased with how they competed on this huge national stage at this year's CNFR against over 100 colleges across the Nation. It will be cool to see them represent NEO Rodeo on ESPN later this summer."

The CNFR was broadcast nationally on ESPN over the summer, providing another opportunity to highlight the exceptional talent in NEO's rodeo program.

NEO A&M COLLEGE | UPDATE MAGAZINE

FALL SPORTS HOME SCHEDULES

FOOTBALL

8/30	7:00 PM	BUTLER
9/6	7:00 PM	INDEPENDENCE
9/13	3:00 PM	NAVARRO
10/18	1:00 PM	NEW MEXICO MILITARY
10/25	1:00 PM	BLINN

VOLLEYBALL

9/4	6:00 PM	OZARK CHRISTIAN
9/9	6:00 PM	COFFEYVILLE
9/17	5:00 PM	ROSE STATE
9/24	5:30 PM	SEMINOLE STATE
9/29	2:00 PM	OKLAHOMA WESLEYAN JV
9/29	6:00 PM	INDEPENDENCE
10/3	2:00 PM	FRIENDS JV
10/3	6:00 PM	MCPHERSON JV
10/10	2:00 PM	ALLEN
10/10	6:00 PM	JOHN BROWN JV
10/20	6:00 PM	LABETTE COUNTY

WOMEN'S SOCCER

9/10	5:00 PM	ROSE STATE
9/17	11:00 AM	REDLANDS
10/1	5:00 PM	ARKANSAS-RICH MOUNTAIN
10/8	5:00 PM	NOC-ENID
10/19	3:00 PM	CONNORS

MEN'S SOCCER

8/31	7:00 PM	MURRAY STATE
9/10	7:00 PM	ROSE STATE
9/24	1:00 PM	LEWIS & CLARK
10/1	7:00 PM	ARKANSAS-RICH MOUNTAIN
10/8	7:00 PM	NOC-ENID
10/19	5:00 PM	CONNORS
10/24	5:00 PM	EASTERN OK STATE

NEOATHLETICS.COM

PRESIDENTIAL PARTNERS ARE CHANGE MAKERS

AT NORTHEASTERN OKLAHOMA A&M COLLEGE

Since its inception in 2009, the NEO Presidential Partners program has been instrumental in improving NEO in areas that are often underfunded. From cultural mainstays like Miss Indian NEO to student necessities like ACT prep courses, support from the Presidential Partners ensures that students have the resources they need to succeed.

To date, Presidential Partners have supported nearly half a million dollars in projects on campus. The heart of NEO is the student body, and our Presidential Partners support students in a variety of ways. One prime example is the Textbook Bank, which allows students to visit the library to use textbooks from the most common courses on campus free of charge.

Presidential Partners also support academic awards such as the Top Ten Freshmen. Each year, we have the opportunity to recognize the cream of the crop, highlighting the ten most outstanding students during their freshmen year. Additionally, Presidential Partners support student and academic clubs across campus to encourage students to get the most out of their college educational experience.

Many of our students excel not only in the classroom, but on the field, arena, mat, or court as well. Presidential Partners show our nationally competitive athletic teams their appreciation in many ways, including travel expenses and national tournament gear. A student-athlete truly feels the support of our alumni and the community when they receive shirts or jackets for their national title run.

To maintain an excellent student body, we must also support our faculty and staff. The Presidential Partners show their support each year through funding of the NEO Service Awards. These awards highlight new talented employees as well as those who have gone above and beyond their job description.

Join the dozens of Presidential Partners today as we strive to improve the campus experience for students, faculty and staff!

JOIN PRESIDENTIAL PARTNERS ONLINE

TO BECOME A PARTNER TODAY, VISIT **NEO.EDU/PARTNERS**
TO FILL OUT THE ONLINE APPLICATION AND/OR PAY BY CARD.

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval of 2 personnel actions.

Name	Action	Effective Date	Salary/Rate Annually
Jonathan Wengert	Salary Increase- Director of Upward Bound	9/1/2025	$55,000.00
Brandon Glick	Separation- Vice President of Fiscal Affairs	9/19/2025	$97,000.00

Personnel items not requiring Board action are provided for informational purposes only.

a. 12 new appointments
b. 10 reappointments, separations, changes in salary, changes in title and personnel leaves

Name	Action	Effective Date	Salary/Rate Annually
Kasey Judd	New Hire - Financial Aid Counselor	6/23/2025	$24,960.00
Stacy Culver	New Hire- Instructor Nursing	8/1/2025	$44,099.28
Anna Lenardson	New Hire- Instructor Social Science	8/1/2025	$43,976.22
Rikki Noel-Williams	New Hire- Instructor English	8/1/2025	$45,311.82
Cory Bonner	New Hire- Assistant Baseball Coach	8/1/2025	$15,000.00
Hannah Dozier	New Hire- Instructor Agriculture	8/1/2025	$41,708.88
Hunter Auschwitz	New Hire- Assistant Football Coach	8/8/2025	$15,000.00
Murphy Mulvane	New Hire- Math Lab Instructor	8/11/2025	$23,400.00
Micah Hall	New Hire- Resident Director & Asst. Women's Basketball Coach	8/13/2025	$24,100.00
Shawn McLaughlin	New Hire- Art Recruiter	8/17/2025	$4,576.00
Fredrick Billups	New Hire- Maintenance Technician	8/17/2025	$24,960.00
James "Patrick" Fling	New Hire- Assistant Baseball Coach	8/18/2025	$15,000.00
Kasey Winfrey	Transfer- Instructor Fast Track Kansas Campus	8/1/2025	$54,805.70
Hollie Snyder	Salary Increase- HR Generalist/Bursar	9/1/2025	$53,550.00
Candace Rehr	Separation- Admission Clerk	8/11/2025	$22,880.00
Shillalie Jones	Separation- Resident Director & Asst. Women's Basketball	8/12/2025	$24,100.00
Joanie Hughes	Separation- CCAMPIS/SOR/HEPS Coordinator	8/27/2025	$30,992.00
Randi Parenteau	Separation- Student Account Specialist	12/19/2025	$30,014.40
Saillaja Athyala	Separation- Online Instructional Designer	7/31/2025	$16,379.37
Julie Ogle	Separation- Instructor Fast Track Kansas Campus	7/31/2025	$65,145.38
Cynthia Keeton-Brown	Separation- Instructor Nursing	7/31/2025	$58,830.30
David Moon	Separation- Ground Technician II	7/31/2025	$26,520.00

NORTHEASTERN OKLAHOMA A&M COLLEGE

Vice President of Fiscal Affairs

Department: Fiscal Affairs

Job Status: Full-time

FLSA Status: Exempt

Reports To: President of the College

Grade/Level: Executive

Amount of Travel Required: 10%

Work Schedule: 40 hrs. week, M-F

Positions Supervised: Controller, Director of Physical Plant, Human Resources Generalist, Business Office Staff

POSITION SUMMARY

The Vice President for Fiscal Affairs is a member of the NEO's leadership team and serves as the chief financial officer with administrative accountability, leadership and management responsibility for all aspects of the College's business, financial and accounting services, physical facilities (including construction), business support services, including but not limited to Business Office, Purchasing, Human Resources, Risk Management, and Physical Plant operations and planning. The Vice President of Fiscal Affairs is responsible for all budget development, financial forecasting, audit, tax, and management activities including state and federal reporting, where appropriate.

ESSENTIAL FUNCTIONS

- Advise the President and other administrators regarding the financial operations of the college.
- Build a reputation as an effective campus leader with the highest level of integrity and ethics.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Directly administer the development and implementation of the annual budget, including appropriate analysis of issues affecting revenue and/or expenditures, preparation of long-range budget forecasts, administration of budget process, and recommend budget amendments as necessary through the course of each fiscal year.
- Annually prepare Composite Financial Index (CFI) for the Higher Learning Commission, analyze and evaluate factors impacting the ratio, and prepare and present to the President recommendations for increasing the institution's score.
- Provide direct administration and leadership implementation of strategic initiatives related to institutional finances.
- Maintain an internal control system to ensure the financial transactions are based upon established procedures as required by the United States government, the State of Oklahoma, the college auditors and the Oklahoma A&M Board of Regents' policies and procedures.

- Oversee the development and preparation of all monthly and annual financial reports for the President of the College, Board of Regents and other reports, as required. Present and discuss monthly financial statements at the board meetings and other stakeholders as designated by the President.
- Coordinate the annual audit, including supplying auditors with all necessary information.
- Lead the development of annual changes to the schedule of tuition and fees; develop and present annual recommendation to the President.
- Oversee the preparation of Requests for Proposals (RFPs) and Requests for Qualifications (RFQ) in accordance with college policy.
- Administer purchasing policies and recommend changes as necessary.
- Review and recommend appropriate insurance coverage (casualty, liability, and other coverages, excluding employee benefits) on behalf of the college.
- Review, negotiate, and/or monitor execution of contract for services.
- Review, negotiate, and/or monitor all leases entered by the college; develop and present recommendations for annual renewal of leases.
- Coordination of and reporting external financial commitments, dealing with finance and operations, to the Office of State Finance, State Treasurer's Office, Oklahoma State Regents for Higher Education and the Oklahoma A&M Board of Regents, as information is required by these agencies and boards.
- Supervises the completion of all facilities planning processes and reports to achieve maximum space approvals and facilities enhancements as directed by the President (e.g., Capital Improvement Plan, Educational Plant Survey, etc.).
- Interact with Vice President of Academic Affairs, Vice President of Student Affairs & Enrollment Management and the Executive Director of Development as a support in the areas of finance and personnel.
- Any other projects and research requested by the President.

POSITION QUALIFICATIONS

- Graduation from an accredited institution of higher learning with a Bachelor's Degree in Business or a business-related field.
- Minimum of five (5) years extensive experience in the supervision of fiscal operations, budget and other budget related experiences, ten (10) years preferred. (A comparable amount of training, education or experience may be substituted for the above minimum qualifications)
- General knowledge of computers and financial accounting software
- Accounting/Finance (CPA preferred)
- Must have 5 years of financial management experience (prefer Higher Education experience)

OTHER REQUIREMENTS

- Works inside in an office environment with 6-8 employees within the same office and occasionally outside in varying weather.

Resumes or other supplemental material cannot be substituted for any part of the application. Application can be found online at http://www.neo.edu/employment-application. Please submit it along with your resume or mail to: NEO A&M College, Human Resources, 200 I Street NE, Miami, OK 74354. AA/EOE

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by the supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Northeastern Oklahoma A&M College

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Northeastern Oklahoma A&M College respectfully requests interim Board approval to proceed with the purchase of critical Information Technology equipment from state contracted suppliers.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

This purchase is necessary to replace five servers, one storage system, and associated switch equipment that were damaged by water. These components support essential infrastructure services required for campus operations, including data storage, network connectivity, and server-based applications. Prompt replacement is vital to ensure continuity of information technology campus services.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 200,000

4. Identify the fund or funds to be used in covering the cost stated above. legally available funds. Insurance reimbursement

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

(Optional) Signature of Requesting Administrator	(Required) Signature of President
Date	7/38/25 Date

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-07-31 22:47 UTC

Signature of the Chief Executive Officer or his designated representative

Date

M – OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD –

1. Out-of-state travel summary for June and July 2025.

Northeastern Oklahoma A&M College
Summary of Out-of-State Travel as of **Jun-25**

Column (1): Travel This Month
Column (2): Corresponding Month Last FY
Column (3): Amount Expended Current FY
Column (4): Amount Expended Prior FY

Fund Source	10	Amount Expended-Curr	(9)	Amount Expended-Prev	No. Trips (40)	Amt. Exp Current FY	No. Trips (47)	Amt. Exp Previous FY
Revolving	0	$0.00	0	$0.00	0	$0.00	0	$0.00
State Approp. (290)	1	$28.76	0	$0.00	20	$5,892.62	16	$7,230.67
Federal (430)	4	$3,177.64	0	$0.00	9	$4,457.98	0	$0.00
Private	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Auxiliary (701)	5	$14,395.45	9	$15,239.98	11	$17,403.14	31	$27,470.38
Other	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Total	10	$17,601.85	9	$15,239.98	40	$27,753.74	47	$34,701.05

Northeastern Oklahoma A&M College
Summary of Out-of-State Travel as of **Jul-25**

Column (1): Travel This Month
Column (2): Corresponding Month Last FY
Column (3): Amount Expended Current FY
Column (4): Amount Expended Prior FY

Fund Source	No. Trips (1)	Amount Expended-Curr	No. Trips (1)	Amount Expended	No. Trips (1)	Amount Expended-Curr	No. Trips (1)	Amt. Exp Current FY
Revolving	0	$0.00	0	$0.00	0	$0.00	0	$0.00
State Approp. (290)	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Federal (430)	1	$12.60	1	$369.72	1	$12.60	1	$369.72
Private	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Auxiliary (701)	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Other	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Total	1	$12.60	1	$369.72	1	$12.60	1	$369.72

The Oklahoma State System of Higher Education
FTE Employee Report

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma Senate, and The Speaker of the Oklahoma House of Representatives

From: Northeastern Oklahoma A&M College

President

Subject: FTE Employee Report for Fiscal Quarter Ending 6/30/2025

The following information is provided pursuant to 74 O.S. 1981, Section 3602

FTE Employee Catagories

	Educational and General Budget Part I			Educational and General Budget Part II			Agency Accounts Other			Sub Total			Total FTE
		Other			Other			Other			Other		
	Faculty	Regular	Student	Faculty	Regular	Student	Faculty	Regular	Student	Faculty	Regular	Student	
Current QTR	45	72	2	1	17	7	0	22	5	46	111	14	171
Prior QTR	53	73	2	0	16	9	0	22	6	53	111	17	181
INC (DEC)	-8	-1	0	1	1	-2	0	0	-1	-7	0	-3	-10
Prior FY	46	70	1	0	7	9	1	42	6	47	119	16	182

Connors State College

Warner, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges

September 12, 2025

Dear Board Members

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval, with purchases to be coordinated through the Chief Procurement Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

A - GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD

1. Remarks by President Dr. Ron Ramming
   a. Connection
   b. HLC mid-cycle review

B – RESOLUTIONS- None

C - POLICY AND OPERATIONAL PROCEDURES

1. Board approval is requested for the Nursing Student Handbook. This item has been reviewed and approved by the Office of Legal Counsel.
   (Reference Document C-1)

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Board approval is requested for personnel actions, including appointments, reappointments, salary changes, title or rate changes, personnel leave, etc. Personnel items not requiring action by the Board including resignations, terminations, suspensions, and retirements, are provided for informational purposes only. (Reference Document D-1)

E - INSTRUCTIONAL PROGRAM

1. Board approval is requested for the program deletion of the Associates of Arts and Letters, Program Code 002. (Reference Document E-1)

F - BUDGETARY ACTION

1. Board approval is requested to accept $ 18,750.00 in grant funds from the Muskogee City Foundation for Hilldale High School Concurrent Enrollment students to pay for mandatory fees and books. (Reference Document F-1).

G - OTHER BUSINESS AND FINANCIAL MATTERS

1. Ratification of interim approval is requested for The Second Chance Pell Experimental Sites Initiative (SCP-ESI), which ends/expires on June 30, 2026. (Reference Document G-1)

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Board approval is requested to develop clinical affiliation agreements for fiscal year 2026. These items have been reviewed and approved by the Office of Legal Counsel. (Reference Document H-1)
2. Board Approval is requested to accept the approved extension for the NASNTI Title III grant to expand opportunities for success. No additional funds are being awarded. (Reference Document H-2)
3. Board approval is requested to enter into the attached agreement with Green Country Behavioral Health Services and Connors State College and Eastern Oklahoma State College in connection with providing healthcare services as needed for the students of Connors State College. This item has been reviewed and approved by the Office of Legal Counsel. (Reference Document H-3)

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

1. Board approval is requested for two interim approvals. (Reference Documents I-1)
    a. Ratification of interim approval is requested to approve the final price of $350,358 for the replacement of outdated/failing alarm systems/panels at Millers Crossing Apartments/ clubhouse. The previous estimate was $200,000. (Reference Document I-1a)
    b. Ratification of interim approval is requested to approve the Remediation and restoration of Millers Crossing apartments damaged during the busted water tank and continuous water runoff over the weekend of July 6th. In addition, the following weekend a toilet line burst and damaged 4 more rooms. The total is now estimated to cost in the range of $1,000,000 for water mitigation and damaged material removal. (Reference Document I-1b)

J - PURCHASE REQUESTS- None

K - STUDENT SERVICES/ACTIVITIES- None

L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED- None

M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. Out-of-State Travel Reports for June, July, and August 2025 (Reference Document M-1)
2. FTE Employee Report for quarter ending June 30, 2025 (Reference Document M-2)
3. HLC has removed the Connors State College West Campus, located on the NSU campus in Muskogee, from the active campus list and added it to the inactive campus list.

Respectfully submitted,

Dr. Ronald S. Ramming
President

A Publication of Connors State College

September 2025

CONNECTION

Connors State College Powers Oklahoma's Economy with $106 Million Impact

INSIDE THIS ISSUE

April 2025

CONNORS STATE COLLEGE

WARNER CAMPUS
700 COLLEGE ROAD
WARNER, OK 74469

THREE RIVERS PORT CAMPUS
2501 N 41st St. E
MUSKOGEE, OK 74403

ADMINISTRATION

PRESIDENT
Dr. Ronald S. Ramming

VICE PRESIDENT FOR ACADEMIC AFFAIRS
Dr. Chris McBeath

VICE PRESIDENT FOR FISCAL SERVICES
Mike Lewis

VICE PRESIDENT FOR STUDENT AFFAIRS
Jake Lawson

CONNECTION CONTRIBUTORS

Dr. Krystle Lane
Derotha Rivenbark
Matthew Harmon
Macey McCoy
Jordan Barry
Richard Benge
Emily Efird

FEATURE

- *Connors State College Powers Oklahoma's Economy with $106 Million Impact* — 2

CAMPUS LIFE

- *Student Activities Welcome Students to Campus with Annual Back to School Bash* — 5
- *Connors State Expands Mental Health Support with TimelyCare Partnership*
- *Campus Community Excited for the Return of the Cowboy Mercantile*

EDUCATION

- *Career & Support Services Hosts Lunch & Learn Event with Eddie Warrior Correctional Center* — 8

SPOTLIGHTS

- *Student Spotlight: Jordan Barry (Colcord, OK)* — 10
- *Alumni Spotlight: Jordan Romano ('13)*

ATHLETICS

- *Men's & Women's Soccer to Call Hilldale Home for 2025 CampaignBaseball Ends 2025 Campaign as Region 2 Runner-up* — 12
- *After Weeks of Preparation, Cowboy & Cowgirl Soccer Kick-Off Their 2025 Seasons*

CSC SOCIAL MEDIA

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Connors State College Powers Oklahoma's Economy with $106 Million Impact

by Matthew Harmon, CSC Communications & Marketing

A comprehensive new economic impact study reveals that Connors State College serves as a powerful economic engine for Oklahoma, generating $106.22 million in total economic output while supporting 1,130 jobs and $47.81 million in wages throughout the state during fiscal year 2024.

The numbers tell a remarkable story of return on investment. With just $7.07 million in state appropriations, Connors State College delivered $15.02 in economic output for every dollar of state funding – showcasing the institution's vital role in driving economic growth across the region.

"These numbers tell a compelling story about our institution's impact that extends far beyond our campuses in Warner or Muskogee," said President Ramming. "We're not just educating students – we are contributing to Oklahoma's economy and creating opportunities for working families throughout the state."

The college's economic contributions stem from multiple sources, creating a ripple effect that touches communities across Oklahoma. The study, conducted by the Economics Center using industry-standard methodologies, breaks down the impact into two key categories. Direct impact generated $54.58 million in output supporting 830 jobs with $33.27 million in wages – these are the immediate effects of the college's operations, from faculty and staff employment to campus spending. Indirect impact produced $51.64 million in additional economic activity supporting 300 jobs with $14.54 million in wages through ripple effects in other industries – representing the broader economic activity generated when Connors State employees and students spend money in their communities.

This economic activity extends far beyond the college's immediate footprint. From the local restaurant where students grab lunch to the construction companies that maintain

campus facilities, Connors State's presence creates a web of economic opportunity that strengthens communities throughout eastern Oklahoma.

Beyond job creation and economic output, Connors State College generated $3.40 million in total tax revenue for state and local jurisdictions in fiscal year 2024. This includes $1.69 million in state income tax from wages supported by the college's activities and $1.69 million in local, county, and state sales tax from student and employee spending throughout local communities. This tax revenue represents a direct return to the taxpayers who support higher education, demonstrating how investment in Connors State creates a positive cycle of economic benefit.

The 15-to-1 return on state investment demonstrates that funding higher education at Connors State College represents one of the most effective ways to stimulate economic growth in Oklahoma. The college's impact reaches into every corner of the state's economy, from supporting local businesses through student spending to creating high-quality jobs that keep talented Oklahomans in-state.

"This study validates what we've long believed – that investing in Connors State College is investing in Oklahoma's economic future," added President Ramming. "Every dollar spent on our institution multiplies throughout the economy, creating jobs, supporting families, and strengthening communities across our state."

The economic impact analysis examined fiscal year 2024 data and calculated impacts based on operational expenditures, student spending patterns, and alumni economic

contributions. The methodology measured direct, indirect, and induced economic effects, providing a comprehensive picture of the college's total economic footprint. As Oklahoma continues to focus on economic development and workforce preparation, Connors State College stands as a proven catalyst for growth, transforming state investment into widespread economic opportunity that benefits communities across the region.

Student Activities Welcome Students to Campus with Annual Back to School Bash

by Matthew Harmon, CSC Communications & Marketing

Connors State College's Student Activities department rolled out the welcome mat for new and returning students with their annual Back to School Bash in Cowboy Square. The vibrant campus gathering drew students together for an afternoon of games, refreshments, and community building as the fall semester got underway.

The event featured volleyball games, refreshing shaved ice to beat the Oklahoma heat, and a popular bouncy obstacle course that became the centerpiece of the afternoon's entertainment. The activities created an atmosphere where students could compete, laugh, and form new friendships regardless of their skill level.

Student Activities events like the Back to School Bash reflect Connors State's commitment to creating a well-rounded college experience that extends beyond the classroom, helping build the sense of community and school spirit that makes students feel at home on campus.

Connors State Expands Mental Health Support with TimelyCare Partnership

by Matthew Harmon, CSC Communications & Marketing

Connors State College has partnered with TimelyCare to offer students free, 24/7 access to virtual mental health support and medical care. The collaboration addresses a critical need on college campuses, where 69% of students who consider dropping out cite emotional stress as their primary reason, making mental health the leading cause of student departures.

Through the TimelyCare platform on their phones or devices, Connors State students can now access a comprehensive range of services from licensed physicians and counselors nationwide at no cost and without insurance barriers. Available services include on-demand and appointment-based medical care, immediate mental health support through TalkNow, up to six counseling sessions per academic year, health coaching, basic needs assistance, and peer support communities.

"At the forefront of our commitment to student well-being is the priority of health and safety," said VP of Student Affairs Jake Lawson. "TimelyCare's accessibility makes it easier than ever for our students to access support. TimelyCare enhances our campus resources by making care more readily available to students when they need it."

The partnership addresses common barriers to student healthcare access. While many campus counseling centers have 2-3 week wait times for appointments, students can typically connect with TimelyCare providers in less than five minutes. Half of all mental health visits through the platform occur after regular business hours or on weekends, when traditional campus resources are unavailable.

TimelyCare offers a broad network of mental health providers and medical professionals, with translation services supporting more than 240 languages to serve students from diverse backgrounds. The HIPAA-compliant platform follows campus-specific protocols to

ensure continuity of care with existing campus resources.

Research demonstrates TimelyCare's effectiveness in supporting student success. Nine out of 10 students recommend the service, and nearly eight out of 10 credit TimelyCare with positively impacting their ability to stay in class, improve grades, and succeed academically. The platform shows clinically significant improvements for students with severe depression or anxiety symptoms by their third visit.

Campus Community Excited for the Return of the Cowboy Mercantile

by Matthew Harmon, CSC Communications & Marketing

A once-beloved campus staple has returned to Connors State College after a time away. The Mercantile offers students, faculty, staff, and visitors a convenient one-stop shop for CSC gear and merchandise, allowing the campus community to show off their Cowboy and Cowgirl pride.

Beyond traditional college apparel and accessories, the store features unique products from CSC's agriculture programs, giving customers the opportunity to support student learning while purchasing high-quality, locally-produced goods. These agricultural products showcase the practical results of hands-on education programs that have long been a cornerstone of the Connors State experience.

The return of the Mercantile fills a long-missed gap on campus, providing both school spirit merchandise and a showcase for the college's agriculture programs. For students, having campus merchandise readily available helps foster school pride and creates a stronger sense of community. Aside from students, faculty and staff can more easily access professional CSC apparel, while visitors and prospective applicants can take home a piece of the Cowboy and Cowgirl tradition.

The integration of agricultural program products into the store's offerings reflects Connors State's commitment to experiential learning and demonstrates the real-world applications of classroom instruction. By purchasing these items, customers directly support student programs while experiencing the quality and craftsmanship that comes from a hands-on education.

The Mercantile's return represents more than just retail convenience – it's a restoration of campus tradition and a celebration of Connors State pride that brings the entire community together.

Career & Support Services Hosts Lunch & Learn Event with Eddie Warrior Correctional Center

by Matthew Harmon, CSC Communications & Marketing

On August 7, Connors State College's Career & Support Services hosted a collaborative Lunch & Learn event with Dr. Eddie Warrior Correctional Center, bringing together educators, employers, and community leaders for important conversations about workforce development and community partnership. The gathering exemplified Connors State College's mission of connecting education with real-world applications and addressing local needs.

President Dr. Ron Ramming discussed the institution's commitment to serving all learners, while Vice President of Academic Affairs Dr. Chris McBeath explained how CSC's academic programs align with workforce development goals. The event featured presentations from key partners including Lisa Pamplin from Oklahoma CareerTech, who discussed technical programs, and Warden Christe Sweat, who provided insight into EWCC's work-release program.

Local community partners played a vital role in the discussions, with representatives from Muskogee County Transit, Action Group Staffing, and Lake Area United Way sharing success stories that demonstrate the real-world impact of these collaborative efforts. These partnerships extend beyond traditional workforce development, representing a commitment to second chances and the transformative potential of education and opportunity.

The event highlighted several key areas of collaboration, including work-release programs, federal and state incentives for workforce development, and opportunities for coordinated training programs. These discussions showcase how educational institutions, correctional facilities, and community organizations can work together to create meaningful pathways to success for individuals seeking to rebuild their lives.

EDUCATION

As a community college, Connors State College is uniquely positioned to foster these important conversations that address regional workforce needs while strengthening community bonds. The Lunch & Learn format provides an effective platform for sharing resources, identifying opportunities, and building the partnerships necessary to support both individual transformation and community economic development.

Student Spotlight: Jordan Barry (Colcord, OK)

by Macey McCoy (Sophomore - Beggs, OK)

Jordan Barry, a freshman from Colcord, embodies the engaged student experience that is so common on-campus here at Connors State College. His decision to attend CSC came through the influence of his FFA advisor, Brooklyn Daily (a CSC alum herself) who connected him with numerous people and opportunities.

Barry is pursuing a degree in animal science with a focus on pre-veterinary medicine, and he appreciates how Connors positions him for success in his academic goals. "Here I am not seen so much as a number in the system," Barry explains. "Everyone gets to know each other and it creates a very welcoming environment that I so much wanted to be a part of for the longest time."

His involvement on campus extends across multiple areas, including the show team, Presidential Leadership Class (PLC), and the college's media team.

These diverse activities are opening doors for his future while teaching him skills he believes would be difficult to acquire elsewhere. Barry particularly values the community aspect of campus life, noting how he's welcomed with a smile everywhere he goes and how people genuinely want to know about his goals and aspirations.

After graduating from Connors State, Barry plans to continue his undergraduate education at OSU, pursuing his pre-veterinary medicine degree. He also hopes to join OSU's media team doing photography while completing his studies. His advice to prospective students reflects his own experience: "Be as involved as you can get. Even though the school is small it is a very versatile and powerful college to help you set your future up for whatever you wish to do."

Alumni Spotlight: Jordan Romano ('13)

by Matthew Harmon, CSC Communications & Marketing

Jordan Romano exemplifies the success that can spring from Connors State College's baseball program. The Canadian-born pitcher attended Connors State in 2013, where he helped lead the Cowboys to the NJCAA World Series during his sophomore season with a 4-3 record, 4.74 ERA, and 53 strikeouts in 38 innings pitched.

After transferring to Oral Roberts University to finish his collegiate career, Romano was drafted by the Toronto Blue Jays in the 10th round of the 2014 MLB Draft. Following his recovery from Tommy John surgery, Romano worked his way through the minor leagues and made his MLB debut in 2019.

Romano became the Blue Jays' closer and earned back-to-back American League All-Star selections in 2022 and 2023. He set multiple franchise records, including converting 26 consecutive save opportunities and recording 36 saves in both 2022 and 2023. In December 2024, Romano signed a one-year, $8.5 million contract with the Philadelphia Phillies.

Romano's journey from Connors State to MLB stardom demonstrates the transformative power of junior college baseball and the opportunities available to student-athletes who commit to developing their skills at CSC.

Men's & Women's Soccer to Call Hilldale Home for 2025 Campaign

by Richard Benge, CSC Men's & Women's Soccer

Connors State College and Hilldale Public Schools have agreed to a deal that will see the Connors State soccer programs play home games at Hilldale Hornet Stadium beginning with the 2025 season.

Connors State soccer spent the first two years playing on Bacone College's former game field at Love-Hatbox Soccer Complex in Muskogee. The new deal will see the Cowboys and Cowgirls play home games on Hilldale's state-of-the-art turf surface, and the stadium around the field will provide fans with an upgraded game day experience.

Head coach Adam Skolnick said, "I am very excited for the next chapter in the Connor's State College soccer books and Hilldale High School's turf stadium is the perfect place to call home for that chapter. As our teams continue to grow it was important to me to give the student athletes a top tier game field so that we could take pride in the work that we do and have a proper stage to show it. Hilldale has done an incredible job with their turf stadium and given the area one of the best turf fields around."

Additionally, the lights at Hilldale Hornet Stadium will allow Connors State to host night games for the first time, allowing the teams to avoid kicking off games during the hottest part of the day and giving more fans a chance to attend matches by not having them during the workday.

"I can't thank the Hilldale staff enough for welcoming us with open arms. My hope is that this move will bring more people from the community to our matches to interact with our students from all around the world. To show our appreciation to the community, matches will have no entrance fees and we will work with the community to provide opportunities for kids to interact with our players and be involved in our game day," Skolnick said

Connors State's first home games at Hilldale Hornet Stadium will be a Region 2 doubleheader against NOC-Enid. Kick-off times for the upcoming season are being confirmed with Hilldale and the opposing teams, and will be posted on our website closer to the start of the season.

After Weeks of Preparation, Cowboy & Cowgirl Soccer Kick-Off Their 2025 Seasons

by Matthew Harmon, CSC Communications & Marketing

Connors State College's men's and women's soccer teams are set to open their home conference schedules on September 7 with an exciting doubleheader against Northern Oklahoma College-Enid. The Cowgirls kick off the evening at 6:00 PM, followed by the Cowboys at 8:00 PM, marking the home openers for both programs.

The women's soccer team continues their home schedule with Eastern Oklahoma State College on September 10 at 6:00 PM and Northeastern Oklahoma A&M College on September 14, also at 6:00 PM. The Cowgirls face a challenging slate that includes road matchups at Rose State College on September 17 and Eastern Oklahoma State College on September 21, before returning home to host Murray State College on September 24 at 6:00 PM. Notable games later in the season include matchups against ranked opponents #3 Seminole State College on October 1 and #18 Rose State College on October 22.

The men's team mirrors the early schedule with home contests against Eastern Oklahoma State College on September 10 at 8:00 PM and Northeastern Oklahoma A&M College on September 14 at 8:00 PM. The Cowboys will also travel for road games at Rose State College on September 17 and Eastern Oklahoma State College on September 21, before hosting Murray State College on September 24 at 8:00 PM.

Both teams will compete throughout September and October, providing numerous opportunities for students, faculty, and community members to support Cowboy and Cowgirl soccer.

PHOTOS

Photos by Macey McCoy, Sophomore - Beggs, OK

CONNORS STATE COLLEGE
700 COLLEGE ROAD
WARNER, OK 74469

Students gather and celebrate the start of a new year at Student Activity's annual Back 2 School Bash Event.

Summary of Handbook changes summer 2025

Pg. 9 Change of Date

Pg. 13 Changed director contact info in welcome letter as director changed.

Pg. 19 Change of item numbers

End of Program Student Learning Outcomes

The graduate of Connors State College with an Associate of Applied Science in Nursing degree will:

~~2.~~ 1.Provide patient-centered care by performing evidence-based nursing interventions, including teaching, which are appropriate for diverse patient populations across the lifespan within healthcare settings.

~~3.~~ 2.Participate as a member within interdisciplinary teams to foster communication, respect, and shared decision making, using ethical standards and the legal framework for practice to collaborate effectively with patients, significant support persons, and healthcare teams to achieve positive outcomes.

~~4.~~3.Utilize evidence-based practice to plan, coordinate, implement, and evaluate nursing care to

improve patient safety in healthcare.

~~5~~.4.Apply quality improvement principles and national patient safety resources to assure the

delivery of safe and competent patient care.

~~6.~~5.Apply information technology to ethically manage data, communicate effectively, and

improve patient care and safety.

~~7.~~6.Accept accountability for nursing practice as a manager of care and be responsible for

professional growth.

Pg. 21 Removed Price for cost of CPR class.

Upload an American Heart Association BLS for Healthcare Providers CPR certification card, valid for two years (i.e., December 2023 - December 2025). It cannot expire during any semester of the nursing program. If your CPR Certification is not valid for two years upon entry into the nursing program, you may complete the CPR class at the Nursing and Allied Health Building. CPR classes are offered on the CSC Muskogee campus before each semester begins. The fee for the CSC CPR classes is ~~$40 in cash,~~ paid on the day of the class.

Pg. 26 Changes of language in Student Employment

Most students find it challenging to maintain employment while progressing through the program. **Responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any program requirement. Students cannot come to clinical immediately following an overnight shift. Healthcare is a safety dependent environment; students will need to be able to always provide safe care.**

Pg. 28 Changes of language Student Class Officers

Each semester, students elect class officers. The Traditional and Career Ladder programs are both represented when electing class officers. as well as both campuses. Positions of officers include the president (primary spokesperson), vice-president (assists the president), secretary/treasurer (keeps minutes, records, and monies collected), and historian (pictures and videos). The office of secretary/ treasurer may be two separate positions. The officers elected should be willing to be leaders and represent the class. Officers should also work in teams, possess effective communication skills, and convey professionalism.

Pg. 33 Changes in Classroom Dress Code

Connors State College Nursing Students should dress professionally and be attentive to personal hygiene and cleanliness. For activities and classes not designated as clinical or lab, students may wear street clothes, but such clothing shall be appropriate for a professional learning environment. The Tahlequah campus at OSU-COM has a dress code prohibiting jeans. Students should be in color coordinating scrubs or business attire when on the Tahlequah campus. Specific nursing program activities may require business dress attire. Students not obeying the dress code for professional functions will be asked to leave.

~~In the classroom, students can should wear jeans without shreds or holes and t-shirts. Excessive revealing excessive cleavage, bare midriffs, shorts, form-fitting yoga pants with short tops, halter tops, muscle shirts, etc., are unacceptable. Clothing with potentially offensive logos or insignia will not be permitted. Specific nursing program activities may require business dress attire~~. Upon graduation, students may donate scrubs and lab jackets with the school logo for future students. Students may contact any nursing faculty member or our Coordinator of Nursing and Allied Health to access this "Share-A-Scrub" student resource.

Page 42. Change of language in Professional Standards for Nursing Students

All nursing students should ~~comport~~ conduct themselves in a manner consistent with the nursing profession's standards. This standard includes more than student grades; it encompasses all student activities necessary for continuing intellectual and professional growth in an academic setting. Students engaged in unprofessional conduct are subject to academic sanctions, including probation, suspension, or dismissal from the program, as outlined in the Student Counseling Pathway (See Appendix C). Unprofessional conduct in

nursing behavior (acts, knowledge, and practices) that fails to conform to the accepted standards of the nursing profession, or which could jeopardize the health and welfare of people shall include, but not be limited to, the following:

Page 46-47. Change of wording in Readmission Procedure

Readmission procedures are the student's responsibility. The Director of Nursing and Allied Health or lead instructor will assist the student as needed. Approval to re-enter the Nursing Program requires space availability, cumulative GPA, the reason for withdrawal or dismissal, extenuating circumstances, and student behavior (absences, student counseling, tardiness, etc.). Refer to "Procedure" for details.

Students may only repeat a nursing theory course once (NURS 1117, NURS 1228, NURS 2137, & NURS 2247). A student is dismissed from the program if the second attempt at the same course or a subsequent course ~~results~~ result in a failure or withdrawal. If a student has been out of the Nursing Program for at least three years, the student may apply for entry into the Foundations course.

Readmission into the Nursing Program is not guaranteed.

Procedure

A. General Requirements:

1. After ascertaining the candidates for re-entry have satisfactorily completed the re-entry requirement, re-entry priority is on a point system. The ranking is ranked (1) on space availability and reason for withdrawal, (2) cumulative GPA, (3) content of the re-entry paperwork, (4) student behavior, including absences, student counseling, and tardiness, and (5) participation in mentoring. Refer to the Point System for Readmission. Extenuating circumstances are at the discretion of the Director of Nursing and Allied Health and Nursing Faculty.

2. Suppose more than one candidate for re-entry has the same number of points calculated from the point system. In that case, each candidate's "Clinical Evaluation Tool" will be reviewed, and the decision for re-entry is the candidate's clinical performance.

3. Space must be available in the course the student is requesting to re-enter. An enrollment limit per course is in place to ensure an optimal learning environment.

4. Cumulative GPA is the average of general education requirements for the Nursing Program, and all completed nursing courses, NOT including the semester the student is withdrawing from.

5. The student requesting re-entry into the Nursing Program must submit a formal business letter, including a valid return address requesting readmission to the program addressed to the Director of Nursing and Allied Health. A personal "Plan for Success" form must be completed and submitted. The nursing program should receive it by the Wednesday of finals week. If a student is in jeopardy of failing, they ~~must~~ should be proactive and submit their request before taking the final exam. ~~No late~~ Late submissions will not be accepted. after school is out . Students will need to communicate with the lead instructor while preparing their requests for guidance. The e-mail and the "Plan for Success" are submitted to Tracy Lieblang, Administrative Assistant, or e-mailed to tracy.lieblang@connorsstate.edu.

6. Student behavior is a consideration when there are more candidates for re-entry than space availability; excessive absences or tardiness and verbal or written counseling documents impact requests for readmission.

7. The nursing faculty will hold a closed-session faculty meeting to consider the candidate's request for readmission.

8. The candidates for readmission will receive written notification of the faculty's decision within ten business days of the meeting. The notice will contain requirements and specified due dates for completing remediation if readmitted. If the specified remediation is not complete by the date indicated on the readmission request email, the student will forfeit their space in the program.

9. Returning students will meet weekly with the lead instructor or designated faculty. These meetings may be group or individual sessions.

10. All students readmitted to the nursing program will be on probation until graduation. The student may be dismissed from the program if they incur further disciplinary or academic issues.

11. Students who are on probation should avoid any absences. After the second absence from class, the student will receive written counseling. After three absences from class, the student will come before the Nursing Faculty Organization (NFO) to discuss attendance. Excessive absences could result in a probationary student's dismissal.

Pg. 48 Changes of item numbers in The Returning Student's Responsibilities

~~12~~.1. Complete an email to the Administrative Assistant of Nursing and Allied Health requesting re-entry into the course, indicating the course number,

course name, semester, and year. The email must also include a detailed description of the reason for withdrawal, including personal or academic reasons and actions the student has taken to ensure success upon readmission to the program. (Documents located at http://www.connorsstate.edu/nursing. Select admissions, then scroll down to "Readmission Policy.)"

~~13.~~2. Complete a "Plan for Success," a plan of care written about the student, which includes self-assessment, analysis, goals, and plan of action to ensure success upon re-entry into the program.

~~14.~~3. The email and "Plan for Success" will be submitted to the Administrative Assistant or e-mailed to tracy.lieblang@connorsstate.edu.

~~15~~.4. Students readmitted to any nursing course, excluding NURS 2247, must enroll in NURS 1002 Success in Nursing Education if not previously taken.

~~16.~~5. Complete the assigned remediation as outlined in the readmission letter.

~~17~~.6. Students accepted to return to the program who have a lapse of enrollment for one year or more will complete a new drug screen and background check before re-entry. All students accepted to return must be current with BLS and on all health requirements outlined through Verified Credentials. If the specified health requirements are incomplete, the student will forfeit their space in the program.

Extenuating Circumstances

~~18.~~7. Extenuating circumstances may be a consideration for student re-entry by the Director of Nursing and Allied Health and the Nursing Faculty. Proper documentation and notification of the circumstances must be provided to the faculty before the student's withdrawal, or if this is not possible, faculty notification must be made within seven days of the extenuating circumstances.

~~19.~~8. Examples of extenuating circumstances may include but are not limited to the birth of a child, the student's serious health condition, a family member's serious health condition, or the death of a family member.

Permanent Dismissal

~~20.~~9. Readmission into the Nursing Program is not a consideration for students permanently dismissed from the Nursing Program. Reasons for permanent dismissal include, but are not limited to:

a. Documented incidents of unsafe practice as defined in the Nursing Student Handbook.

b. Academic dishonesty is defined in the Nursing Student Handbook and the Connors State College Academic Integrity Policy.

c. Other administrative issues are in the Connors State College Student Handbook.

Pg. 53-54 Change of language in Exam Procedures

- Testing with a blank sheet of paper or dry erase board (provided by faculty) is allowed.
- The instructors will not allow the downloading of any exam more than 15 minutes before the start of that exam.
- The instructors will bar entry after 5 minutes to prevent disruption of the testing environment. This delay results in a score of "zero" for the late student.
- Please use the restroom before taking the exam and before any exam review time begins so that valuable testing time is not wasted and other students are not disrupted. Students needing to use the restroom during an exam frequently may be asked to visit with the NFO.
- Students will receive their official exam score approximately one week after the original exam time once the faculty test review committee has reviewed test statistics and made any adjustments, as necessary. Lead instructors will notify students that exam scores are finalized via Canvas.
- All exams will have a minimum of 50 questions and a maximum of 65 questions, excluding the final, which will comprise 100 questions of cumulative course content.
- The time allowed for each unit exam will be one hour and forty-five minutes. The time allowed for the comprehensive final will be two hours and thirty minutes.
- All questions for unit exams and comprehensive final will be delivered "one at a time" without backtracking.
- Students who believe a question may have an incorrect answer must fill out an Exam Clarification Form explaining the rationale and citing the reference. The Exam Clarification Form must be completed and submitted before leaving the testing area on exam day. Exam Clarification Forms without appropriately cited references, or initiated after testing, will not be considered for review. Instructors may need to contact the student for further clarification. Once the review of exam rationales is completed, no further test clarification forms will be accepted. E-mailing an instructor a question related to an exam question may violate the code of conduct.
- Nursing students who make less than 74.9% on any major nursing exam are responsible for scheduling an appointment with their course faculty and developing a plan to improve their study skills and future testing performance. The focus of this session is on student learning behaviors; it is not for the review of exam questions. The faculty member will document such counseling. The student must acknowledge and sign the plan for improvement before the next scheduled exam.

For a nonemergency rescheduling of an exam, a 10-point deduction would be applied if allowed to test.

- All students are encouraged to come to mentoring sessions. Each student will be asked to read and sign a mentoring contract. Refer to the signed 'Mentoring Contract' in Verified Credentials individual student records. Note: Mentoring is open to any student, regardless of their grade, and is encouraged.
- Students should come prepared to each mentoring session with a completed 'Mentoring Form." The mentoring form answers the most shared questions so instructors can develop an individualized plan for each student.
- Specific policies unique to each course are outlined in the course syllabi.
- Personal items, including but not limited to water bottles, eyeglass cases, jackets, purses, and hats, should not be brought to the exam area.
- Students' progression in the program is determined by academic testing.
- For a student to pass a nursing course, the final cumulative average of all exams must equal 74.9% or greater, and the additional components must be as outlined in the syllabus. Averages are recorded to the tenth and rounded at the end of the semester's final grade.
- Cell phones or smart watches are to be used for duo authentication when logging into the computer before an exam begins. All electronic devices should be turned off and placed with the faculty at the front of the room. Any student with an electronic device on their person during an exam will receive a zero for that exam.

Pg. 64 Change in language in Liability Insurance

Each student is required to have liability or malpractice insurance. Association Member Benefits Advisors, LLC (AMBA) is the insurance provider for the nursing program. Students are notified annually of premium payment each Fall. The premium payment is by money order or cashiers check to the Nursing and Allied Health Coordinator, who then submits the payments to the insurance company. These checks need to be brought to orientation prior to school starting. The insurance policy is on file in the nursing department. ~~Upon graduation, the student's best interest is to obtain professional liability insurance in their name.~~

Pg. 67 Changes in time and language in Baptist Collegiate Ministries

BCM meets every Tuesday at ~~9:00 am at~~ Warner. Students can find all events and information on Facebook or other social media.

A regularly scheduled lunch, a free meal provided by a local church or our staff, can be enjoyed on both campuses.

~~Warner Campus: Every Wednesday, 11:00 a.m. – 1:00 p.m.~~

~~Muskogee Port campus: Every 2nd and 4th Monday, 11:00 a.m. – 1:00 p.m.~~

~~Mid-morning snacks are available on the Muskogee Port Campus on the 1st and 3rd Monday~~

Connors State College Nursing Program

NURSING STUDENT HANDBOOK

Effective August ~~19, 2024~~18, 2025

2501 N 41st St E, Muskogee, OK 74403
(918) 684-5436
www.connorsstate.edu/nursing

CSC Program Code Muskogee (US24400500)
CSC Program Code Tahlequah (US24410200)

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Table of Contents

Welcome! 5
Disclaimer Statement 6

Nursing Program Information 6
Skills Needed for a Nursing Student 6
Physical and Mental Requirements for Participation in Nursing 7
Educational Partnership 8
Mission 9
Philosophy 9
Accreditation, Approval, and Endorsement 11
End of Program Student Learning Outcomes 11
Program Outcomes 11

Admission and Nursing Degree Plan 12
General Student Fees And Expenses 15
Nursing Program Estimated Fees and Expenses 16
Financial Aid 18

General Information 18
Smoke and VAPE-free campus 18
Communication 18
Student Employment 18
CNA Certification 19
LPN by Equivalency 19
Student Nurse Association (SNA) 20
Student Class Officers 20
Nursing Faculty Organization (NFO) 20
Nurses Christian Fellowship (NCF) 20
Pinning Ceremony 21

Academic Policies 22
Academic Advisement 22
Academic Accommodations 22
Course Syllabi 22
Grading Scale and Progression 23
Concurrent Theory and Clinical Course Components 23
Collaborative Group Work 23

Nursing Program Policies and Guidelines 25
Attendance and Classroom Learning 25
Classroom Dress Code 25
Social Media 26
Student Illness, Injury, or Hospitalization 26

Inclement Weather 27
Cell Phones 27
Children in Class 27
Academic Advisement 28
E-Books 28
Library Facilities 28
Computer Lab 28
Non-Discrimination Policy 29
Student Development 29
Drug Policy 29
Chemical (Drug) or Physical Impairment 31

Academic Integrity 33
Nursing Student Code of Conduct 34
Professional Standards for Nursing Students 34
Academic Dishonesty 36
Dismissal 37
Withdrawal 38
Readmission 38
Readmission Procedure 38
The Returning Student's Responsibilities 40
Extenuating Circumstances 40
Permanent Dismissal 40
Point System for Readmission 41
Plan For Success 43
Grievance Procedure 45

Testing Policies 45
Absences 45
Exam Procedures 45
Cheating 47
Grade Appeal Procedure 47

Skills/Simulation Center Policies 47

Clinical Policies 48
Essential Job Functions for Clinical Rotations 48
Clinical Assignment and Supervision 49
Clinical Dress Code 49
Clinical Attendance 50
Clinical Tardiness 51
Preparation 51
Grading 51
Clinical Assignments 53
Due Date Policy 53

Formatted: Not Highlight

Clinical Evaluation Tool 53
Care Plans/Case Study 53
Unsatisfactory Performance 54
Accountability in Clinical Areas 54
Clinical Records 55
Liability Insurance 56
Occupational Safety And Health Administration (OSHA) 56
HIPAA Compliance 56

Connors State College's Nursing Program Considerations 58
Student Life 59
Student Break Area 59
Baptist Collegiate Ministries 59
Food Pantry 60
Nursing Student Handbook Signature Page 60

Appendix A CNA and LPN Equivalency 61

Appendix B Exposure Control Plan 62

Appendix C Student Counseling Pathway 63

Appendix D Handbook Signature Sheet 64

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Welcome!

The faculty and staff welcome you to the nursing program. Connors State College's Nursing Program is a beautiful place for you to prepare for a career as an associate degree nurse. Believing that each student is unique, the nursing faculty strives to assist them in achieving their potential. Faculty display office hours; students can make appointments by calling (918) 684-5436. An open-door policy is available for immediate concerns.

The program intends for students to meet the End of Program Student Learning Outcomes (EPSLOs). These will assist you in demonstrating the requirements for completion of the program. Nursing is dynamic and based on physical, psycho-emotional, social, spiritual, and cultural concepts. This framework is supported by applying scientific theory, technical and behavioral skills proficiency, and a sensitive approach to caregiving that requires a commitment to human welfare. You will use this knowledge to assist man in adapting to and understanding wellness and illness. Caring and experienced faculty are available to assist you in gaining this knowledge.

We look forward to interacting with you during your time in the nursing program. We will share your happiness as you receive your Associate of Applied Science in Nursing degree and your nursing pin. We hope you will fondly remember Connors State College as the starting point of your professional nursing career.

With warm wishes,

The Associate of Applied Science in Nursing Faculty and Staff

~~Diana Mashburn, Ph. D., RN-BC, CNE~~
~~Director of~~Sandra Scott Foresman DNP, FNP-C, APRN
Division Chair Nursing and Allied Health

Disclaimer Statement

This Nursing Student Handbook contains important policies, procedures, and guidelines that all faculty and students follow. This handbook and the Connors State College Student Handbook are the primary sources of policy information. Faculty and students should be familiar with the materials contained in these documents and conduct themselves accordingly. Students should address any questions concerning this document to their faculty or the Director of Nursing and Allied Health.

The Nursing Student Handbook is accurate at the time of printing. Still, it is subject to change from time to time as deemed appropriate by the nursing program to fulfill the role and mission or to accommodate circumstances beyond control. No materials, however complete, can anticipate every occasion a student or faculty member may encounter. Consequently, in implementing the policies, procedures, and guidelines outlined in this handbook, the faculty must sometimes exercise appropriate professional judgment in managing situations as they arise. Following the Chain of Command process, students should address any questions or concerns, including the faculty, the Director of Nursing and Allied Health, and the Vice-President of Academic Affairs.

The nursing program reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods, and program offerings from semester to semester for educational, financial, and other reasons beyond the control of the college or nursing program.

The Nursing Student Handbook contains policies and procedures specific to the Nursing Program. Students are also responsible for knowing the information in their syllabi regarding course-specific policies and procedures. The learning management system, Canvas, and CSC e-mail will inform students of changes and updates to the Nursing Student Handbook.~~0~~

Nursing Program Information

Skills Needed for a Nursing Student

Nurses dedicate their lives to helping others and meeting patients' needs. Being a caring and successful nurse is challenging and requires specific skills. Nursing students who already have these skills will find themselves ahead of the game; those who do not can, with practice, develop the necessary skills.

- Critical Thinking
  In nursing, critical thinking requires the ability to think systematically and logically with openness to question and to reflect on the reasoning processes used to ensure safe nursing practice and quality care. Critical thinking encompasses identifying a problem, determining the best solution, and choosing the most effective method of reaching that solution. After executing the plan, critical thinkers reflect on the intervention to determine if it was effective or could be executed more successfully.
- Self-Awareness
  Nursing students will interact with and care for people with backgrounds and beliefs that are different from their own. It is crucial that students recognize their personally held

attitudes about various ethnic, cultural, and social backgrounds and willingly support patient-centered care for individuals and groups whose values differ from their own. Students must also acknowledge their limitations in knowledge and clinical expertise and actively seek learning opportunities.

- Dedication
  Learning the skills necessary to be a nurse requires dedication to the task. Nursing students must possess this dedication to be successful. If a nursing student is not devoted to becoming a nurse, they will not be likely to acquire the extensive set of other specialized skills necessary for the occupation.
- Organization
  Nursing students must be adept organizers, like practicing nurses. Learning the information taught in the nursing program is difficult enough; disorganized students create additional challenges for themselves. Nursing students who struggle with organization should select an organizational system to keep class material in order. Using effective organizational strategies can reduce reliance on memory and promote safety for the patient and student.
- Flexibility
  Every day is different for a practicing nurse. Nursing students need to be flexible to ensure they modify their plans and schedules based on the needs of the patient and the hospital. Additionally, nurses often have notoriously odd schedules. Individuals who do not have schedule flexibility may struggle when entering this profession.
- Compassion
  Nursing is not just science; the field is also about the art of patient care. Nursing students who exhibit compassion will be more effective care experts and will respond to patients more appropriately. Compassion is not something that faculty can teach in a formal sense. Still, nursing students can improve their compassion skills by putting themselves in their patient's shoes before making patient-care decisions.
- Positive Team Attitude
  Nursing students with a positive outlook on life will more efficiently manage the challenging aspects of nursing and continue to work productively as nurses despite the demanding situations they may encounter. Students should value teamwork and demonstrate a commitment to team goals by focusing on communication and contributing positively to resolving conflict and disagreement.

Physical and Mental Requirements for Participation in Nursing

The following essential physical and mental requirements are necessary to be considered for admission into and progression through the Connors State College Nursing Program but are not limited to:

1. The ability to lift weights of up to 35% of recommended body weight independently.
2. The ability to move around client rooms and work areas to administer various procedures.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.

4. Auditory acuity sufficient to hear instructions and requests, monitor alarms, and auscultate heart tones, breath sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. Communication abilities sufficient for interactions with others in verbal and written form, such as explaining treatment procedures, initiating health teaching, documenting and interpreting nursing actions, and client responses.
7. The ability to communicate professionally, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.
8. Perform within a crisis, providing care to meet the client's physical, emotional, or psychosocial needs.
9. Critical thinking abilities sufficient for clinical judgment to identify cause/effect relationships in clinical situations.

Educational Partnership

Learner Responsibility

- Participate actively in the learning and evaluation processes
- Integrate and apply previously learned knowledge
- Examine underlying assumptions
- Communicate effectively
- Use technology to support outcomes
- Implement decisions derived from theory and research
- Apply evidence based practice
- Collaborate as a member of a team
- Demonstrate professional integrity

Faculty Responsibility

- Facilitate and support student success in the pursuit of knowledge
- Pursue excellence in nursing practice through evidence based teaching
- Recognize the varying backgrounds, skills, and learning styles of students
- Foster the development of nursing judgment
- Provide an environment conducive to active learning
- Demonstrate and role model professional integrity
- Participate regularly in scholarly activities
- Provide formative evaluation by giving regular feedback

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Mission

The mission of the Connors State College Nursing Program is to promote excellence in associate degree nursing education by providing quality learning designed to prepare a diverse student body for registered nurse licensure that will enable them to succeed in a global society.

Philosophy

The faculty of the Department of Nursing functions as an integral part of Connors State College and is in accord with the mission and core values of the college. The goal of the nursing program is to provide residents of this community with quality career education for licensure as registered nurses, which will enable students to succeed in a global society.

The faculty believes each ***PERSON*** has physical, psycho-emotional, social, spiritual, and cultural needs that fluctuate throughout the life span. People, although unique, have similar basic needs that follow a sequential and predictable developmental pattern. To meet the specific needs necessary for growth and development, the individual continuously interacts with a dynamic ***ENVIRONMENT*** and requires ongoing effort to achieve optimal health. Nurses recognize the individual's influential factors that affect health and provide care within the context of family, significant others, community, and society. The desire for optimal health may motivate individuals to seek out the health care system to effectively prevent illness and promote wellness.

The faculty believes ***HEALTH*** is a dynamic state of physical, psycho-emotional, social, spiritual, and cultural well-being. Health is not a constant state but fluctuates on a wellness-illness continuum, based on the individual's ability to maintain his/her optimal level of wellness.

The faculty believes ***NURSING*** is a practice discipline and provides caring service to all age levels directed at prevention of health problems, maintenance of health, care of the sick, restoration to optimal health, and provision for a peaceful death. We believe that nursing is also an applied science that incorporates social and scientific principles from the liberal arts and sciences as a basis for providing care to the individual and family.

Nursing, as a profession, seeks to assist individuals and groups to meet basic human needs. Nursing is supported by the application of theory, critical thinking, clinical judgment, proficiency in psychomotor skills, and a caring approach that requires a commitment to human well-being. Professional nursing includes a system of values and ethics that is expressed through the American Nurses Association (ANA) Scope and Standards of Practice, ANA Code of Ethics, and the Oklahoma Nurse Practice Act.

NURSING EDUCATION consists of content that has been gleaned from the competencies and skills required in the practice setting for the role of the ADN nurse. Nursing education is a complex discipline that incorporates concepts from other disciplines to build a broad base from which to practice. In response to this belief, nursing education is best suited in an institution of higher learning.

The faculty assumes responsibility for the development and implementation of the curriculum and for measuring the program and educational outcomes of the curriculum. The role of the faculty is to facilitate learning by creating an environment that is conducive to learning. This is accomplished by providing experiences that meet the individual learner's needs, allowing freedom of expression, and stimulating curiosity.

The faculty believes ***LEARNING*** is a dynamic process that occurs within the learner. Knowledge acquisition and synthesis result in behavioral change. That change leads to active participation on the student's part and enhances the process of being a self-directed learner. The faculty utilizes adult learning principles to create learning experiences that build on the student's previous knowledge base and progress from the simple to the complex. Multiple and innovative teaching methods are used to augment learning and meet individual learning styles. The nursing student is an active participant in the learning experience and incorporates the values of personal and professional development as a lifelong learner. Evaluation is the process utilized to determine the extent of the learning. Faculty believe that ongoing evaluation must be a shared process between the teacher and student to ensure a clear understanding of the expectations related to the nursing role.

The faculty believes that the graduate of an Associate Degree Nursing Program must be able to practice within five roles as defined in the Oklahoma Board of Nursing's *Nursing Competencies by Educational Level: Guidelines for Nursing Practice and Education in Oklahoma.* The five core competencies are 1) Provide patient-centered care; 2) Work in interdisciplinary teams; 3) Employ evidence-based practice; 4) Apply quality improvement; and 5) Utilize informatics.

As a ***provider of client-centered care***, the graduate of the Connors State College Nursing Program uses clinical judgment as a basis for critical decision-making as a caregiver, advocate, and teacher to patients across the lifespan. The faculty believes it is essential that the graduate has current knowledge of nursing concepts, skills, and communication techniques to make sound nursing decisions, implement therapeutic nursing interventions, and practice competently.

As a ***member working within interdisciplinary teams***, the graduate of the Connors State College Nursing Program is committed to professional growth, continuous learning, and self-development. The faculty believes it is essential that the graduate understands ethical standards and the legal framework for practice to collaborate effectively with the patient, significant support persons, and health care team to achieve positive outcomes.

The graduate from Connors State College Nursing Program will ***utilize evidence-based practice*** to identify new and existing knowledge for the application of relevant research to improve healthcare and advance the profession. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication that involves collecting, synthesizing, analyzing, and interpreting data to improve client care and client safety.

The graduate will ***apply quality improvement principles*** to assure the delivery of safe and competent client care. Safety outcomes use National Patient Safety Goals (NSPG) for client care, staff scheduling, and regulation for workflow. To assure quality care, the graduate participates in and utilizes research from quality improvement studies to improve client care.

As a ***user of informatics***, the graduate of Connors State College Nursing Program will use information technology to improve client care and client safety. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication to understand practices and teach all aspects of client confidentiality pertaining to informatics.

Additionally, the graduate of Connors State College Nursing program functions as a ***manager of care*** when facilitating and coordinating nursing care for client(s) and groups of clients using management principles. To be competent in the role of manager of care, the faculty believes the graduate must possess the knowledge, skills, and communication techniques

necessary to make decisions regarding priorities of care, delegation, efficient use of time and resources, and when to seek assistance from more advanced practitioners.

Accreditation, Approval, and Endorsement

The Associate Degree in Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326. Phone: (404) 975-5000 Fax: (404) 975-5020

The Associate Degree in Nursing Program at Connors State College is approved by the Oklahoma Board of Nursing, 2501 N Lincoln Blvd, Suite 207, Oklahoma City, OK 73105 Phone (405) 962-1800. The program prepares a graduate to be eligible to take the National Council Licensure Examination (NCLEX) for licensing as a registered professional nurse.

The Connors State College Simulation Center is endorsed by the International Nursing Association of Clinical Simulation and Learning. With over 2,400 members worldwide, the International Nursing Association for Clinical Simulation and Learning (INACSL) is an association dedicated to advancing the science of healthcare simulation.

End of Program Student Learning Outcomes

The graduate of Connors State College with an Associate of Applied Science in Nursing degree will:

~~2.~~1. **Provide patient-centered** care by performing evidence-based nursing interventions, including teaching, which are appropriate for diverse patient populations across the lifespan within healthcare settings.
~~3.~~2. Participate as a **member within interdisciplinary** teams to foster communication, respect, and shared decision making, using ethical standards and the legal framework for practice to collaborate effectively with patients, significant support persons, and healthcare teams to achieve positive outcomes.
~~4.~~3. Utilize **evidence-based practice** to plan, coordinate, implement, and evaluate nursing care to improve patient safety in healthcare.
~~5.~~4. Apply **quality improvement** principles and national patient safety resources to assure the delivery of safe and competent patient care.
~~6.~~5. Apply **information technology** to ethically manage data, communicate effectively, and improve patient care and safety.
~~7.~~6. Accept accountability for nursing practice as a **manager of care** and be responsible for professional growth.

Program Outcomes

1. NCLEX-RN pass rate will be at least 80% for **all** first-time test-takers during the same 12-month period.

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2. Within one year of graduation, 90% of respondents surveyed who sought employment are working as **registered nurses** in a variety of healthcare settings.
3. Seventy percent (70%) of students will complete the program within 200% (eight semesters) of the stated program length (four semesters) beginning with enrollment in the first nursing course.

Admission and Nursing Degree Plan

To be considered for admission to the CSC nursing program, all applicants must:

1. **Apply and be accepted to CSC**. The CSC Admissions Office requires **official** transcripts from all colleges or universities attended before you may enroll in classes. If transferring credits general education requirements from another college or university, complete a **course equivalency request** to ensure Connors will accept that course. Students can find the request on the Admissions, Advisement, and Registrar webpage on the Connors website. In addition, students must maintain the accepted grade point for admission, with no grade less than a "C" in any support courses.

2. Access ~~the~~ Canvas as the Learning Management System used at CSC. You must have an active C-Key account to use Canvas before course registration. To set up C-Key, go to the CSC website (connorsstate.edu) and click "My CSC." Then click "Students." You can then set up your C-Key account and access Canvas. If you are not a current CSC student, please apply immediately. You cannot enroll or obtain a C-Key until admitted to CSC.

3. Access the required word processing software. The CSC Campus Standard for student assignments is Microsoft Word. You may download Microsoft Office 365 from http://office.com for free once admitted to CSC. Students must have basic computer application skills, be familiar with word processing and manipulating files/folders, and be capable of sending and receiving emails.

4. Apply to the CSC nursing program. Your nursing program application is a contract agreeing you are academically, physically, and mentally prepared for the rigors of nursing school. Nursing is a demanding program of study because of the essential nature of the dedication required. Therefore, success depends primarily on adequate preparation and planning. The following are suggestions to help ensure success:

    a. Plan three hours of study time each week for each credit hour the student is enrolled. Example: Students enrolled in twelve credit hours should plan 36 hours of study time beyond class and lab time each week.

    b. Throughout the nursing program, you will use standardized testing to compare CSC nursing students to those in other nursing programs. This program aims to prepare you to be successful in nursing classes, on the National Council Licensure Exam (NCLEX-RN), and in your role as a professional nurse. Each semester, a fee will be

added to your tuition bill to pay for the exams and provide an NCLEX-RN review course at graduation.

After acceptance into the program, students will need to provide documentation of the following:

1. Upload all **Required Health Records** information **regarding immunizations and background check in Verified Credentials.** Do not supply health information directly to the CSC Nursing Program.

2. Upload an **American Heart Association BLS for Healthcare Providers CPR certification card,** valid for two years (i.e., December 2023 - December 2025). It cannot expire during any semester of the nursing program. If your CPR Certification is not valid for two years upon entry into the nursing program, you may complete the CPR class at the Nursing and Allied Health Building. CPR classes are offered on the CSC Muskogee campus before each semester begins. The fee for the CSC CPR classes is ~~$40 in cash,~~ paid on the day of the class.

Clinical Affiliation Agreements state that students and faculty must follow hospital policy, which may include vaccinations. After acceptance into the program, students will need to provide documentation of the following:

a. MMRs (2) or positive titer.
b. Hepatitis B three (3) series, or positive titer.
c. Proof of two (2) varicella vaccines or a positive titer.
d. Tetanus/Diphtheria/Pertussis (TDaP) vaccine within the last (10) years.
e. Influenza vaccination each Fall semester.
f. Tuberculosis (PPD) testing negative yearly. Students with a history of a positive TB test will need a chest x-ray every 5 years and approval for public contact from the Health Department or healthcare provider.
g. COVID-19 vaccines (2) with recommended boosters. Waiver request from the Director of Nursing and Allied Health scottsd@connorsstate.edu. Not all clinical facilities accept waivers, and a waiver does not guarantee clinical placement required for nursing course completion.
h. American Heart Association (AHA) current CPR/BLS certification must include adult, child, and infant.
i. Negative Federal Criminal Background check (sex offender is included).
j. Negative Drug Screen.

DIVISION OF NURSING AND ALLIED HEALTH

Nursing

ASSOCIATES OF APPLIED SCIENCE

Requirements for Academic Year 2025-2026

GENERAL EDUCATION REQUIREMENTS

30 HOURS

(*Check Catalog listings for prerequisites.)

Area	Hours	To be selected from:
English Composition	6	ENGL1113 English Composition I* ENGL 1213 English Composition II*
American History	3	HIST 1483 U.S. History to 1877 ***or*** HIST 1493 U.S. History since 1877
US Government	3	POLS 1113 American Federal Government
Science	8	***Please select one Biology track:*** BIOL 1314 Anatomy & Physiology I* BIOL 1324 Anatomy & Physiology II* **OR** BIOL 2104 Human Anatomy* BIOL2114 Human Physiology* ***You cannot mix and match.***
Science	4	BIOL 2124, General Microbiology•
Behavioral Science	3	PSYC 1113 Introduction to Psychology
Nutrition	3	FCSE 1213 Introduction to Nutrition

PROGRAM REQUIREMENTS TRADITIONAL NURSING PROGRAM

42 HOURS

(Course requires acceptance into the Connors State College Nursing Program to register.)**

Foundations in Nursing	7	NURS 1117**
Foundations in Nursing Clinical	3	NURS 1143**
Maternal and Pediatric Nursing	7	NURS 1227**
Maternal and Pediatric Nursing Clinical	3	NURS 1223**
Psychiatric and Medical-Surgical Nursing	7	NURS 2137**
Psychiatric and Medical-Surgical Nursing Clinical	3	NURS 2133**
Critical Care Nursing and Leadership Development	7	NURS 2247**
Critical Care Nursing and Leadership Development Clinical	3	NURS 2243**
Trends and Issues in Nursing	2	NURS 2252**

PROGRAM REQUIREMENTS CAREER LADDER NURSING PROGRAM

28 HOURS

(Course requires acceptance into the Connors State College Nursing Program to register.)**

Transitions to Professional Nursing	3	NURS 2223**
Mathematics for Nurses	3	NURS 1133**
Psychiatric and Medical-Surgical Nursing	7	NURS 2137**
Psychiatric and Medical-Surgical Nursing Clinical	3	NURS 2133**
Critical Care Nursing and Leadership Development	7	NURS 2247**
Critical Care Nursing and Leadership Development Clinical	3	NURS 2243**
Trends and Issues in Nursing	2	NURS2252**

GUIDED ELECTIVES

(Recommended; not required)

Success in Nursing Education	2	NURS 1002
Medical Terminology	3	NURS 1003 NURS
Lab and Diagnostics	2	1112** NURS
Study of Diseases and Disorders	3	1113** NURS
Pharmacology	2	1232**

Physical Education activity courses do not count toward graduation. A maximum of 6 credit hours allowed for Special Topics (ST} courses can be applied toward a degree

Total Hours: 72

Students desiring an Associate of Science degree will need the following courses and those listed for the Associate of Applied Science in Nursing. Completing the courses below will satisfy the general education requirements for most Bachelor of Science in Nursing degrees.

- Humanities (6 hours)
- Pre-Calculus, College Algebra, or Applied Mathematics (3 hours)
- Microcomputers or Fundamentals of Computer Usage (3 hours)

General Student Fees And Expenses

Information regarding college fees and expenses is in the College Catalog http://connorsstate.edu/wp-content/uploads/2023/07/23-24-Catalog-Final-7.26.2023.pdf. These fees vary by student.

Nursing Program Estimated Fees and Expenses

Tuition & Mandatory Fees • 72 credit hours • Nursing Lab fee	 • $ 100.00/credit hour (OK Resident) ***or*** $ $ 153.76/credit hour (Out-of-State) • $ 197.50 / Semester	 • $7,200.00 • $ 790.00 • **$ 7,990.00**
Class Expenses • Standardized Testing • Electronic Device • Traditional Skills Kit • Career Ladder Skills Kit • Traditional E-Books Package • Career Ladder E-Books Package • General Student Fees (Parking, ID, room/board, activity fee, technology fee, student records fee, etc.)	 • $ 155.00 / Semester • $ 800.00-$ 900.00 • $ 237.45 ***or*** • $ 137.92 • $1,299.25 / Semester • $1,872.25 / Semester https://connorsstate.edu/wp-content/uploads/2022/07/FY2023-Tuition-and-Fee-Schedule.pdf	 • $ 620.00 • $ 800.00 • $ 237.45 ***or*** • $ 137.92 • $ 5,197.00 **or** • $ 5,616.17 • $ 2,000.00 ***See the website for a breakdown of applicable general student fees. The amount varies per student.*** • **$ 8,992.37**
Estimated Clinical Expenses • Influenza (x 2) • MMR (x 2) • Varicella (x 2) • T-dap • TB Skin Test (PPD) ($26.50/year) • Hepatitis B Series (X 2 or 3 shots) • Covid Immunization(s) AHA BLS Provider CPR Class • Liability Insurance ($13.00/year) • Verified Credentials (Entrance Background Check, Drug Test, & Document Tracker) • Clinical Hub ($35/year)	 • $ 81.98 • $103.99 • $313.98 • $ 74.99 • $ 53.00 • $302.97 • $ 0.00 • $ 50.00 • $ 26.00 • $175.25 • $ 70.00	 ***The cost of immunizations or titers varies based on insurance, the number of immunizations needed, the location obtained, titers, etc. These prices are from the Walgreens Pharmacy website.*** ***Students are responsible for transportation to and from clinical sites and meals during clinical.*** • **$ 1,252.16**
Uniforms and Related Expenses • Two professional uniforms (Connors logo black scrubs) • Black undershirt, if desired • One white scrub jacket • Two name tags • One stethoscope • One pair of black leather nursing shoes	 • $120.00 • $20.00 • $ 45.00 • $ 22.00 • $ 50.00 • $ 65.00	 • **$ 322.00**
Pinning/Graduation/ NCLEX Fees • Pinning/Commencement (pin, lamp, cap, cap/gown) • NCLEX-RN Licensure Exam • NCLEX Fingerprint/Background Check	 • $180.00 • $ 85.00 Single-State ***or*** • $150.00 Multi-state • $ 51.25	 • **$ 316.25**
		Total 18,872.78

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Financial Aid

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Information concerning financial aid is in the college catalog. Students seeking information regarding specific programs should consult with the Financial Aid office. Students may obtain financial aid packets, verify filing deadlines, and get assistance filing forms from the Financial Aid office at (918) 463-2931 ext. 6220 or (918) 684-5402. Students are responsible for following financial aid guidelines. If there is a question, see a financial aid advisor. Additional information about nursing scholarships may be found on the CSC nursing website: https://connorsstate.edu/finaid/.

General Information

Smoke and VAPE-free campus

Each student is to help maintain a clean environment. All CSC campuses are smoke and VAPE-free. Respectful and civil behavior is appreciated.

Communication

All nursing students **must** activate their CSC student email accounts. Significant changes in policy and procedures, announcements, etc., will be communicated through this email address. If you are not checking this account frequently, please have all emails from this address forwarded to a personal email account. Faculty may also use messages in Canvas to communicate notices within the specific course. Students may leave messages as necessary.

Students should address faculty as Mr. or Ms. and their last name. Address faculty with an earned doctorate as Dr. and their last name. It is not professional to begin an email with "Hey." Please provide the course name and number, student ID, full name, and phone number in your correspondence. An automatic email signature is a convenient way to ensure we have the information to assist you promptly.

Student Employment

Most students find it challenging to maintain employment while progressing through the program. **Responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any program requirement. ~~Add~~Students cannot come to clinical immediately following an overnight shift. Healthcare is a safety dependent environment;~~,~~ students will need to be able to always provide safe care.**

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The college accepts no legal responsibility for a student's performance of nursing duties in a health care agency unless that student is under the supervision of a faculty member during a scheduled clinical experience.

CNA Certification

Once grades are official, about two weeks after the semester ends, students who complete the first semester of the nursing program, NURS 1117 Foundations in Nursing, will receive a completion certificate from Connors State College. (See Appendix A)

1. **Complete a Training Exception application from the Oklahoma State Department of Health**
   https://oklahoma.gov/content/dam/ok/en/health/health2/documents/training-exception-application-odh-832-packet-10.2.19-revised-1-page-fillable.pdf

2. **Request an official Connors transcript with the grades posted for the first. Parchment can automatically send the transcript directly to the Oklahoma State Department of Health**
   https://connorsstate.edu/?s=Request+transcript&submit=Search

LPN by Equivalency

Once grades are official, about two weeks after the semester ends, students who complete the second semester of the nursing program, NURS 1227 Maternal and Pediatric Nursing, will be awarded an LPN Equivalency Certificate from Connors State College.

1. **Create a Nurse Portal account**
   https://oklahoma.gov/content/dam/ok/en/nursing/documents/nurseportalinfo.pdf

2. **Request an official Connors transcript with the grades posted for the second semester. Parchment can automatically send the transcript directly to the Oklahoma Board of Nursing.**
   https://connorsstate.edu/?s=Request+transcript&submit=Search

3. **Complete an LPN by Equivalency application from the Oklahoma Board of Nursing.**
   https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex7.pdf

4. **Review the scope of practice differences between LPNs and RNs. An NCLEX-PN review book and practice tests with Next Gen NCLEX-PN questions are highly recommended and available from the Connors Library or Amazon.**

5. **Once an Authorization to Test (ATT) is received, students schedule a test date with Pearson Vue.**
   https://nclex.com/testing-locations.page

Student Nurse Association (SNA)

Connors State College Student Nurses' Association (CSC-SNA) is an organization for nursing students. All Nursing students are members of the CSC-SNA. Activities related to leadership, education, and community service are emphasized.

Student Class Officers

Each semester, students elect class officers. The Traditional and Career Ladder programs are both represented when electing class officers~~.~~ as well as both campuses. Positions of officers include the president (primary spokesperson), vice-president (assists the president), secretary/treasurer (keeps minutes, records, and monies collected), and historian (pictures and videos). The office of secretary/ treasurer may be two separate positions. The officers elected should be willing to be leaders and represent the class. Officers should also work in teams, possess effective communication skills, and convey professionalism.

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A class representative is also elected. The class representative from each semester will have the opportunity to attend the Nurse Faculty Organizations (NFO) meetings to present class concerns, issues, or updates and have input on some decisions made by the NFO. Any class officer may attend the NFO meetings if the class representative is unavailable. No more than two class officers (including the NFO representative) from any one semester may attend the NFO meeting. Students shall attend the first part of the agenda before individual student issues are covered.

~~Add community project guidelines~~

Nursing Faculty Organization (NFO)

The Nursing Faculty Organization (NFO) comprises all full-time nursing faculty and the Director of Nursing and Allied Health. The NFO functions to plan, implement, and evaluate the associate degree nursing program. The NFO follows the philosophy, objectives, policies, and procedures of the parent institution, as well as policies and procedures specific to the nursing program and with the external controls that affect this institution and the nursing program.

All faculty participate and assume the following responsibilities: admissions, progression, graduation, curriculum, evaluation, and discipline. The NFO ensures that policies, procedures, and professional standards of care are appropriately implemented and followed throughout the nursing program. The NFO meets regularly to discuss items including but not limited to the following: examination review, curriculum development and review, student admission and progression, and student discipline. The NFO regularly evaluates the academic rigor and quality of the nursing program and demonstrates it meets the standards of the external controls of the Accreditation Commission for Education in Nursing (ACEN) and the Oklahoma Board of Nursing (OBN).

Nurses Christian Fellowship (NCF)

NCF's Mission is to transform the nursing profession through uniquely:
Biblically grounded communities
Effective faith sharing
Comprehensive resources that support integrated whole-person care for and by the nurse

Local groups, or NCF chapters, differ widely. Their purpose is to provide an authentic community that witnesses the power of Jesus Christ to change people's lives through forgiveness, hope, and reconciliation. The professional nurse groups offer a Christian community of prayer, Bible study, and outreach to others. On campus, nursing students come together to study the Bible, explore how to follow Jesus in life and nursing and offer the love of Jesus to their classmates and faculty. The CSC NCF group meets the second Monday of each month following the Baptist Collegiate Ministries lunch.

Pinning Ceremony

Pinning is a traditional ceremony where nursing graduates receive their nursing pins. All graduating students, family, and friends are invited to attend the ceremony. The Connors State College Nursing Faculty and the Director of Nursing and Allied Health will plan the ceremony in collaboration with the students. The Pinning Ceremony is not a substitute for commencement; students should plan to attend both events.

The Connors State College Nursing program dress code will be enforced at the pinning ceremony, with the exception of requiring the hair to be pinned back. Graduates wear a white V-neck unisex uniform/scrub top, black undershirt (if desired), black scrub pants, and black leather shoes. Students will have the option of purchasing and wearing a white nursing cap for the pinning ceremony and pictures. Graduates select a current Connors State Nursing Faculty member to pin the graduate during the Pinning Ceremony.

Graduates may choose to organize and develop a slide show featuring pictures of the group while in the program.

- Each student's photo will appear in the slide show.
- The slide show is due to the Lead Instructor/Pinning Chairperson ten days before Pinning.
- The Director of Nursing and Allied Health will approve it. Edits will be requested if necessary.
- If revisions are necessary, the revised presentation will be due no later than one week before the ceremony.

All pinning materials, including speeches, are reviewed and approved by the Director of Nursing and Allied Health before being used, following the same timeline.

Materials not submitted with final approval one week before the ceremony will not be presented in the Pinning ceremony.

Graduates will write their "thank you," which will appear in the Pinning Ceremony Program.

- The "thank you" must be typed legibly and kept to a 75-word maximum.

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- The "thank you" must be submitted to the Lead Instructor/Pinning Chairperson coordinating the Pinning Ceremony for approval.
- The Lead Instructor and Director of Nursing and Allied Health must approve the "thank you."
- A short slide show with music featuring the graduates in graduation attire OR a current student may be elected by the class to perform a song.
- The Lead Instructor/Pining Chairperson and Director of Nursing and Allied Health must approve the short slide show or song.
- Music will play while students walk in and exit. The song "Go Light Your Candle" will be played during the lamp lighting.
- The Pinning Ceremony is considered a respectful ceremony and a rite of passage for nursing, and as such, no bullhorns, cowbells, or related items are allowed during the program. These items are reserved for the graduation ceremony held by the college.
- Any honor cords that a student may wish to wear during the Pinning Ceremony must be approved by the Lead instructor/Pinning Chairperson and Director of Nursing and Allied Health using the timeline above for the slide show.
- The pinning ceremony will be on the Friday of "finals week" with a time and place that will be determined on a semester-by-semester basis.

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Academic Policies

Academic Advisement

A link to schedule academic advising, mentoring, or enrollment appointments is available on the nursing webpage http://www.connorsstate.edu/nursing. Dates and times are available for groups or individuals in Muskogee or Tahlequah and via Zoom. It is always best to schedule an appointment since it guarantees an advisor will be available. Nursing faculty post office hours outside their office door.

Academic Accommodations

Before classes start, if you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodation from Audri Mannon, ADA Coordinator, at (918) 463-6245 as soon as possible to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive **official** notice of a disability but are under no obligation to provide accommodation before verification or to make accommodation retroactive. Students can find more information in the ADA Handbook, which they can access on the CSC website: http://connorsstate.edu/ada/handbook.

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Course Syllabi

The faculty prepares a syllabus for each nursing course. The syllabus includes a description and overview of the course, course objectives, requirements to meet these objectives, teaching methods, evaluation, grading procedure, and required texts. The syllabus, class

schedule, calendar, and class outlines and objectives are on Canvas for viewing and printing. There is also an outline of expected behaviors, specific protocols, and guidelines for clinical experiences. Students must complete all assignments to pass the course. The student and faculty are required to abide by all policies in their student handbook and course syllabus.

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Grading Scale and Progression

A = 91.5 – 100%
B = 83.2 – 91.4%
C = 74.9 – 83.1%
D = 66.6 – 74.8%
F = 66.5% and below

To progress and graduate from the program, a student must maintain a "C" or better in all required nursing courses, general education, and support courses. Students must also achieve "Satisfactory (S)" ratings on clinical objectives described in the Clinical Evaluation Tool for clinical experience. Students must satisfactorily master skills in the laboratory setting. Nursing students identified as at risk are counseled and required to develop a plan for success. Advanced standing credit earned by LPN and Paramedic students will be submitted to the registrar when attending the 4th semester and requires a fee for applying advanced standing credit hours to the Career Ladder Student's transcript.

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Concurrent Theory and Clinical Course Components

One of the standards required by the Oklahoma Board of Nursing is that "Classroom content is taught currently with or before related clinical experiences." The curriculum of the CSC nursing program meets this requirement. Clinical objectives correlate with theory objectives so that students can experience a practical application of didactic material. Students must be involved in classroom and clinical activities to meet these objectives. It is not possible to satisfactorily complete the objectives of only one component. For this reason, if a student must repeat a semester, they must enroll in both theory and clinical components, regardless of earning a passing grade earned in one component previously.

Because of the close correlation between clinical and theory objectives, the faculty is concerned about patient safety when a student does not understand the theory. ***Therefore, if a student has an "F" (66.5%)" for a theory grade average at the completion of the mid-term nursing exam (this may be after the "academic mid-term" for the semester) or any time after that, or if the clinical evaluation is unsatisfactory, it is not considered safe for the student to continue attending clinical, the student receives an academic withdrawal from the course.*** Once the student cannot successfully pass the theory portion of the course, they will no longer be permitted to take theory examinations. The student will be allowed to continue auditing the theory component of the course, if desired, to promote success when the course is repeated.

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Collaborative Group Work

Throughout the nursing program, students will participate in various group activities. To be most effective, all students should prepare for discussions in advance and actively participate in group processes. Also, collaborative writing and presentation assignments are utilized throughout the program. These assignments develop critical thinking and team-building skills. All assignments completed by a group must be identified as such, and all students are accountable for the content.

Nursing Program Policies and Guidelines

Attendance and Classroom Learning

Class attendance is necessary for the successful completion of the program. Students are expected to be on time and prepared before the class session by completing assigned readings, reviewing the unit objectives, and previewing the material provided by the faculty. Consistent absences lead to unsuccessful progression in the program. Repeated tardiness or absenteeism is unacceptable and will result in written counseling from faculty.

In case of an unavoidable absence, the student must notify the instructor(s) before the class via email. The student is responsible for obtaining information presented during a missed class. Faculty will not repeat theory content; however, a student may request faculty approval to have a classmate tape the theory material presented in class.

Students who are on probation should avoid any absences. After the second absence from class, the student will receive written counseling. After three absences from class, the student will come before the Nursing Faculty Organization (NFO) to discuss attendance. Excessive absences could result in a probationary student's dismissal.

If a student has been tardy three (3) times, this will equal one (1) absence. Once a student has been absent three (3) times, they must meet with an instructor for mentoring. The instructor will complete a Record of Student Counseling, which will remain in the student file.

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Classroom Dress Code

Connors State College Nursing Students should dress professionally and be attentive to personal hygiene and cleanliness. For activities and classes not designated as clinical or lab, students may wear street clothes, but such clothing shall be appropriate for a professional learning environment. The Tahlequah campus at OSU-COM has a dress code prohibiting jeans. Students should be in color coordinating scrubs or business attire when on the Tahlequah campus. Specific nursing program activities may require business dress attire. Students not obeying the dress code for professional functions will be asked to leave.

~~In the classroom, students can~~should ~~wear jeans without shreds or holes and t-shirts. Excessive~~ ~~revealing excessive~~ ~~cleavage, bare midriffs, shorts, form-fitting yoga pants with short tops, halter tops, muscle shirts, etc., are~~ **~~unacceptable~~**. ~~Clothing with potentially offensive logos or insignia will not be permitted. Specific nursing program activities may require business dress attire.~~ Upon graduation, students may donate scrubs and lab jackets with the school logo for future students. Students may contact any nursing faculty member or our Coordinator of Nursing and Allied Health to access this "Share-A-Scrub" student resource.

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Social Media

This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and theory course activities. The distribution of sensitive and confidential information is protected under HIPAA and FERPA, whether discussed through traditional communication channels or social media. Examples include but are not limited to Facebook, LinkedIn, YouTube, Instagram, TikTok, Wikipedia, blogs, podcasts, or RSS feeds.

This policy will require modification as new technologies and social networking tools emerge, but the spirit of the policy remains to protect sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus requires additional vigilance to safeguard personal, professional, and college reputations. As students, you must represent CSC and the nursing program fairly, accurately, and legally while protecting the institution's brand and reputation. When publishing information on social media sites, remain aware that information may be public for anyone to see and can be traced back to you as an individual.

- Do not post confidential or proprietary information about CSC, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the nursing student role.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and CSC.
- Do not use CSC logos or graphics on personal social media sites.
- Do not use the CSC name to promote a product, cause, political party, or candidate.
- The administration must approve using the nursing program marks (logos and graphics) for college-sanctioned events (posters, flyers, postings).
- There is a time and place for learning to use electronic devices and cell phones in class, simulation, or clinical settings. Checking email or social media unrelated to learning is not acceptable.
- No student shall record faculty or fellow students for personal or social media use without the express permission of the faculty or fellow student. Photographs of clinical facilities or patients should avoid HIPAA violations.
- Be aware of your association with CSC in online social networks. Ensure your profile and related content are consistent with how you wish to present yourself to colleagues, patients/clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on behalf of CSC.
- You are solely responsible for what you post.

Student Illness, Injury, or Hospitalization

The safety of students and clients is essential since infectious diseases may not be readily apparent. Health policies exist to address this concern.

- Possible exposure to infectious materials. (See Appendix B)
- Student Illness: If at any time throughout the nursing program, the student becomes permanently or temporarily unable to meet the physical and mental qualifications outlined in the nursing advisement materials, including but not limited to surgery, pregnancy, or injury, report this to a nursing instructor immediately and provide documentation from a physician for release or accommodations. Students must be able to perform all nursing objectives in a manner that will not harm themselves or patient safety. In addition, students must meet the requirements of the policies and procedures of the currently assigned clinical facility. Faculty cannot always designate an alternate facility.
- Hospitalization: Following any required hospitalization, the student must submit to the nursing faculty a written letter from the relevant physician certifying that the student can return to school and perform all the duties expected of a nursing student. The student submits this letter to the faculty before resuming classroom or clinical activities.
- Expenses related to illness: The student is responsible for any expenses incurred while performing in the capacity of a student. For example, if a student sticks themselves with a needle, they will be responsible for all expenses related to treatment.

Inclement Weather

Classes will remain in session during inclement weather unless otherwise announced by the college. Students can sign up for emergency notifications issued by the college. All in-person classes and clinical experiences will be canceled if the CSC campus is closed.

Cell Phones

All cell phones should be set to silent or vibrate during class, skills lab, simulation, and clinical. It is unacceptable to text message during a class or leave class to answer a call unless regarding an emergency. Return calls may be made during break or after class. Students may use cell phones for specific class activities at the instructor's direction. No cell phones are allowed in the testing area during test sessions after the duo push required for login.

Refrain from using cell phones at the bedside in clinical. A non-patient care area or breakroom is preferable. Some clinical facilities have limited Wi-Fi. Some students may need to call faculty while assisting classmates on another clinical unit. Photographs are not allowed inside any clinical facility due to the actual or perceived risk of a HIPAA violation.

Children in Class

Children are not permitted in the classroom or open lab during class. Children should not be left unattended in any Connors State College building for any reason. Lactation space is available for breastfeeding mothers in the Nursing and Allied Health Building.

Academic Advisement

A link to schedule appointments for advising or mentoring is available on the nursing webpage: https://connorsstate.edu/nursing/. Dates and times are available for groups or individuals in Muskogee or Tahlequah and via Zoom. It is always best to schedule an appointment since it guarantees an advisor will be available. Each nursing faculty post office hours and advisement schedules outside their office door.

E-Books

Each course syllabus lists required e-books and supplemental references. Each student must purchase e-books through the Campus Book Store.

Library Facilities

The Library Learning Center on the Warner Campus and the Library Service Center at the ICTC/Three Rivers Port Campus provide resources to accommodate student needs by offering selected reference works, videos, computers, computer programs, and professional journals. Students may obtain instructions and passwords from the library for accessing electronic databases from remote computers.

Library Learning Center	(Warner)	(918) 463-6210
Library Service Center	(Muskogee)	(918) 684-5408

Computer Lab

The Connors State College Nursing Department Computer Lab is open to nursing students, staff, and faculty. C-Key Account Activation is required for computer use, e-mail, and Wi-Fi access. All users are required to sign in with their username and password. (C-Key Activation Instructions are available at https://connorsstate.edu/new-students-start-here/. Canvas is currently used within the nursing program as the course learning management system. If you need assistance obtaining a login name and password, please contact Kevin Isom (kevinwi@connorsstate.edu).

- Connors State College is not responsible for any files that are lost, stolen, or deleted using equipment in the computer lab. Users are encouraged to back up files to a memory stick.
- No food or beverages, including bottled water, are allowed in the computer lab.
- The computer lab is a quiet area. Please silence cell phones.
- Do not attempt to repair any malfunctions of Connors equipment. Notify a member of the nursing staff.
- It is the responsibility of every user to ensure that the computer lab equipment is not abused, damaged, or used in a manner other than intended.

- Computers are for educational and professional use, not for personal use or by friends or family. Users will not access pornographic or illegal info using Connors State College resources.
- Users are responsible for logging out when they are done using a computer.

Non-Discrimination Policy

Connors State College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, sexual orientation, or other non-merit reasons in admissions, educational programs or activities, and employment, as required by applicable laws and regulations. Please see the *CSC Catalog* for additional information.

Student Development

The Success Center is available to enhance reading, study skills, and test-taking abilities. Contact the Retention Specialist at (918) 684-5444. A student can access Student Support Services by calling (918) 463-2931, ext. 6267. Offices are in Room 138 Gatlin Hall in Warner and Room 11 at the Three Rivers Port Campus.

Drug Policy

Connors State College Nursing Program requires all nursing students to complete clinical practicum hours each semester to meet curriculum requirements. These clinical practicum hours are in a variety of settings. The student must meet all attendance conditions set forth by each clinical facility. One of these conditions is verification of a "negative" or "cleared" urine drug screen no more than four weeks before the orientation day for the Registered Nursing Program at CSC.

Additional urine drug screens must be repeated before resuming the Registered Nursing Program after any break in enrollment, no more than four weeks before re-entry, and for "Cause/Suspicion" random testing. For "Cause/Suspicion," testing may be required if the Director of Nursing and Allied Health, in consultation with nursing faculty, determines the student's behavior is reasonably suggestive of impairment. **CSC Nursing Program supports and enforces a zero-tolerance alcohol and drug policy.**

Drug Screen Procedure:

1. Connors State College Nursing Program will contract with a vendor to collect urine samples for drug testing that meets legal and clinical facility standards. Students will be assigned a collection time and place. The CSC Nursing Program will not accept results from any company or government entity other than those designated by the CSC Nursing Program.
2. The contracted vendor will conduct the testing. The company will investigate any "non-negative" or "positive" results. If indicated, the company will contact the student's healthcare providers to validate current prescriptions. If the rationale

provided meets the criteria of the medical staff of the testing company, a "cleared" test result will be reported to Connors State College Nursing Program.
3. The cost of all drug testing will be the student's responsibility.

Consequences:

1. In the event a student tests *"non-negative"* or *"positive"* for illegal drugs, prescription drugs without a current, legal, valid prescription, or intemperate use of drugs and alcohol, the student will be dismissed from the program unless a retest of the sample is requested at the time notification of test failure is given. The student is fully responsible for the cost of this additional testing. The student will be dismissed from the program if the retest results are still positive.
2. If the initial drug screen is found to be *"non-negative"* or *"positive,"* the student will be withdrawn from the nursing program for one year from the start of the semester in which the drug screen was positive and will be required to follow the re-entry policy. Re-entry is not guaranteed.
3. If a student fails to produce the requested sample by the date and time designated, the student will be treated as if the test result were positive and dismissed from the program.
4. Students with *"non-negative"* or *"positive"* drug tests for "Cause/Suspicion" random testing will be dismissed from the program. In this instance, there will be no retest opportunity. The student will be referred to the re-entry policy and must submit documentation of intervention and treatment for faculty approval. The CSC Nursing Program will require random drug screenings for the remainder of the student's enrollment. The cost will be the student's responsibility.

Student Procedure(s):

1. The Nursing Program Director of Nursing and Allied Health or designee will provide accepted applications with the necessary procedures for the required drug screening.
2. A student with a *"non-negative"* or *"positive"* drug test result will not be allowed to attend clinical or clinical laboratory experience. As a result, the missed clinical policy will be enforced, and a clinical failure will result. Clinical failure prevents the student from completing the designated degree program.
3. Accepted applicants in the Nursing Program must complete the following no more than four weeks before the applicable course's orientation day:
    a. Establish or access the current account with the contract vendor as directed by the Nursing Program Director of Nursing and Allied Health or designee. Complete the urine drug screen as directed by the contract vendor.
    b. Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the Director of Nursing and Allied Health or designee.

c. If an accepted applicant fails to complete the above no more than four weeks before the orientation day of class, they will not be allowed to begin classes and will jeopardize their admission status in the program.
d. Students who need to complete drug screening will be provided with the necessary procedures by the Director of Nursing and Allied Health or designee.
e. Students who fail to adhere to the drug testing deadline the Nursing Program sets will be withdrawn from all classes until the vendor provides the CSC Nursing Program with clearance documentation to the Director of Nursing and Allied Health or designee.

Student for "Cause/Suspicion" Drug Testing Procedure(s):

1. Current students in the nursing program may be drug-tested for "Cause/Suspicion" random testing.
2. Students who need to complete drug screening will be provided with the necessary procedures by the Director of Nursing and Allied Health or designee.
3. Students who fail to adhere to the drug testing deadline the Nursing Program sets will be suspended from all classes until the vendor provides the CSC Nursing Program with clearance documentation to the Director of Nursing and Allied Health or designee.

Program Re-Enrollment:

1. Students who refuse the drug test will relinquish their position in the program.
2. Students who test *"non-negative"* or *"positive"* for controlled substances must show proof that they have been evaluated by a certified substance abuse professional who determines what, if any, assistance that student needs in resolving problems associated with drug abuse/misuse. Proof that the substance abuse professional is certified must be given to the Director of Nursing and Allied Health. Students needing rehabilitation must show evidence of successfully completing the prescribed program before being eligible to re-apply to the Nursing Program. The CSC contracted Medical Review Officer (MRO) must review and approve this proof. If re-enrollment is approved, the student will be subject to unannounced drug testing during the duration of the program. If any test is *"non-negative"* or *"positive,"* the student will be dismissed from the program. This delayed progression counts as the student's one-time deferment.

Chemical (Drug) or Physical Impairment

Policy:

Definition of the Chemically Impaired Student: *A student in the academic, laboratory, or clinical setting who is under the influence of cognitive-altering substances such as alcohol, illegal drugs, or certain prescription medications or who is experiencing physical impairment that potentially jeopardizes patient safety or learning.*

Faculty Procedure(s):

Assess for any signs or behaviors indicative of possible chemical impairment. Examples may include:

A. **Behavioral Characteristics:**
1) absenteeism; tardiness; frequently leaving the clinical assignment
2) behavioral changes such as mood swings, irritability, decreased productivity
3) isolation or withdrawal from the other nursing students
4) decreased classroom or clinical productivity
5) fluctuating academic or clinical performance
6) inappropriate physical appearance
7) inconsistent communication patterns
8) odor/scent of chemical or substance

B. **Physiologic Characteristics:**
1) flushed face
2) eyes (bloodshot/red, dilated)
3) abnormal pupillary construction or dilation
4) coordination (swaying, staggering, unsteady)
5) speech (incoherent, confused, slurred, rambling, slow)
6) jitteriness
7) alertness (excessive sleepiness or confusion)

2. **Procedure for Suspected Substance Abuse:**

A. If impairment behaviors are observed, the student is informed of the faculty's responsibility to remove the student from the class or clinical setting based on:
1) the inability to provide safe, effective, and competent patient care; and,
2) infringement of the learning process on other students present.

B. The student will leave the area and go with a faculty member and another faculty or Director of Nursing and Allied Health to discuss the situation privately. The discussion will be documented, and the decision to refer for drug testing will be made.

C. If the decision is to refer the student for drug testing, the student should be instructed on where and when to report for testing.
1) Instruct the student to report for testing immediately once receiving a time/date.
2) The student's refusal to submit to drug testing will result in immediate dismissal from the program.

3) Provide students with the contract vendor information.
4) The cost is the student's responsibility.
5) In addition to the 10-panel drug screen, an alcohol level will also be collected at this time.

D. The faculty member will complete the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use for submission to the Director of Nursing and Allied Health. One copy of this form will be given to the student personally, and a second copy will be placed in the student's permanent file on campus.

E. The Director of Nursing and Allied Health will be notified immediately of the suspicion of chemical impairment.

F. An academic or clinical conference will be conducted with the student, the student's clinical instructor, and the Director of Nursing and Allied Health.

G. If the student voluntarily admits to known chemical abuse, is found to be drug screen *"non-negative"* or *"positive,"* or the presenting evidence is solid and convincing, the student will not be allowed to return to the classroom, clinical, or laboratory setting until initial rehab plan has been completed and an ongoing plan to prevent reoccurrences is in progress. Documentation required.

H. The cost of the continued proscribed treatment, or additional drug testing, is the student's responsibility.

I. Students with *"non-negative"* or *"positive"* drug tests will be dismissed from the program.

J. If the student is dismissed from the clinical setting, the faculty member will assist with finding a safe transportation home for the impaired student. If refused or the student is violent, police are to be notified.

Academic Integrity

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Nursing faculty will not tolerate dishonesty, and it is considered unethical. Academic misconduct includes but is not limited to cheating on exams, discussing exam or quiz questions before the exam grades are posted, posting exam content online, taking or posting screenshots or photos of online exams, disseminating or discussing the content of practicums or simulations, copying partial or complete assignments, plagiarizing from published sources, or allowing others to copy from you. Every student will produce their original, independent work unless the syllabus specifies a group assignment.

An academic integrity violation by a student on any graded activity will result in a zero on that assignment and receive disciplinary action. Academic integrity violations related to lab or clinical hours will result in an unexcused absence and a zero for the performance evaluation. Any assignment assigned a failing grade or listed as an unexcused absence because of academic misconduct is ineligible for make-up. A second offense will result in failing the course. Students

or faculty should report academic integrity issues to the Director of Nursing and Allied Health, and the Student Counseling Pathway should guide disciplinary action.

Nursing Student Code of Conduct

The mission of Connors State College is building futures one at a time as we promote excellence in our community and the global society. Achieving this mission is possible by defining a standard or a code of conduct for behavior that will enable students to work with the faculty, staff, and administration positively.

Enrollment at Connors State College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior imposed by the College. The discipline of students at Connors State College is, in all but the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and help them discipline themselves.

Connors State College is an institution of higher learning. The rules and regulations ensure optimal conditions for learning for all students. The standard or code of conduct for students is a foundation of behavior rather than arbitrary limits on behavior. Students in the Nursing Program are subject to the academic and disciplinary rules and regulations of Connors State College.

In addition, the nursing faculty of Connors State College has adopted a code of conduct that describes the expectations for students entering the nursing program. Each student will read and sign this pledge as a contract of professional behavior.

Professional Standards for Nursing Students

All nursing students should ~~comport~~conduct themselves in a manner consistent with the nursing profession's standards. This standard includes more than student grades; it encompasses all student activities necessary for continuing intellectual and professional growth in an academic setting. Students engaged in unprofessional conduct are subject to academic sanctions, including probation, suspension, or dismissal from the program, as outlined in the Student Counseling Pathway (See Appendix C). Unprofessional conduct in nursing behavior (acts, knowledge, and practices) that fails to conform to the accepted standards of the nursing profession, or which could jeopardize the health and welfare of people shall include, but not be limited to, the following:

1. Inaccurate recording, reporting, falsifying, or altering patient records; or
2. Falsifying documents submitted to the university or nursing program; or
3. Leaving a nursing assignment without properly advising appropriate personnel; or
4. Violating the confidentiality of information or knowledge concerning the patient; or
5. Administering medication, treatment, skill, or procedure in a clinical setting without satisfactorily demonstrating safe performance, passing a post-test of that skill, and having received theory instruction regarding specified content in the classroom or lab setting or

6. Discriminating in the rendering of nursing services or
7. Allowing own value system to interfere with patient care/well-being or
8. Verbally or physically abusing patients or
9. Engaging in verbally abusive language or interpreted as verbally abusive with a patient, staff member, faculty, or fellow student or
10. While caring for a patient, engaging in conduct with a patient that is sexual or interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a patient; engaging in sexual exploitation of a patient; or
11. Obtaining money, property, or services from a patient using undue influence, harassment, coercion, deception, fraud, or
12. Conduct detrimental to the public interest; or
13. Aiding and abetting the practice of practical nursing, registered nursing, or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse, or recognized as an Advanced Practitioner; or
14. Impersonating a licensed practitioner or permitting another person to use their nursing student identification for any purpose or
15. Aiding, abetting, or assisting any other person to violate or circumvent any law, rule, or regulation intended to guide the conduct of a nurse or nursing student.
16. Appropriating, without authority, medications, supplies, or personal items of the patient or agency; or
17. Forging a prescription for medication/drugs; or
18. Presenting a forged prescription, selling or attempting to sell a controlled dangerous substance, or otherwise making such drugs available without authority to self, friends, or family members; or
19. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
20. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws, or
21. Utilizing social network media sites to place negative comments regarding faculty, peers, student grades, or the clinical settings or any comments regarding activities or experiences in the clinical setting; or
22. Use of any/all tobacco products, including e-cigarettes and vape products, during scheduled clinical hours or
23. Violation of a clinical agency's approved clinical skills list or agency student policies; or
24. Violation of any part of the contractual agreement between CSC and the clinical agency; or
25. Any arrest that warrants ineligibility to practice while in the nursing program or
26. Any behaviors that violate the Honor Code Pledge or
27. Any behaviors that violate the CSC Student Code of Conduct; or
28. Any additional behaviors that violate the policies listed in the CSC Student Nursing Handbook.

Academic Dishonesty

Academic dishonesty is intentional participation in deceptive practices regarding one's scholarly work or the work of another. Dishonest behaviors include lying, cheating, plagiarism, alteration of records, forgery, false representation, and knowingly assisting another person in dishonest acts (Gaberson & Oermann, 2010). This behavior includes more than student grades. It encompasses all faculty and student activities necessary for intellectual and professional growth in an academic setting. Dishonesty is serious because it can harm clients, learners, faculty-student relationships, and the education program. Examples include, but are not limited to:

- Obtaining information from another student during an examination.
- Communicating information to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Offering another person's work as one's own, such as by copying or having someone else do the assignment.
- Taking an examination for another student or having someone take an examination for oneself.
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Using unauthorized material during an examination.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Misreporting or altering the data in laboratory or research projects.
- Using a speech, essay, discussion board posting, course assignment, report, project or paper done for one class in another class unless specifically authorized by the instructors.
- Presenting another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from other sources.
- Using outside sources (books or other written sources) without giving proper credit (by naming the source and putting any exact words in quotation marks).
- Collusion; a student knowingly and intentionally helps another student perform an act of academic dishonesty. Dishonesty will be disciplined in the same manner as the act itself.

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https://www.goldenwestcollege.edu/senate/academic-integrity-guide-faculty/index.html

Unprofessional conduct may include, but is not limited to:

1. Possession, sale, or distribution of illegal drugs or other wrongful conduct relating to drugs;
2. Unlawful possession of weapons;
3. Theft;
4. Charges or conviction of a felony;
5. Excessive tardiness or absenteeism;

6. Administering medication or treatment in a negligent manner or with the permission of the instructor;
7. Violating the confidentiality of information or knowledge concerning the client;
8. Use of profanity in clinical areas;
9. Repeated violation of the dress code;
10. Any activity that would jeopardize the health, safety, or welfare of the client, the hospital staff, faculty, other students, or self;
11. Being under the influence of mind-altering drugs, use of illegal drugs, or the use of alcohol while in class or the clinical area;
12. Misappropriating supplies, equipment, and drugs;
13. Violent or threatening behavior against any student, faculty, or any staff of CSC verbally, physically, in writing or electronic media;
14. Leaving a nursing assignment without properly advising appropriate personnel and instructor;
15. Discriminating in the rendering of nursing services as it relates to human rights and dignity of the individual;
16. Committing an act that a reasonable and prudent student would not perform at their level in the program;
17. Omitting an act that a reasonable and prudent student would perform at their level in the program;
18. Failure to disclose errors to the hospital's responsible party and clinical instructor;
19. Conduct detrimental to the public interest; and,
20. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client.
21. Taking or posting unauthorized pictures or videos of any faculty member or student without their consent.

Oermann, M. H., Shellenbarger, T., & Gaberson, K. B. (2022). *Clinical Teaching Strategies in Nursing* (6th ed). Springer.

Dismissal

Unprofessional conduct or repeated unsatisfactory clinical performances may result in probation **OR** dismissal from the program. A student may be placed on probation only once a semester, not to exceed two (2) times while in the nursing program.

A student dismissed from the program may appeal first to the Nursing Faculty Organization (NFO). The student must submit an appeal in writing. Students will be allowed to present their appeal to the NFO. The student may have an advisor present, but the advisor's role is limited to advising the student only; the advisor may not actively participate in the appeal meeting. The NFO shall communicate the decision in writing to the student within a reasonable time. If the student is unsatisfied with the NFO's decision, the student may appeal to the Vice President of Academic Affairs in writing. In their sole discretion, the Vice President of

Academic Affairs may choose to meet with or solicit additional information from the student and the NFO. The decision of the Vice President of Academic Affairs shall be final.

Withdrawal

Students who elect to withdraw from any course through the 11th week of the semester (see the academic calendar for specific dates) will receive a "W" on the transcript for that course regardless of the course grade earned to that point. From the 12th week forward, a "W" will be applied only for students who have a passing grade, C or higher, at the point of withdrawal; students who have earned a course grade of D or F at the time of withdrawal will receive an "F" on their transcript.

Readmission

Students may apply for re-entry into the Nursing Program following withdrawal or an unsuccessful academic progression from NURS 1227 Maternal and Pediatric Nursing, NURS 2137 Psych and Med-Surg Nursing, NURS 2247 Critical Care and Leadership Development Nursing, or NURS 2223 Role Transitions within one academic year of exit. Students requesting re-admittance to NURS 1117 Foundations in Nursing must complete another application to the nursing program for the next application period. All entrance exam scores must be current. Students requesting re-admittance to NURS 1117 Foundations in Nursing can submit a letter of request along with a plan for success. As with all reacceptances, these spaces are limited, and students are not guaranteed re-admittance. The exception would be a student dismissed from the program.

Readmission Procedure

Readmission procedures are the student's responsibility. The Director of Nursing and Allied Health or lead instructor will assist the student as needed. Approval to re-enter the Nursing Program requires space availability, cumulative GPA, the reason for withdrawal or dismissal, extenuating circumstances, and student behavior (absences, student counseling, tardiness, etc.). Refer to "Procedure" for details.

Students may only repeat a nursing theory course once (NURS 1117, NURS 1228, NURS 2137, & NURS 2247). A student is dismissed from the program if the second attempt at the same course or a subsequent course ~~results~~result in a failure or withdrawal. If a student has been out of the Nursing Program for at least three years, the student may apply for entry into the Foundations course.

Readmission into the Nursing Program is not guaranteed.

Procedure

A. **General Requirements:**
   1. After ascertaining the candidates for re-entry have satisfactorily completed the re-entry requirement, re-entry priority is on a point system. The r anking is ranked (1) on space availability and reason for withdrawal, (2) cumulative GPA, (3) content of the re-entry paperwork, (4) student behavior, including absences, student

counseling, and tardiness, and (5) participation in mentoring. Refer to the Point System for Readmission. Extenuating circumstances are at the discretion of the Director of Nursing and Allied Health and Nursing Faculty.

2. Suppose more than one candidate for re-entry has the same number of points calculated from the point system. In that case, each candidate's "Clinical Evaluation Tool" will be reviewed, and the decision for re-entry is the candidate's clinical performance.
3. Space must be available in the course the student is requesting to re-enter. An enrollment limit per course is in place to ensure an optimal learning environment.
4. Cumulative GPA is the average of general education requirements for the Nursing Program, and all completed nursing courses, **NOT** including the semester the student is withdrawing from.
5. The student requesting re-entry into the Nursing Program must submit a formal business letter, including a valid return address requesting readmission to the program addressed to the Director of Nursing and Allied Health. A personal "Plan for Success" form must be completed and submitted. **The nursing program should receive it by the Wednesday of finals week. If a student is in jeopardy of failing, they ~~must~~should be proactive and submit their request before taking the final exam. ~~No late~~Late submissions will not be accepted~~.~~ after school is out. Students will need to communicate with the lead instructor while preparing their requests for guidance.** The e-mail and the "Plan for Success" are submitted to Tracy Lieblang, Administrative Assistant, or e-mailed to tracy.lieblang@connorsstate.edu.
6. Student behavior is a consideration when there are more candidates for re-entry than space availability; excessive absences or tardiness and verbal or written counseling documents impact requests for readmission.
7. The nursing faculty will hold a closed-session faculty meeting to consider the candidate's request for readmission.
8. The candidates for readmission will receive written notification of the faculty's decision within ten business days of the meeting. The notice will contain requirements and specified due dates for completing remediation if readmitted. If the specified remediation is not complete by the date indicated on the readmission request email, **the student will forfeit their space in the program.**
9. Returning students will meet weekly with the lead instructor or designated faculty. These meetings may be group or individual sessions.
10. All students readmitted to the nursing program will be on probation until graduation. The student may be dismissed from the program if they incur further disciplinary or academic issues.
11. Students who are on probation should avoid any absences. After the second absence from class, the student will receive written counseling. After three absences from class, the student will come before the Nursing Faculty Organization (NFO) to discuss attendance. Excessive absences could result in a probationary student's dismissal.

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The Returning Student's Responsibilities

~~12.~~1. Complete an email to the Administrative Assistant of Nursing and Allied Health requesting re-entry into the course, indicating the course number, course name, semester, and year. The email must also include a detailed description of the reason for withdrawal, including personal or academic reasons and actions the student has taken to ensure success upon readmission to the program. (Documents located at http://www.connorsstate.edu/nursing. Select admissions, then scroll down to "Readmission Policy.)"

~~13.~~2. Complete a "Plan for Success," a plan of care written about the student, which includes self-assessment, analysis, goals, and plan of action to ensure success upon re-entry into the program.

~~14.~~3. The email and "Plan for Success" will be submitted to the Administrative Assistant or e-mailed to tracy.lieblang@connorsstate.edu.

~~15.~~4. Students readmitted to any nursing course, excluding NURS 2247, must enroll in NURS 1002 *Success in Nursing Education* if not previously taken.

~~16.~~5. Complete the assigned remediation as outlined in the readmission letter.

~~17.~~6. Students accepted to return to the program who have a lapse of enrollment for one year or more will complete a new drug screen and background check before re-entry. All students accepted to return must be current with BLS and on all health requirements outlined through **Verified Credentials**. If the specified health requirements are incomplete, the student will forfeit their space in the program.

Extenuating Circumstances

~~18.~~7. Extenuating circumstances **may** be a consideration for student re-entry by the Director of Nursing and Allied Health and the Nursing Faculty. Proper documentation and notification of the circumstances must be provided to the faculty before the student's withdrawal, or if this is not possible, faculty notification must be made within seven days of the extenuating circumstances.

~~19.~~8. Examples of extenuating circumstances may include but are not limited to the birth of a child, the student's serious health condition, a family member's serious health condition, or the death of a family member.

Permanent Dismissal

~~20.~~9. Readmission into the Nursing Program is not a consideration for students permanently dismissed from the Nursing Program. Reasons for permanent dismissal include, but are not limited to:

a. Documented incidents of unsafe practice as defined in the Nursing Student Handbook.
b. Academic dishonesty is defined in the Nursing Student Handbook and the Connors State College Academic Integrity Policy.

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c. Other administrative issues are in the Connors State College Student Handbook.

Point System for Readmission

Space availability will determine how many students may be re-admitted into each semester. Once space availability is verified, points are based on the below point system for each student desiring re-entry. Students are ranked by points awarded for re-entry. Extenuating circumstances are considered.

GPA (Calculated only on required nursing courses completed, not to include the nursing course the student withdrew from)	
2.5 – 2.7	1
2.8 – 3.0	2
3.1 – 3.4	3
3.5 – 3.7	4
3.8 – 4.0	5
Readmission Paperwork	
Completed email to the Director of Nursing and Allied Health (including a detailed description of the reason for withdrawal and actions taken for success)	
Very detailed, complete	5
Somewhat detailed, primarily complete	3
Minimally detailed, incomplete	1
Plan for Success (complete, detailed, individualized, and cited)	
Very detailed, complete	5
Somewhat detailed, primarily complete	3
Minimally detailed, incomplete	1
Student Behavior	
Documented Absences (theory, skills lab, simulation, or clinical)	
0 – 2	5
>2	0
Documented Tardiness (theory, skills lab, simulation, or clinical)	
0 – 2	5
3 – 5	3
6 or more	0
Documented Counseling (for any reason other than absences or tardiness)	
None	5
1 offense	3
2 or more offenses	0
Mentoring	
More than 3 sessions	5
1 – 2 sessions	3
None	0

Total Possible Points:	35

Plan For Success

Name				
Assessment	**Nursing Diagnosis**	**Goal(s)**	**Interventions**	**Rationale with References**

NOTE: *The nursing program must be completed within 200% of the stated program length for all students beginning with enrollment into NURS 1117 Foundations in Nursing. Career Ladder students must complete the program within 200% of the stated program length for all students, starting with enrollment into NURS 2137 Psych & Med-Surg Nursing.*

Grievance Procedure

The Nursing Program faculty and staff are available and interested in helping you navigate the program and complete your degree. Feel free to address your concerns and questions with your instructor.

Following the policy of Connors State College, students who have complaints or grievances related to nursing course grades, conduct of classes, or other course matters should first address those complaints with the course instructor. If unsatisfied with the resolution, the student's grievance goes to the Director of Nursing and Allied Health. The student may go to the Vice-President of Academic Affairs if the issue is unresolved. Grievances related to non-nursing courses go to the course instructor, then to the Director of Nursing and Allied Health, and finally to the Vice-President of Academic Affairs. For more information on complaints and grievances, see the Student Complaints page in the Connors State College Student Handbook.

Testing Policies

Absences

1. Examinations are to be taken as scheduled except in the case of an emergency (major illness/death in the family). In the case of a missed exam, the student should:
    a. Contact the instructor via telephone **before** the time of the test. If the course instructor cannot be reached, the student should contact the nursing department immediately upon open business hours. The instructor may require an e-mail for documentation of your conversation; please include who you spoke to and what time the conversation took place.
    b. Schedule a time to take the exam (before the scheduled exam date unless an emergency arises).
    c. Bring documentation of the emergency at the time of make-up testing (doctor's note, obituary).

Note: If nursing faculty deem the situation a non-emergency, you may not be permitted to make up the exam. In this case, you will receive a zero (0).

If the student is more than 5 minutes late for a scheduled exam, they may not enter the testing area to avoid distracting those who are testing.

After achieving an exam average of 74.9% or higher on the **unit exams** and **comprehensive final**, course assignments and online discussions will factor into the student's grade.

Exam Procedures

- Testing with a blank sheet of paper or dry erase board (provided by faculty) is allowed.

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- The instructors will not allow the downloading of any exam more than 15 minutes before the start of that exam.
- The instructors will bar entry after 5 minutes to prevent disruption of the testing environment. This delay results in a score of "zero" for the late student.
- Please use the restroom before taking the exam and before any exam review time begins so that valuable testing time is not wasted and other students are not disrupted. Students needing to use the restroom during an exam frequently may be asked to visit with the NFO.
- Students will receive their official exam score approximately one week after the original exam time once the faculty test review committee has reviewed test statistics and made any adjustments, as necessary. Lead instructors will notify students that exam scores are finalized via Canvas.
- All exams will have a minimum of 50 questions and a maximum of 65 questions, excluding the final, which will comprise 100 questions of cumulative course content.
- The time allowed for each unit exam will be one hour and forty-five minutes. The time allowed for the comprehensive final will be two hours and thirty minutes.
- All questions for unit exams and comprehensive final will be delivered "one at a time" without backtracking.
- Students who believe a question may have an incorrect answer must fill out an Exam Clarification Form explaining the rationale and citing the reference. The Exam Clarification Form must be completed and submitted before leaving the testing area on exam day. Exam Clarification Forms without appropriately cited references, or initiated after testing, will not be considered for review. Instructors may need to contact the student for further clarification. Once the review of exam rationales is completed, no further test clarification forms will be accepted. E-mailing an instructor a question related to an exam question may violate the code of conduct.
- Nursing students who make less than 74.9% on any major nursing exam are responsible for scheduling an appointment with their course faculty and developing a plan to improve their study skills and future testing performance. The focus of this session is on student learning behaviors; it is not for the review of exam questions. The faculty member will document such counseling. The student must acknowledge and sign the plan for improvement before the next scheduled exam. For a nonemergency rescheduling of an exam, a 10-point deduction would be applied if allowed to test.
- All students are encouraged to come to mentoring sessions. Each student will be asked to read and sign a mentoring contract. Refer to the signed 'Mentoring Contract' in **Verified Credentials** individual student records. Note: Mentoring is open to any student, regardless of their grade, and is encouraged.
- Students should come prepared to each mentoring session with a completed 'Mentoring Form." The mentoring form answers the most shared questions so instructors can develop an individualized plan for each student.
- Specific policies unique to each course are outlined in the course syllabi.
- Personal items, including but not limited to water bottles, eyeglass cases, jackets, purses, and hats, should not be brought to the exam area.

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- Students' progression in the program is determined by academic testing.
- For a student to pass a nursing course, the final cumulative average of all exams must equal 74.9% or greater, and the additional components must be as outlined in the syllabus. Averages are recorded to the tenth and rounded at the end of the semester's final grade.
- Cell phones or smart watches are to be used for duo authentication when logging into the computer before an exam begins. All electronic devices should be turned off and placed with the faculty at the front of the room. Any student with an electronic device on their person during an exam will receive a zero for that exam.

Cheating

- Any student caught cheating on the examination or assignment will be given a "zero."
- Plagiarism is subject to disciplinary action by the Nursing Faculty Organization. (See ACADEMIC DISHONESTY in this Nursing Student Handbook).
- If paper examinations are given, all will be numbered and counted before students can leave the room.
- When students review tests, no notes may be taken, photographed, or audio or video recorded. Any student doing so would be dismissed from the program.

Grade Appeal Procedure

The student may appeal a grade or decision by discussing it with the instructor, the lead instructor, and then the Director of Nursing and Allied Health. If no satisfaction is obtained, a further appeal may be made through the established procedure in the **Connors State College Student Handbook**.

Skills/Simulation Center Policies

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All clinical policies apply to the simulation center. A student will satisfactorily demonstrate safe performance skills in the laboratory setting before performing procedures in the clinical setting. Laboratories are available for practice to students at any level. Students should make arrangements with a lab instructor. Leave the lab area clean after use.

Clinical Policies

Essential Job Functions for Clinical Rotations

Physical activities required to complete essential functions of the position:

- **Standing/walking:** Standing and walking are required for most of the time spent in the clinical area (6-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on diverse types of flooring, including, but not limited to, vinyl, tile, linoleum, or carpeted floors.
- **Sitting:** Sitting while charting or entering data into computers. May sit while receiving/giving verbal report at start/end of shift. They may also sit during breaks and meal periods. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regularly lifts medical supplies, medications, patient supplies, or charts weighing up to ten pounds. Lifts CPR equipment and other medical equipment weighing at least 50 pounds. Required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning clients. Must support at least 75 pounds to safely reposition, transfer, and ambulate clients.
- **Carrying:** Occasionally carries specific medical equipment weighing up to 50 pounds.
- **Pushing/Pulling:** Pushing/pulling 71-100 pounds is required when administering client therapy and care, as well as when pushing equipment such as oxygen tanks and monitors and when transporting clients in wheelchairs, beds, or gurneys. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is needed.
- **Bending:** Required when administering client care. Must be able to bend to touch the floor to remove environmental hazards.
- **Reaching:** Reaching above the head is required when performing aspects of care such as hanging and adjusting IV bags.
- **Squatting/Kneeling:** Required when operating medical equipment and performing aspects of client care, such as CPR.
- **Speaking:** Must speak English to communicate, assess, and educate clients/families. Must also communicate verbally with physicians and other professionals involved in client care.
- **Hearing:** Normal hearing (aide permitted) is required to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Must also be able to hear and detect subtle yet critical information regarding a client's condition, including alarms, and to communicate with physicians and other professionals involved with client care. Adequate hearing is required for discussion with others by telephone.
- **Visual Acuity:** Required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering

medications and injections, and performing physical assessments of clients, including subtle changes in skin color.

- **Depth Perception:** Required for delicate tasks such as administering injections, sterile catheter insertions (urinary, IV), and nasogastric tube insertions.
- **Fine Motor Skills:** Must have fine motor skills in all fingers and grasp and control medical equipment to perform precise procedures such as sterile dressing changes. Must grasp objects such as a pen to prepare handwritten reports.
- **Tactile Sensation:** Must be able to assess clients through palpation with fingers and hands; must be able to distinguish warm/cold and feel vibrations.
- **Smell:** Must have a good sense of smell to detect odors indicating unsafe conditions or changing client status.
- **Driving Required:** Students are responsible for transportation to and from affiliated clinical agencies.

Clinical Assignment and Supervision

The student will be assigned to clinical sites typically within a fifty-mile radius of campus. Clinical assignments may not necessarily conform to carpools or student preference. Rotations are created to expose the student to a variety of clinical experiences. The faculty member will assign the student to care for a patient based on the course, clinical objectives, and other student criteria. The faculty member can re-assign a student in case of any changes or added information.

The nursing faculty reserves the right and retains the responsibility to alter student clinical assignments based on several factors. These factors include, but are not limited to, student clinical objectives, student clinical performance, and faculty teaching load.

Clinical Dress Code

Students are expected to know and conform to the protocol of the clinical facility assignment while maintaining a professional appearance as representatives of CSC.

1. **Black V Neck (unisex) scrub top with college embroidered insignia over left upper chest and black uniform pants or skirt.** Students may purchase scrubs at Kristie's Scrubs or elsewhere and take them to Kristie's for embroidery. Scrub tops should be non-form fitting and long enough to cover the midriff and backside. The student must be able to raise arms above their head and bend over without skin in the mid-drift being visible. Pants should be loose, non-form fitting, and non-tapered. Faculty may request uniforms to be changed if they are highly baggy or deemed too tight. A white scrub top is required for the Pinning Ceremony.
2. **White scrub jacket with college embroidered insignia**. Lab jackets should be no more than one inch longer than the scrub shirt. Scrub jackets (white) are **only** purchased at

Kristie's Scrubs to ensure the correct style and length. A CSC-embroidered scrub jacket is optional but no other outerwear is permitted to be worn in clinical areas.

3. **Black** long-sleeved undershirt may be worn under a uniform top. The undershirt must be clean, and if covering tattoos, it must be thick enough to cover them.
4. **Name Badges (mandatory)** will be purchased. These are orange with black lettering and designate the student and college. Orders for name badges are placed during nursing student orientation.
5. **Student Identification Badges** should be accessible when on campus. The student identification badge ensures access to the copier. In Tahlequah, a second similar student identification badge ensures access to the OSU-COM instructional site and should be displayed prominently above the waist.
6. **Clinical facilities may also require Additional Student Identification Badges**. Students without name badges and student identification badges will be sent home from the clinical for the day.
7. **Black socks and black leather spill-resistant shoes** are required. Partial canvas or mesh is NOT allowed. No bare ankles should be visible. Shoes need to be completely black, except for the sole.
8. **Mandatory items** for clinical that are considered part of clinical dress:
   - Watch with second-hand
   - Stethoscope
   - Penlight
   - Bandage scissors
   - Electronic devices with e-books for reference and clinical documents are encouraged within the limitations of specific clinical facility policies.
9. The following relate to professionalism, safety, and infection control issues:
   - Hair must be neat, clean, off the shoulders, and natural-looking hair color.
   - No large or dangling jewelry, including rings, earrings, necklaces, false eyelashes, etc.
   - A single set of post earrings may be visible only in the ears.
   - No heavy perfumes.
   - No Fingernails over a ¼ inch in length or dark or chipped nail polish.
   - No artificial or non-natural nails, such as acrylic, dipped, gel nails, etc.
   - Facial piercings must be removed while in clinical areas.
   - Tattoos must be covered.

Clinical Attendance

Clinical attendance is mandatory for progression in the program. Students will have both an on-campus orientation session and a clinical agency orientation. The orientation sessions are **required** and will include introductions to key individuals and a review of expectations. Some agencies have orientations online content, which students are expected to complete. If students do not attend mandatory clinical orientations in full, they will not be able to participate in clinicals and will thus be unable to pass the course. Clinical orientation will not be rescheduled.

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Absences impact the clinical evaluation and may lead to a non-passing clinical grade. A student **must** notify the clinical instructor by phone as early as possible if a clinical absence is unavoidable. It is the student's responsibility to inform the **clinical instructor via verbal phone call**. It is not acceptable to text the instructor or to request a fellow student to report their absence. Students must present a physician's release to return to clinicals following surgery or a major illness.

All absences require "make-up" in a clinical setting. If space is unavailable, the student may complete two (2) virtual clinical excursions (VCE). When completing a VCE, the student will be required to arrive at the nursing campus by 8:30 am and will be at the campus until 4:30 pm. The student will dress in full clinical uniform. All clinical absences will be reported to the lead instructor. The Clinical Faculty will schedule all clinical make-up with assistance from the Director of Nursing and Allied Health. Any student with two clinical absences will be asked to come before the NFO to discuss a progression plan. A student may be dismissed for excessive absences. Clinical space is limited, and make-up clinicals are not guaranteed.

Clinicals will remain in session in inclement weather unless the CSC campuses are closed. If the college campus closes, all clinical experiences will also be canceled. The clinical instructor will inform the students of any changes to the clinical schedule before the subsequent clinical experience. If the campus remains open, but the student considers it unsafe to drive during inclement weather, the student will need to contact the clinical instructor by phone before the start of the clinical day to report the absence.

Clinical Tardiness

Students will arrive at the clinical facility on time to promote professional accountability. A counseling form will be completed and placed in the student's file for the first tardy recorded. If a second tardy occurs, the student will be referred to NFO. Tardiness will be reflected in the clinical evaluation and jeopardize the clinical grade. Students are expected to call the instructor *(not a fellow student to report tardiness/absence)* as early as possible if the clinical delay is unavoidable. If the student is more than 15 minutes late, the student will be sent home with an unsatisfactory clinical day.

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Preparation

Review course syllabus for guidelines. Failure to demonstrate clinical preparation will result in dismissal from the clinical facility and an unsatisfactory evaluation for that day. A progress report will be completed showing the unsatisfactory evaluation and the unexcused absence for that day and will be placed in the student's file.

Grading

A "Satisfactory" or "Unsatisfactory" grade will be given for the clinical experience. Goals are specified for each course utilizing the clinical objectives described in the clinical evaluation

tool. A “Satisfactory” grade is required for successful course completion. See course syllabi for specific clinical grading.

Clinical Assignments

Assigned activities, experiences, care plans, case studies, and concept maps must show evidence of individualized care for the assigned client(s). Course syllabi outline specific guidelines for each course.

Due Date Policy

Assigned clinical coursework is due at the time listed in the course syllabus. A student who submits an assignment after the due date, as listed in the clinical syllabus, will receive ten (10) points off per calendar day for each day past the due date. Coursework will only be accepted via Canvas. Emailed assignments will not be accepted. Regardless of the overall course grade, all assigned work must be completed. Failure to submit any required assignments results in a failing grade for the course, irrespective of the theory grade.

Clinical Evaluation Tool

The Clinical Evaluation Tool (CET) is based on Student Learning Outcomes. The CET is provided in each syllabus for the clinical nursing courses. The grading scale for the clinical setting is Satisfactory/Unsatisfactory. A clinical "Unsatisfactory" will result in a grade of 'No-Pass (NP)' for the course regardless of scores in theory.

Students will self-evaluate midway through and at the end of each clinical rotation. Faculty will provide feedback at those times as well. If a student is not passing clinical at mid-term or improvement is needed, written feedback will be given at that time to assist the student in meeting the clinical objectives.

Each student must turn in their psychomotor skills sheet, clinical evaluation, and skills check-off (if applicable) to the lead instructor at the end of the semester. Failure to do so will result in an incomplete for the clinical grade.

Care Plans/Case Study

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The Care Plan is part of the Nursing Process documentation. The American Nurses Association describes the Nursing Process as "The common thread uniting different types of nurses who work in varied areas in the nursing process – the essential core of practice for the registered nurse to deliver holistic, patient-focused care." (ANA, 2024). The Nursing Process develops and transcends subconsciously as nurses move across the continuum from novice to expert. As students move through the nursing program, the Care Plan assignment will change based on the growth of the expectations.

The Care Plan assignments will be completed based on actual client encounters in the clinical setting, the selection of which must be approved by the clinical instructor. All data must be collected during the assigned clinical rotation time. Please follow the syllabus instructions for the completion of Care Plans.

Assigned Care Plans must be submitted electronically and show evidence of individualized care for the assigned client(s). Course syllabi outline specific policies for each course. Each instructor may require additional information. Every coursework material assigned will be submitted per syllabi guidelines. All clinical paperwork is to be submitted electronically as per syllabi guidelines. Submission of paper documents is not allowed.

Unsatisfactory Performance

Students unable to achieve the objectives in a clinical experience will receive a written unsatisfactory clinical evaluation, signed by both the faculty member and the student. Faculty will refer any student with an unsatisfactory clinical evaluation to the Nursing Faculty Organization Committee for review and disciplinary action. An unsatisfactory clinical evaluation may result from excessive absences or tardiness, lack of preparation, inappropriate attire, unprofessional conduct, etc.

Accountability in Clinical Areas

Performance and practice in the clinical setting constitute a substantial portion of the student's assigned time in the program. Students need to be prepared for each clinical experience and procedure to ensure the safe delivery of client care. If at any time a student demonstrates behavior jeopardizing patient safety or practices nursing in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and may be dismissed from the nursing program. If the student is unprepared for the clinical experience, they will be asked to leave the clinical setting. Students are not permitted to leave the premises during a clinical rotation for any reason.

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Students are responsible for being aware of and complying with the clinical agencies' policies and procedures regarding fire, disaster, cardiac arrest, incident reporting, confidentiality, infection control, and standard precautions.

Throughout the program, the student will be held accountable for their actions or lack of actions. Professionalism is always expected. Overall, the student is responsible and accountable for their educational success. Students must proactively seek assistance and educational opportunities in the clinical environment.

Students **will be responsible** to their instructors as well as to the clinical staff for ensuring patient safety in the following:

- The care given to the client
- Report immediately to the instructor any incident affecting a client
- Reporting all urgent needs of the client promptly
- Reporting and completing the required documentation for the college and clinical site
- Report immediately to the instructor and designated hospital personnel any accident, injury, or near-miss involving the student

- Reporting on the condition of the client before leaving the clinical area
- Following the procedure established by the faculty for breaks and meals
- Arranging for nursing supervision of the client when the student is off the assigned unit
- Demonstrating courteous, professional behavior
- Following hospital policies and procedures

A student will be referred to the Nursing Faculty Organization for an unsafe performance per the clinical instructor's judgment, which could endanger the client's wellbeing, e.g., performing an invasive procedure without the instructor's approval, failure to report errors, etc. An unsafe or excessively unsatisfactory performance will result in failure of the course and dismissal from the program.

Clinical Records

Clinical facilities require the nursing department to maintain specified documents/ information on each student. Upon acceptance to the program, all students must create an account with the Verified Credentials health records management system. Students must have the following health information on file with Verified Credentials before each semester. This information is subject to change based on a clinical facility's requirements. Each student will be responsible for updating their health information. The nursing department Director of Nursing and Allied Health and Lead Instructor will refer to Verified Credentials for completed records during the first week of class. If these are not current, students will not be permitted to attend clinical, which can result in dismissal from the program. Submit copies to Verified Credentials of the following:

1. Proof of two (2) MMR immunizations **or** positive measles, mumps, and rubella titers.
2. Two (2) varicella vaccinations or a positive varicella titer.
3. Proof of Tdap vaccine (Diphtheria/Pertussis/Tetanus) within ten years.
4. Proof of tuberculosis (TB) testing. Spring entry students' test dates must be December, and Fall entry students' test dates must be July. (Renew every year while in the program.)
   If the student has a positive TB test (PPD), they will need a chest x-ray within the last five (5) years and approval for public contact from the Health Department or healthcare provider.
5. Proof of Hepatitis B three (3) dose vaccine series or a signed declination statement.
6. Yearly influenza vaccination will be required.
7. Any additional vaccinations required by the clinical facility (including but not limited to COVID).
8. Proof of CPR/BLS certification (American Heart Association Health Care Provider (HCP) card must include adult, child, and infant CPR. Name, course level, and expiration date are required. Must be valid for two (2) years of program length.
9. Background check, including a sex offender registry search (OSBI/FBI) and a drug screen, is required within three months before the first day of class. If the report indicates a felony charge, registration on the sex offender registration list, or positive

drug screen, the student must contact the nursing department for further instructions. The student may need to contact the Board of Nursing and discuss whether s/he will be eligible to sit for the licensing exam.

a. When a student is convicted of an offense while in the program, they may be subject to dismissal.

b. All pre-licensure students will complete another OSBI/FBI background check, including fingerprints, when they apply to sit for the licensing exam. **NOTE:** Students repeating a course with a lapse of enrollment of one year or greater will be required to repeat a drug screen and background check. Students are responsible for completing their health requirements and providing proof of completion. If health requirements are not complete before the start of a clinical semester, the student will not be allowed to begin that semester and will be dismissed from the program. In addition, it is the student's responsibility to MAINTAIN these health requirements throughout the program. If they expire, the student must provide proof of a current program progression requirement. If this does not occur, the student will not progress through the program until the health requirements are met and may be dismissed from the program.

Liability Insurance

Each student is required to have liability or malpractice insurance. Association Member Benefits Advisors, LLC (AMBA) is the insurance provider for the nursing program. Students are notified annually of premium payment each Fall. The premium payment is by money order or cashiers check to the Nursing and Allied Health Coordinator, who then submits the payments to the insurance company. These checks need to be brought to orientation prior to school starting. The insurance policy is on file in the nursing department. ~~Upon graduation, the student's best interest is to obtain professional liability insurance in their name.~~

Occupational Safety And Health Administration (OSHA)

All students must complete the National Safety Council Blood Borne & Airborne Pathogens Course when entering the nursing program and NURS 2137 Psych and Med Surg Nursing.

HIPAA Compliance

All healthcare professionals must comply with federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable client information be disclosed on a need-to-know basis only.

Clinical agencies are mandated to follow HIPAA regulations. Therefore, students must meet all the clinical agency's requirements as part of the clinical affiliation. Each student must read and sign the School of Nursing's HIPAA form that states the student understands the

HIPAA regulations. Refer to the signed 'HIPAA' form located in **Verified Credentials**. What you see here, what you say here, let it stay here when you leave here.

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Connors State College's Nursing Program Considerations

Students will be proactive in the learning process. To encourage student success, consider:

1. Home commitments: It is challenging to meet external demands while carrying a full college schedule. Course schedules may require evening and weekend hours, and clinical shifts are up to nine (9) hours.
2. Work commitments: Work requirements may interfere with student success. Full-time and part-time work schedules may make academic success difficult.
3. Health requirements: Each student is required to submit an up-to-date health record before registration for NURS 1117 and before NURS 1227, NURS 2137, and NURS 2247. The health requirements are necessary to meet the expectations of each clinical agency. Students are responsible for the costs associated with health record maintenance, urine drug tests, and criminal background checks. Financial aid will not cover these expenses. The deadline to submit the entire health requirement is before the start of the appropriate course orientation, as noted in the acceptance letter, course welcome letter, or re-admission letter. Students returning to the program will need to have their health status and other records up to date to ensure they can meet the requirements of the clinical setting. Proof of this documentation must be uploaded into **Verified Credentials** (health records management system). Failure to complete these requirements before the orientation date will result in the student forfeiting their position in the program for that semester. Reacceptance the following semester would not be guaranteed.
4. Students are expected to have a valid Healthcare Provider CPR- BLS (Basic Life Support) card provided by the American Heart Association (AHA), which must include adult, child, and infant CPR. It cannot have an expiration date during the semester for which the student is enrolled.
5. Students must have a Certified Federal and State Criminal Background Check completed before the start of NURS 1117. Suppose the Criminal Background check is positive for felonies, violent or sexual offenses, and/or abuse of illegal/legal substances. In that case, students may not be allowed to attend clinical in the clinical facilities. All positions in the nursing program are ***contingent*** upon a *background* check and review by Connors State College. The school does not guarantee eligibility for licensure from the state of Oklahoma in the event of a positive Criminal Background check. The Oklahoma Board of Nursing has promulgated rules setting forth a list of criminal offenses which disqualify one from becoming or remaining a licensed nurse or certified Advanced Unlicensed Assistant, effective November 1, 2022.
   If you have a *criminal* history and wish to complete an initial determination of eligibility for licensure through the Oklahoma Board of Nursing, you may visit the Oklahoma Board of Nursing website at https://oklahoma.gov/content/dam/ok/en/nursing/documents/initialdeterm.pdf.
   Students will review and sign an acknowledgment of receiving the "Notice of Oklahoma Board of Nursing Rule Change Regarding Criminal Offenses and

Background Checks." **NOTE:** If there is a lapse in enrollment from the nursing program for one year or more, the student will be responsible for completing the Criminal Background check and urine drug screen again.

6. Computation skills: Medication preparation and administration require calculating dosages accurately and quickly. Weaknesses in applying the four basic mathematical operations (addition, subtraction, multiplication, and division) should be resolved before admission to the program. Do not hesitate to contact the Success Center for math assistance.
7. Students are assigned a clinical site for each semester. Faculty make clinical assignments to promote optimal student learning experiences and minimize commute time.

****Clinical sites and times may change due to an institution's inability to host Connors nursing students. Clinical requests are sent months in advance for confirmation. In some instances, agency changes have occurred just before the start of school.****

****New Nursing Student Orientation is held before the first day of class listed in Canvas.

Student Life

Students in the Nursing Program can be involved in campus activities and organizations. Students can find campus functions at http://www.connorsstate.edu on the school's website calendar.

Student Break Area

An area near the auditorium is for student breaks. It includes vending machines, a refrigerator, a microwave, and a coffee maker. Please utilize this area as needed and keep it clean.

Baptist Collegiate Ministries

BCM meets every Tuesday at ~~9:00 p.m. at~~ Warner. Students can find all events and information on Facebook or other social media.
A regularly scheduled lunch, a free meal provided by a local church or our staff, can be enjoyed on both campuses.
~~Warner Campus: Every Wednesday, 11:00 a.m. – 1:00 p.m.~~
~~Muskogee Port campus: Every 2nd and 4th Monday, 11:00 a.m. – 1:00 p.m.~~
~~Mid-morning snacks are available on the Muskogee Port Campus on the 1st and 3rd Monday~~

Food Pantry

There is a food pantry available on campus. There is a collection box near the auditorium for students desiring to donate non-perishable food and personal hygiene items. Students in need should contact the Campus Administrator for assistance.

Nursing Student Handbook Signature Page

Students will complete and submit the Nursing Student Handbook Signature Page during Orientation.
(See Appendix D.)

Appendix A

CNA and LPN Equivalency

Oklahoma Board Of Nursing
2501 N. Lincoln Blvd., Ste. 207
Oklahoma City, OK 73105
(405) 962-1800

1. Instructions for practical nurse equivalency candidates applying for licensure by examination.

   Go to: https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex7.pdf

2. Information for applicants for licensure or AUA certification with a history of arrests, convictions, or prior disciplinary action.

   Go to:
   https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex9.pdf

3. Guidelines for employment of individuals enrolled in or non-licensed graduates of nursing education programs.

   Go to:
   https://oklahoma.gov/content/dam/ok/en/nursing/documents/ed-guide.pdf

Appendix B
Exposure Control Plan

METHODS OF COMPLIANCE

A. Simulation Center: Students must sign a "Lab Supply Packet Release Form" agreeing to use lab supplies only on inanimate objects. It is unnecessary to practice invasive skills with each other in the Simulation Center, as mannequins are available for practice and demonstration.

Campus Lab: Students will be instructed on the assigned institution's infection control policies/procedures during orientation and are to adhere to institutional policies and procedures.

POST-EXPOSURE EVALUATION AND PROTOCOL

B. Immediate Treatment
   1. Wound Care/First Aid
   2. Clean the wound with soap and water
   3. Flush mucous membranes with water or normal saline solution
   4. Other wound care, as indicated

C. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour or two hours of potential HIV exposure.

D. Notification of Responsible Parties
   1. Faculty: Notify the lead instructor or Director of Nursing and Allied Health
   2. Students: Notify the lab or clinical instructor

E. Complete a Post Exposure Evaluation and Follow-up form within 48 hours or as soon as possible. The form is filed with the Director of Nursing and Allied Health, with a copy going into the student's personnel file in the Nursing Department.

F. Financial Responsibility
   1. Faculty: The cost incurred with a faculty member exposure will be the responsibility of Connors State College unless covered by the clinical facility.
   2. Students: The cost incurred with a student exposure will be the responsibility of the student unless covered by the clinical facility

Appendix C
Student Counseling Pathway

When a student fails to meet the requirements of the Nursing Program, the Student Counseling Pathway will be initiated. The flow chart demonstrates the procedure to assist and guide students who are not progressing. Serious violations involving patient safety or unprofessional conduct will result in immediate probation or suspension from the program and may result in dismissal from the nursing program. Repeated minor infractions will be considered a serious violation.

OPTION I
UNSATISFACTORY PERFORMANCE

PROCEDURE:
a. Discuss recommendations
b. Document meeting
c. All participants sign the form
d. Follow-up conference date set

PERSONS PRESENT:
a. Student
b. Faculty member(s) involved

OPTION II
UNSAFE PERFORMANCE

PROCEDURE:
a. Document meeting
b. All participants sign the form
c. Set up a conference for further review
d. Possible suspension from clinical

FOLLOW-UP CONFERENCE

STUDENT IMPROVES

Process terminated with condition: performance must be maintained at an acceptable level. If not, a probationary period is required.

PROCEDURE:
a. Possible suspension from clinical
b. Document meeting
c. All participants sign the form
d. Set up a conference date

STUDENT DOES NOT IMPROVE

PRESENT:
a. Student
b. Faculty member(s) involved or another faculty member if L. I. involved
c. Lead Instructor

PROBATION

PROCEDURE:
a. Prepare contract with recommendations
b. All participants sign the contract
c. Set follow-up conference date
d. Suspension lifted

RECOMMEND DISMISSAL

PROCEDURE:
a. Document meeting
b. All participants sign the form
c. Set up a meeting date for faculty conference
d. Give student written notice
e. Suspension from clinical

FOLLOW-UP CONFERENCE

STUDENT IMPROVES TERMS OF CONTRACT MET

Probation lifted with condition performance must be maintained at acceptable level. If not, student is subject to dismissal.

PROCEDURE:
a. Suspension from clinical
b. Faculty conference date set
c. Give student written notice

STUDENT DOES NOT IMPROVE TERMS OF CONTRACT NOT MET

PRESENT:
a. Student
b. Faculty member(s) involved
c. Full-time faculty members
d. Director of Nursing and Allied Health

DISMISSAL

A student may appeal to Executive Vice President (See CSC Student Handbook)

FINAL PROBATION
(Go to Probation)

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Appendix D

Handbook Signature Sheet

As a student in the Associate Degree Nursing Program, I understand that I must:

1. Know and abide by the policies of the Connors State College nursing program as presented in this handbook.
2. Respect the learning environment provided at the college and the clinical sites.
3. Comply with information technology and social media policies/guidelines.
4. Comply with the laboratory policies.
5. Complete clinical requirements by the deadlines (CPR verification, background checks, and all health requirements).
6. Upload clinical requirements to the required data management system (Verified Credentials and The Clinical Hub).
7. Authorize confidential sharing of student identification required by clinical agencies.
8. Consistently demonstrate professional conduct in all student learning and participation settings (registration, classroom lab, and clinical sites).
9. Engage actively in the learning process, including coming prepared for learning and assessment situations.
10. Use the services of nursing faculty academic advisors as needed.
11. Assume responsibility for performing essential functions independently or with reasonable accommodations. This means instructors are aware of authorized accommodations needed in a timely fashion.

My signature (below) acknowledges receipt of this information and the understanding that I am held accountable for knowing and abiding by all items noted on this list. I am aware that this is not an exhaustive list. I realize that a breach of any one of these could result in disciplinary action up to and including dismissal from the program.

I further agree to follow all addenda as distributed and discussed by nursing faculty and understand that these addenda are enforced on the date distributed. I understand it is my responsibility to obtain and review any addenda with a faculty member if I am absent when the addenda are distributed. Failure to obtain the addenda will not excuse me for any infractions after its instituted date.

_____ _____

Student Signature Date

_____

Student Name (Please Print)

Connors State College Nursing Program

NURSING STUDENT HANDBOOK

Effective August 18, 2025

2501 N 41st St E, Muskogee, OK 74403
(918) 684-5436
www.connorsstate.edu/nursing

CSC Program Code Muskogee (US24400500)
CSC Program Code Tahlequah (US24410200)

Table of Contents

Welcome! 5
Disclaimer Statement 6

Nursing Program Information 6
Skills Needed for a Nursing Student 6
Physical and Mental Requirements for Participation in Nursing 7
Educational Partnership 8
Mission 9
Philosophy 9
Accreditation, Approval, and Endorsement 11
End of Program Student Learning Outcomes 11
Program Outcomes 11

Admission and Nursing Degree Plan 12
General Student Fees And Expenses 15
Nursing Program Estimated Fees and Expenses 16
Financial Aid 17

General Information 17
Smoke and VAPE-free campus 17
Communication 17
Student Employment 17
CNA Certification 18
LPN by Equivalency 18
Student Nurse Association (SNA) 19
Student Class Officers 19
Nursing Faculty Organization (NFO) 19
Nurses Christian Fellowship (NCF) 19
Pinning Ceremony 20

Academic Policies 21
Academic Advisement 21
Academic Accommodations 21
Course Syllabi 21
Grading Scale and Progression 22
Concurrent Theory and Clinical Course Components 22
Collaborative Group Work 22

Nursing Program Policies and Guidelines 23
Attendance and Classroom Learning 23
Classroom Dress Code 23
Social Media 24
Student Illness, Injury, or Hospitalization 24

Inclement Weather 25
Cell Phones 25
Children in Class 25
Academic Advisement 26
E-Books 26
Library Facilities 26
Computer Lab 26
Non-Discrimination Policy 27
Student Development 27
Drug Policy 27
Chemical (Drug) or Physical Impairment 29

Academic Integrity 31
Nursing Student Code of Conduct 32
Professional Standards for Nursing Students 32
Academic Dishonesty 34
Dismissal 35
Withdrawal 36
Readmission 36
Readmission Procedure 36
The Returning Student's Responsibilities 38
Extenuating Circumstances 38
Permanent Dismissal 38
Point System for Readmission 39
Plan For Success 40
Grievance Procedure 41

Testing Policies 41
Absences 41
Exam Procedures 41
Cheating 43
Grade Appeal Procedure 43

Skills/Simulation Center Policies 43

Clinical Policies 43
Essential Job Functions for Clinical Rotations 43
Clinical Assignment and Supervision 45
Clinical Dress Code 45
Clinical Attendance 46
Clinical Tardiness 47
Preparation 47
Grading 47
Clinical Assignments 48
Due Date Policy 48

Clinical Evaluation Tool 48
Care Plans/Case Study 48
Unsatisfactory Performance 49
Accountability in Clinical Areas 49
Clinical Records 50
Liability Insurance 51
Occupational Safety And Health Administration (OSHA) 51
HIPAA Compliance 51

Connors State College's Nursing Program Considerations 52
Student Life 53
Student Break Area 53
Baptist Collegiate Ministries 53
Food Pantry 53
Nursing Student Handbook Signature Page 54

Appendix A CNA and LPN Equivalency 55

Appendix B Exposure Control Plan 56

Appendix C Student Counseling Pathway 57

Appendix D Handbook Signature Sheet 58

Welcome!

The faculty and staff welcome you to the nursing program. Connors State College's Nursing Program is a beautiful place for you to prepare for a career as an associate degree nurse. Believing that each student is unique, the nursing faculty strives to assist them in achieving their potential. Faculty display office hours; students can make appointments by calling (918) 684-5436. An open-door policy is available for immediate concerns.

The program intends for students to meet the End of Program Student Learning Outcomes (EPSLOs). These will assist you in demonstrating the requirements for completion of the program. Nursing is dynamic and based on physical, psycho-emotional, social, spiritual, and cultural concepts. This framework is supported by applying scientific theory, technical and behavioral skills proficiency, and a sensitive approach to caregiving that requires a commitment to human welfare. You will use this knowledge to assist man in adapting to and understanding wellness and illness. Caring and experienced faculty are available to assist you in gaining this knowledge.

We look forward to interacting with you during your time in the nursing program. We will share your happiness as you receive your Associate of Applied Science in Nursing degree and your nursing pin. We hope you will fondly remember Connors State College as the starting point of your professional nursing career.

With warm wishes,

The Associate of Applied Science in Nursing Faculty and Staff

Sandra Scott Foresman DNP, FNP-C, APRN
Division Chair Nursing and Allied Health

Disclaimer Statement

This Nursing Student Handbook contains important policies, procedures, and guidelines that all faculty and students follow. This handbook and the Connors State College Student Handbook are the primary sources of policy information. Faculty and students should be familiar with the materials contained in these documents and conduct themselves accordingly. Students should address any questions concerning this document to their faculty or the Director of Nursing and Allied Health.

The Nursing Student Handbook is accurate at the time of printing. Still, it is subject to change from time to time as deemed appropriate by the nursing program to fulfill the role and mission or to accommodate circumstances beyond control. No materials, however complete, can anticipate every occasion a student or faculty member may encounter. Consequently, in implementing the policies, procedures, and guidelines outlined in this handbook, the faculty must sometimes exercise appropriate professional judgment in managing situations as they arise. Following the Chain of Command process, students should address any questions or concerns, including the faculty, the Director of Nursing and Allied Health, and the Vice-President of Academic Affairs.

The nursing program reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods, and program offerings from semester to semester for educational, financial, and other reasons beyond the control of the college or nursing program.

The Nursing Student Handbook contains policies and procedures specific to the Nursing Program. Students are also responsible for knowing the information in their syllabi regarding course-specific policies and procedures. The learning management system, Canvas, and CSC e-mail will inform students of changes and updates to the Nursing Student Handbook.

Nursing Program Information

Skills Needed for a Nursing Student

Nurses dedicate their lives to helping others and meeting patients' needs. Being a caring and successful nurse is challenging and requires specific skills. Nursing students who already have these skills will find themselves ahead of the game; those who do not can, with practice, develop the necessary skills.

- Critical Thinking
  In nursing, critical thinking requires the ability to think systematically and logically with openness to question and to reflect on the reasoning processes used to ensure safe nursing practice and quality care. Critical thinking encompasses identifying a problem, determining the best solution, and choosing the most effective method of reaching that solution. After executing the plan, critical thinkers reflect on the intervention to determine if it was effective or could be executed more successfully.
- Self-Awareness
  Nursing students will interact with and care for people with backgrounds and beliefs that are different from their own. It is crucial that students recognize their personally held

attitudes about various ethnic, cultural, and social backgrounds and willingly support patient-centered care for individuals and groups whose values differ from their own. Students must also acknowledge their limitations in knowledge and clinical expertise and actively seek learning opportunities.

- Dedication
  Learning the skills necessary to be a nurse requires dedication to the task. Nursing students must possess this dedication to be successful. If a nursing student is not devoted to becoming a nurse, they will not be likely to acquire the extensive set of other specialized skills necessary for the occupation.
- Organization
  Nursing students must be adept organizers, like practicing nurses. Learning the information taught in the nursing program is difficult enough; disorganized students create additional challenges for themselves. Nursing students who struggle with organization should select an organizational system to keep class material in order. Using effective organizational strategies can reduce reliance on memory and promote safety for the patient and student.
- Flexibility
  Every day is different for a practicing nurse. Nursing students need to be flexible to ensure they modify their plans and schedules based on the needs of the patient and the hospital. Additionally, nurses often have notoriously odd schedules. Individuals who do not have schedule flexibility may struggle when entering this profession.
- Compassion
  Nursing is not just science; the field is also about the art of patient care. Nursing students who exhibit compassion will be more effective care experts and will respond to patients more appropriately. Compassion is not something that faculty can teach in a formal sense. Still, nursing students can improve their compassion skills by putting themselves in their patient's shoes before making patient-care decisions.
- Positive Team Attitude
  Nursing students with a positive outlook on life will more efficiently manage the challenging aspects of nursing and continue to work productively as nurses despite the demanding situations they may encounter. Students should value teamwork and demonstrate a commitment to team goals by focusing on communication and contributing positively to resolving conflict and disagreement.

Physical and Mental Requirements for Participation in Nursing

The following essential physical and mental requirements are necessary to be considered for admission into and progression through the Connors State College Nursing Program but are not limited to:

1. The ability to lift weights of up to 35% of recommended body weight independently.
2. The ability to move around client rooms and work areas to administer various procedures.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.

4. Auditory acuity sufficient to hear instructions and requests, monitor alarms, and auscultate heart tones, breath sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. Communication abilities sufficient for interactions with others in verbal and written form, such as explaining treatment procedures, initiating health teaching, documenting and interpreting nursing actions, and client responses.
7. The ability to communicate professionally, establish rapport with clients and colleagues, use problem-solving skills, and function effectively under stress.
8. Perform within a crisis, providing care to meet the client's physical, emotional, or psychosocial needs.
9. Critical thinking abilities sufficient for clinical judgment to identify cause/effect relationships in clinical situations.

Educational Partnership

Learner Responsibility

- Participate actively in the learning and evaluation processes
- Integrate and apply previously learned knowledge
- Examine underlying assumptions
- Communicate effectively
- Use technology to support outcomes
- Implement decisions derived from theory and research
- Apply evidence based practice
- Collaborate as a member of a team
- Demonstrate professional integrity

Faculty Responsibility

- Facilitate and support student success in the pursuit of knowledge
- Pursue excellence in nursing practice through evidence based teaching
- Recognize the varying backgrounds, skills, and learning styles of students
- Foster the development of nursing judgment
- Provide an environment conducive to active learning
- Demonstrate and role model professional integrity
- Participate regularly in scholarly activities
- Provide formative evaluation by giving regular feedback

Mission

The mission of the Connors State College Nursing Program is to promote excellence in associate degree nursing education by providing quality learning designed to prepare a diverse student body for registered nurse licensure that will enable them to succeed in a global society.

Philosophy

The faculty of the Department of Nursing functions as an integral part of Connors State College and is in accord with the mission and core values of the college. The goal of the nursing program is to provide residents of this community with quality career education for licensure as registered nurses, which will enable students to succeed in a global society.

The faculty believes each ***PERSON*** has physical, psycho-emotional, social, spiritual, and cultural needs that fluctuate throughout the life span. People, although unique, have similar basic needs that follow a sequential and predictable developmental pattern. To meet the specific needs necessary for growth and development, the individual continuously interacts with a dynamic ***ENVIRONMENT*** and requires ongoing effort to achieve optimal health. Nurses recognize the individual's influential factors that affect health and provide care within the context of family, significant others, community, and society. The desire for optimal health may motivate individuals to seek out the health care system to effectively prevent illness and promote wellness.

The faculty believes ***HEALTH*** is a dynamic state of physical, psycho-emotional, social, spiritual, and cultural well-being. Health is not a constant state but fluctuates on a wellness-illness continuum, based on the individual's ability to maintain his/her optimal level of wellness.

The faculty believes ***NURSING*** is a practice discipline and provides caring service to all age levels directed at prevention of health problems, maintenance of health, care of the sick, restoration to optimal health, and provision for a peaceful death. We believe that nursing is also an applied science that incorporates social and scientific principles from the liberal arts and sciences as a basis for providing care to the individual and family.

Nursing, as a profession, seeks to assist individuals and groups to meet basic human needs. Nursing is supported by the application of theory, critical thinking, clinical judgment, proficiency in psychomotor skills, and a caring approach that requires a commitment to human well-being. Professional nursing includes a system of values and ethics that is expressed through the American Nurses Association (ANA) Scope and Standards of Practice, ANA Code of Ethics, and the Oklahoma Nurse Practice Act.

NURSING EDUCATION consists of content that has been gleaned from the competencies and skills required in the practice setting for the role of the ADN nurse. Nursing education is a complex discipline that incorporates concepts from other disciplines to build a broad base from which to practice. In response to this belief, nursing education is best suited in an institution of higher learning.

The faculty assumes responsibility for the development and implementation of the curriculum and for measuring the program and educational outcomes of the curriculum. The role of the faculty is to facilitate learning by creating an environment that is conducive to learning. This is accomplished by providing experiences that meet the individual learner's needs, allowing freedom of expression, and stimulating curiosity.

The faculty believes ***LEARNING*** is a dynamic process that occurs within the learner. K nowledge acquisition and synthesis result in behavioral change. That change leads to active participation on the student's part and enhances the process of being a self-directed learner. The faculty utilizes adult learning principles to create learning experiences that build on the student's previous knowledge base and progress from the simple to the complex. Multiple and innovative teaching methods are used to augment learning and meet individual learning styles. The nursing student is an active participant in the learning experience and incorporates the values of personal and professional development as a lifelong learner. Evaluation is the process utilized to determine the extent of the learning. Faculty believe that ongoing evaluation must be a shared process between the teacher and student to ensure a clear understanding of the expectations related to the nursing role.

The faculty believes that the graduate of an Associate Degree Nursing Program must be able to practice within five roles as defined in the Oklahoma Board of Nursing's *Nursing Competencies by Educational Level: Guidelines for Nursing Practice and Education in Oklahoma.* The five core competencies are 1) Provide patient-centered care; 2) Work in interdisciplinary teams; 3) Employ evidence-based practice; 4) Apply quality improvement; and 5) Utilize informatics.

As a ***provider of client-centered care***, the graduate of the Connors State College Nursing Program uses clinical judgment as a basis for critical decision-making as a caregiver, advocate, and teacher to patients across the lifespan. The faculty believes it is essential that the graduate has current knowledge of nursing concepts, skills, and communication techniques to make sound nursing decisions, implement therapeutic nursing interventions, and practice competently.

As a ***member working within interdisciplinary teams***, the graduate of the Connors State College Nursing Program is committed to professional growth, continuous learning, and self-development. The faculty believes it is essential that the graduate understands ethical standards and the legal framework for practice to collaborate effectively with the patient, significant support persons, and health care team to achieve positive outcomes.

The graduate from Connors State College Nursing Program will ***utilize evidence-based practice*** to identify new and existing knowledge for the application of relevant research to improve healthcare and advance the profession. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication that involves collecting, synthesizing, analyzing, and interpreting data to improve client care and client safety.

The graduate will ***apply quality improvement principles*** to assure the delivery of safe and competent client care. Safety outcomes use National Patient Safety Goals (NSPG) for client care, staff scheduling, and regulation for workflow. To assure quality care, the graduate participates in and utilizes research from quality improvement studies to improve client care.

As a ***user of informatics***, the graduate of Connors State College Nursing Program will use information technology to improve client care and client safety. The faculty believes it is essential that the graduate have current knowledge in nursing concepts, skills, and communication to understand practices and teach all aspects of client confidentiality pertaining to informatics.

Additionally, the graduate of Connors State College Nursing program functions as a ***manager of care*** when facilitating and coordinating nursing care for client(s) and groups of clients using management principles. To be competent in the role of manager of care, the faculty believes the graduate must possess the knowledge, skills, and communication techniques

necessary to make decisions regarding priorities of care, delegation, efficient use of time and resources, and when to seek assistance from more advanced practitioners.

Accreditation, Approval, and Endorsement

The Associate Degree in Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326. Phone: (404) 975-5000 Fax: (404) 975-5020

The Associate Degree in Nursing Program at Connors State College is approved by the Oklahoma Board of Nursing, 2501 N Lincoln Blvd, Suite 207, Oklahoma City, OK 73105 Phone (405) 962-1800. The program prepares a graduate to be eligible to take the National Council Licensure Examination (NCLEX) for licensing as a registered professional nurse.

The Connors State College Simulation Center is endorsed by the International Nursing Association of Clinical Simulation and Learning. With over 2,400 members worldwide, the International Nursing Association for Clinical Simulation and Learning (INACSL) is an association dedicated to advancing the science of healthcare simulation.

End of Program Student Learning Outcomes

The graduate of Connors State College with an Associate of Applied Science in Nursing degree will:

1. **Provide patient-centered** care by performing evidence-based nursing interventions, including teaching, which are appropriate for diverse patient populations across the lifespan within healthcare settings.
2. Participate as a **member within interdisciplinary** teams to foster communication, respect, and shared decision making, using ethical standards and the legal framework for practice to collaborate effectively with patients, significant support persons, and healthcare teams to achieve positive outcomes.
3. Utilize **evidence-based practice** to plan, coordinate, implement, and evaluate nursing care to improve patient safety in healthcare.
4. Apply **quality improvement** principles and national patient safety resources to assure the delivery of safe and competent patient care.
5. Apply **information technology** to ethically manage data, communicate effectively, and improve patient care and safety.
6. Accept accountability for nursing practice as a **manager of care** and be responsible for professional growth.

Program Outcomes

1. NCLEX-RN pass rate will be at least 80% for **all** first-time test-takers during the same 12-month period.

2. Within one year of graduation, 90% of respondents surveyed who sought employment are working as **registered nurses** in a variety of healthcare settings.
3. Seventy percent (70%) of students will complete the program within 200% (eight semesters) of the stated program length (four semesters) beginning with enrollment in the first nursing course.

Admission and Nursing Degree Plan

To be considered for admission to the CSC nursing program, all applicants must:

1. **Apply and be accepted to CSC**. The CSC Admissions Office requires **official** transcripts from all colleges or universities attended before you may enroll in classes. If transferring credits general education requirements from another college or university, complete a **course equivalency request** to ensure Connors will accept that course. Students can find the request on the Admissions, Advisement, and Registrar webpage on the Connors website. In addition, students must maintain the accepted grade point for admission, with no grade less than a "C" in any support courses.

2. Access Canvas as the Learning Management System used at CSC. You must have an active C-Key account to use Canvas before course registration. To set up C-Key, go to the CSC website (connorsstate.edu) and click "My CSC." Then click "Students." You can then set up your C-Key account and access Canvas. If you are not a current CSC student, please apply immediately. You cannot enroll or obtain a C-Key until admitted to CSC.

3. Access the required word processing software. The CSC Campus Standard for student assignments is Microsoft Word. You may download Microsoft Office 365 from http://office.com for free once admitted to CSC. Students must have basic computer application skills, be familiar with word processing and manipulating files/folders, and be capable of sending and receiving emails.

4. Apply to the CSC nursing program. Your nursing program application is a contract agreeing you are academically, physically, and mentally prepared for the rigors of nursing school. Nursing is a demanding program of study because of the essential nature of the dedication required. Therefore, success depends primarily on adequate preparation and planning. The following are suggestions to help ensure success:

    a. Plan three hours of study time each week for each credit hour the student is enrolled. Example: Students enrolled in twelve credit hours should plan 36 hours of study time beyond class and lab time each week.

    b. Throughout the nursing program, you will use standardized testing to compare CSC nursing students to those in other nursing programs. This program aims to prepare you to be successful in nursing classes, on the National Council Licensure Exam (NCLEX-RN), and in your role as a professional nurse. Each semester, a fee will be

added to your tuition bill to pay for the exams and provide an NCLEX-RN review course at graduation.

After acceptance into the program, students will need to provide documentation of the following:

1. Upload all **Required Health Records** information **regarding immunizations and background check in Verified Credentials.** Do not supply health information directly to the CSC Nursing Program.

2. Upload an **American Heart Association BLS for Healthcare Providers CPR certification card,** valid for two years (i.e., December 2023 - December 2025). It cannot expire during any semester of the nursing program. If your CPR Certification is not valid for two years upon entry into the nursing program, you may complete the CPR class at the Nursing and Allied Health Building. CPR classes are offered on the CSC Muskogee campus before each semester begins. The fee for the CSC CPR classes is paid on the day of the class.

Clinical Affiliation Agreements state that students and faculty must follow hospital policy, which may include vaccinations. After acceptance into the program, students will need to provide documentation of the following:

a. MMRs (2) or positive titer.
b. Hepatitis B three (3) series, or positive titer.
c. Proof of two (2) varicella vaccines or a positive titer.
d. Tetanus/Diphtheria/Pertussis (TDaP) vaccine within the last (10) years.
e. Influenza vaccination each Fall semester.
f. Tuberculosis (PPD) testing negative yearly. Students with a history of a positive TB test will need a chest x-ray every 5 years and approval for public contact from the Health Department or healthcare provider.
g. COVID-19 vaccines (2) with recommended boosters. Waiver request from the Director of Nursing and Allied Health scottsd@connorsstate.edu. Not all clinical facilities accept waivers, and a waiver does not guarantee clinical placement required for nursing course completion.
h. American Heart Association (AHA) current CPR/BLS certification must include adult, child, and infant.
i. Negative Federal Criminal Background check (sex offender is included).
j. Negative Drug Screen.

DIVISION OF NURSING AND ALLIED HEALTH

Nursing

ASSOCIATES OF APPLIED SCIENCE

Requirements for Academic Year 2025-2026

GENERAL EDUCATION REQUIREMENTS

30 HOURS

(*Check Catalog listings for prerequisites.)

Area	Hours	To be selected from:
English Composition	6	ENGL1113 English Composition I* ENGL 1213 English Composition 11*
American History	3	HIST 1483 U.S. History to 1877 ***or*** HIST 1493 U.S. History since 1877
US Government	3	POLS 1113 American Federal Government
Science	8	***Please select one Biology track:*** BIOL 1314 Anatomy & Physiology I* BIOL 1324 Anatomy & Physiology II* **OR** BIOL 2104 Human Anatomy* BIOL2114 Human Physiology* ***You cannot mix and match.***
Science	4	BIOL 2124, General Microbiology•
Behavioral Science	3	PSYC 1113 Introduction to Psychology
Nutrition	3	FCSE 1213 Introduction to Nutrition

PROGRAM REQUIREMENTS TRADITIONAL NURSING PROGRAM

42 HOURS

(Course requires acceptance into the Connors State College Nursing Program to register.)**

Foundations in Nursing	7	NURS 1117**
Foundations in Nursing Clinical	3	NURS 1143**
Maternal and Pediatric Nursing	7	NURS 1227**
Maternal and Pediatric Nursing Clinical	3	NURS 1223**
Psychiatric and Medical-Surgical Nursing	7	NURS 2137**
Psychiatric and Medical-Surgical Nursing Clinical	3	NURS 2133**
Critical Care Nursing and Leadership Development	7	NURS 2247**
Critical Care Nursing and Leadership Development Clinical	3	NURS 2243**
Trends and Issues in Nursing	2	NURS 2252**

PROGRAM REQUIREMENTS CAREER LADDER NURSING PROGRAM

28 HOURS

(Course requires acceptance into the Connors State College Nursing Program to register.)**

Transitions to Professional Nursing	3	NURS 2223**
Mathematics for Nurses	3	NURS 1133**
Psychiatric and Medical-Surgical Nursing	7	NURS 2137**
Psychiatric and Medical-Surgical Nursing Clinical	3	NURS 2133**
Critical Care Nursing and Leadership Development	7	NURS 2247**
Critical Care Nursing and Leadership Development Clinical	3	NURS 2243**
Trends and Issues in Nursing	2	NURS2252**

GUIDED ELECTIVES

(Recommended; not required)

Success in Nursing Education	2	NURS 1002
Medical Terminology	3	NURS 1003 NURS
Lab and Diagnostics	2	1112** NURS
Study of Diseases and Disorders	3	1113** NURS
Pharmacology	2	1232**

Physical Education activity courses do not count toward graduation. A maximum of 6 credit hours allowed for Special Topics (ST} courses can be applied toward a degree

Total Hours: 72

Students desiring an Associate of Science degree will need the following courses and those listed for the Associate of Applied Science in Nursing. Completing the courses below will satisfy the general education requirements for most Bachelor of Science in Nursing degrees.

- Humanities (6 hours)
- Pre-Calculus, College Algebra, or Applied Mathematics (3 hours)
- Microcomputers or Fundamentals of Computer Usage (3 hours)

General Student Fees And Expenses

Information regarding college fees and expenses is in the College Catalog http://connorsstate.edu/wp-content/uploads/2023/07/23-24-Catalog-Final-7.26.2023.pdf. These fees vary by student.

Nursing Program Estimated Fees and Expenses

Tuition & Mandatory Fees • 72 credit hours • Nursing Lab fee	 • $ 100.00/credit hour (OK Resident) ***or*** $ $ 153.76/credit hour (Out-of-State) • $ 197.50 / Semester	 • $7,200.00 • $ 790.00 • **$ 7,990.00**
Class Expenses • Standardized Testing • Electronic Device • Traditional Skills Kit • Career Ladder Skills Kit • Traditional E-Books Package • Career Ladder E-Books Package • General Student Fees (Parking, ID, room/board, activity fee, technology fee, student records fee, etc.)	 • $ 155.00 / Semester • $ 800.00-$ 900.00 • $ 237.45 ***or*** • $ 137.92 • $1,299.25 / Semester • $1,872.25 / Semester https://connorsstate.edu/wp-content/uploads/2022/07/FY2023-Tuition-and-Fee-Schedule.pdf	 • $ 620.00 • $ 800.00 • $ 237.45 ***or*** • $ 137.92 • $ 5,197.00 **or** • $ 5,616.17 • $ 2,000.00 ***See the website for a breakdown of applicable general student fees. The amount varies per student.*** • **$ 8,992.37**
Estimated Clinical Expenses • Influenza (x 2) • MMR (x 2) • Varicella (x 2) • T-dap • TB Skin Test (PPD) ($26.50/year) • Hepatitis B Series (X 2 or 3 shots) • Covid Immunization(s) AHA BLS Provider CPR Class • Liability Insurance ($13.00/year) • Verified Credentials (Entrance Background Check, Drug Test, & Document Tracker) • Clinical Hub ($35/year)	 • $ 81.98 • $103.99 • $313.98 • $ 74.99 • $ 53.00 • $302.97 • $ 0.00 • $ 50.00 • $ 26.00 • $175.25 • $ 70.00	***The cost of immunizations or titers varies based on insurance, the number of immunizations needed, the location obtained, titers, etc. These prices are from the Walgreens Pharmacy website.*** ***Students are responsible for transportation to and from clinical sites and meals during clinical.*** • **$ 1,252.16**
Uniforms and Related Expenses • Two professional uniforms (Connors logo black scrubs) • Black undershirt, if desired • One white scrub jacket • Two name tags • One stethoscope • One pair of black leather nursing shoes	 • $120.00 • $20.00 • $ 45.00 • $ 22.00 • $ 50.00 • $ 65.00	 • **$ 322.00**
Pinning/Graduation/ NCLEX Fees • Pinning/Commencement (pin, lamp, cap, cap/gown) • NCLEX-RN Licensure Exam • NCLEX Fingerprint/Background Check	 • $180.00 • $ 85.00 Single-State ***or*** • $150.00 Multi-state • $ 51.25	 • **$ 316.25**
		Total 18,872.78

Financial Aid

Information concerning financial aid is in the college catalog. Students seeking information regarding specific programs should consult with the Financial Aid office. Students may obtain financial aid packets, verify filing deadlines, and get assistance filing forms from the Financial Aid office at (918) 463-2931 ext. 6220 or (918) 684-5402. Students are responsible for following financial aid guidelines. If there is a question, see a financial aid advisor. Additional information about nursing scholarships may be found on the CSC nursing website: https://connorsstate.edu/finaid/.

General Information

Smoke and VAPE-free campus

Each student is to help maintain a clean environment. All CSC campuses are smoke and VAPE-free. Respectful and civil behavior is appreciated.

Communication

All nursing students **must** activate their CSC student email accounts. Significant changes in policy and procedures, announcements, etc., will be communicated through this email address. If you are not checking this account frequently, please have all emails from this address forwarded to a personal email account. Faculty may also use messages in Canvas to communicate notices within the specific course. Students may leave messages as necessary.

Students should address faculty as Mr. or Ms. and their last name. Address faculty with an earned doctorate as Dr. and their last name. It is not professional to begin an email with "Hey." Please provide the course name and number, student ID, full name, and phone number in your correspondence. An automatic email signature is a convenient way to ensure we have the information to assist you promptly.

Student Employment

Most students find it challenging to maintain employment while progressing through the program. **Responsibilities such as employment are not considered acceptable excuses for a student's inability to meet any program requirement. Students cannot come to clinical immediately following an overnight shift. Healthcare is a safety dependent environment; students will need to be able to always provide safe care.**

The college accepts no legal responsibility for a student's performance of nursing duties in a health care agency unless that student is under the supervision of a faculty member during a scheduled clinical experience.

CNA Certification

Once grades are official, about two weeks after the semester ends, students who complete the first semester of the nursing program, NURS 1117 Foundations in Nursing, will receive a completion certificate from Connors State College. (See Appendix A)

1. **Complete a Training Exception application from the Oklahoma State Department of Health**
   https://oklahoma.gov/content/dam/ok/en/health/health2/documents/training-exception-application-odh-832-packet-10.2.19-revised-1-page-fillable.pdf

2. **Request an official Connors transcript with the grades posted for the first. Parchment can automatically send the transcript directly to the Oklahoma State Department of Health**
   https://connorsstate.edu/?s=Request+transcript&submit=Search

LPN by Equivalency

Once grades are official, about two weeks after the semester ends, students who complete the second semester of the nursing program, NURS 1227 Maternal and Pediatric Nursing, will be awarded an LPN Equivalency Certificate from Connors State College.

1. **Create a Nurse Portal account**
   https://oklahoma.gov/content/dam/ok/en/nursing/documents/nurseportalinfo.pdf

2. **Request an official Connors transcript with the grades posted for the second semester. Parchment can automatically send the transcript directly to the Oklahoma Board of Nursing.**
   https://connorsstate.edu/?s=Request+transcript&submit=Search

3. **Complete an LPN by Equivalency application from the Oklahoma Board of Nursing.**
   https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex7.pdf

4. **Review the scope of practice differences between LPNs and RNs. An NCLEX-PN review book and practice tests with Next Gen NCLEX-PN questions are highly recommended and available from the Connors Library or Amazon.**

5. **Once an Authorization to Test (ATT) is received, students schedule a test date with Pearson Vue.**
   https://nclex.com/testing-locations.page

Student Nurse Association (SNA)

Connors State College Student Nurses' Association (CSC-SNA) is an organization for nursing students. All Nursing students are members of the CSC-SNA. Activities related to leadership, education, and community service are emphasized.

Student Class Officers

Each semester, students elect class officers. The Traditional and Career Ladder programs are both represented when electing class officers as well as both campuses. Positions of officers include the president (primary spokesperson), vice-president (assists the president), secretary/treasurer (keeps minutes, records, and monies collected), and historian (pictures and videos). The office of secretary/ treasurer may be two separate positions. The officers elected should be willing to be leaders and represent the class. Officers should also work in teams, possess effective communication skills, and convey professionalism.

A class representative is also elected. The class representative from each semester will have the opportunity to attend the Nurse Faculty Organizations (NFO) meetings to present class concerns, issues, or updates and have input on some decisions made by the NFO. Any class officer may attend the NFO meetings if the class representative is unavailable. No more than two class officers (including the NFO representative) from any one semester may attend the NFO meeting. Students shall attend the first part of the agenda before individual student issues are covered.

Nursing Faculty Organization (NFO)

The Nursing Faculty Organization (NFO) comprises all full-time nursing faculty and the Director of Nursing and Allied Health. The NFO functions to plan, implement, and evaluate the associate degree nursing program. The NFO follows the philosophy, objectives, policies, and procedures of the parent institution, as well as policies and procedures specific to the nursing program and with the external controls that affect this institution and the nursing program.

All faculty participate and assume the following responsibilities: admissions, progression, graduation, curriculum, evaluation, and discipline. The NFO ensures that policies, procedures, and professional standards of care are appropriately implemented and followed throughout the nursing program. The NFO meets regularly to discuss items including but not limited to the following: examination review, curriculum development and review, student admission and progression, and student discipline. The NFO regularly evaluates the academic rigor and quality of the nursing program and demonstrates it meets the standards of the external controls of the Accreditation Commission for Education in Nursing (ACEN) and the Oklahoma Board of Nursing (OBN).

Nurses Christian Fellowship (NCF)

NCF's Mission is to transform the nursing profession through uniquely:
Biblically grounded communities

Effective faith sharing
Comprehensive resources that support integrated whole-person care for and by the nurse

Local groups, or NCF chapters, differ widely. Their purpose is to provide an authentic community that witnesses the power of Jesus Christ to change people's lives through forgiveness, hope, and reconciliation. The professional nurse groups offer a Christian community of prayer, Bible study, and outreach to others. On campus, nursing students come together to study the Bible, explore how to follow Jesus in life and nursing and offer the love of Jesus to their classmates and faculty. The CSC NCF group meets the second Monday of each month following the Baptist Collegiate Ministries lunch.

Pinning Ceremony

Pinning is a traditional ceremony where nursing graduates receive their nursing pins. All graduating students, family, and friends are invited to attend the ceremony. The Connors State College Nursing Faculty and the Director of Nursing and Allied Health will plan the ceremony in collaboration with the students. The Pinning Ceremony is not a substitute for commencement; students should plan to attend both events.

The Connors State College Nursing program dress code will be enforced at the pinning ceremony, with the exception of requiring the hair to be pinned back. Graduates wear a white V-neck unisex uniform/scrub top, black undershirt (if desired), black scrub pants, and black leather shoes. Students will have the option of purchasing and wearing a white nursing cap for the pinning ceremony and pictures. Graduates select a current Connors State Nursing Faculty member to pin the graduate during the Pinning Ceremony.

Graduates may choose to organize and develop a slide show featuring pictures of the group while in the program.

- Each student's photo will appear in the slide show.
- The slide show is due to the Lead Instructor/Pinning Chairperson ten days before Pinning.
- The Director of Nursing and Allied Health will approve it. Edits will be requested if necessary.
- If revisions are necessary, the revised presentation will be due no later than one week before the ceremony.

All pinning materials, including speeches, are reviewed and approved by the Director of Nursing and Allied Health before being used, following the same timeline.

Materials not submitted with final approval one week before the ceremony will not be presented in the Pinning ceremony.

Graduates will write their "thank you," which will appear in the Pinning Ceremony Program.

- The "thank you" must be typed legibly and kept to a 75-word maximum.
- The "thank you" must be submitted to the Lead Instructor/Pinning Chairperson coordinating the Pinning Ceremony for approval.

- The Lead Instructor and Director of Nursing and Allied Health must approve the "thank you."
- A short slide show with music featuring the graduates in graduation attire OR a current student may be elected by the class to perform a song.
- The Lead Instructor/Pining Chairperson and Director of Nursing and Allied Health must approve the short slide show or song.
- Music will play while students walk in and exit. The song "Go Light Your Candle" will be played during the lamp lighting.
- The Pinning Ceremony is considered a respectful ceremony and a rite of passage for nursing, and as such, no bullhorns, cowbells, or related items are allowed during the program. These items are reserved for the graduation ceremony held by the college.
- Any honor cords that a student may wish to wear during the Pinning Ceremony must be approved by the Lead instructor/Pinning Chairperson and Director of Nursing and Allied Health using the timeline above for the slide show.
- The pinning ceremony will be on the Friday of "finals week" with a time and place that will be determined on a semester-by-semester basis.

Academic Policies

Academic Advisement

A link to schedule academic advising, mentoring, or enrollment appointments is available on the nursing webpage http://www.connorsstate.edu/nursing. Dates and times are available for groups or individuals in Muskogee or Tahlequah and via Zoom. It is always best to schedule an appointment since it guarantees an advisor will be available. Nursing faculty post office hours outside their office door.

Academic Accommodations

Before classes start, if you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodation from Audri Mannon, ADA Coordinator, at (918) 463-6245 as soon as possible to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive **official** notice of a disability but are under no obligation to provide accommodation before verification or to make accommodation retroactive. Students can find more information in the ADA Handbook, which they can access on the CSC website: http://connorsstate.edu/ada/handbook.

Course Syllabi

The faculty prepares a syllabus for each nursing course. The syllabus includes a description and overview of the course, course objectives, requirements to meet these objectives, teaching methods, evaluation, grading procedure, and required texts. The syllabus, class schedule, calendar, and class outlines and objectives are on Canvas for viewing and printing. There is also an outline of expected behaviors, specific protocols, and guidelines for clinical

experiences. Students must complete all assignments to pass the course. The student and faculty are required to abide by all policies in their student handbook and course syllabus.

Grading Scale and Progression

A = 91.5 – 100%
B = 83.2 – 91.4%
C = 74.9 – 83.1%
D = 66.6 – 74.8%
F = 66.5% and below

To progress and graduate from the program, a student must maintain a "C" or better in all required nursing courses, general education, and support courses. Students must also achieve "Satisfactory (S)" ratings on clinical objectives described in the Clinical Evaluation Tool for clinical experience. Students must satisfactorily master skills in the laboratory setting. Nursing students identified as at risk are counseled and required to develop a plan for success. Advanced standing credit earned by LPN and Paramedic students will be submitted to the registrar when attending the 4th semester and requires a fee for applying advanced standing credit hours to the Career Ladder Student's transcript.

Concurrent Theory and Clinical Course Components

One of the standards required by the Oklahoma Board of Nursing is that "Classroom content is taught currently with or before related clinical experiences." The curriculum of the CSC nursing program meets this requirement. Clinical objectives correlate with theory objectives so that students can experience a practical application of didactic material. Students must be involved in classroom and clinical activities to meet these objectives. It is not possible to satisfactorily complete the objectives of only one component. For this reason, if a student must repeat a semester, they must enroll in both theory and clinical components, regardless of earning a passing grade earned in one component previously.

Because of the close correlation between clinical and theory objectives, the faculty is concerned about patient safety when a student does not understand the theory. ***Therefore, if a student has an "F" (66.5%)" for a theory grade average at the completion of the mid-term nursing exam (this may be after the "academic mid-term" for the semester) or any time after that, or if the clinical evaluation is unsatisfactory, it is not considered safe for the student to continue attending clinical, the student receives an academic withdrawal from the course.*** Once the student cannot successfully pass the theory portion of the course, they will no longer be permitted to take theory examinations. The student will be allowed to continue auditing the theory component of the course, if desired, to promote success when the course is repeated.

Collaborative Group Work

Throughout the nursing program, students will participate in various group activities. To be most effective, all students should prepare for discussions in advance and actively participate in

group processes. Also, collaborative writing and presentation assignments are utilized throughout the program. These assignments develop critical thinking and team-building skills. All assignments completed by a group must be identified as such, and all students are accountable for the content.

Nursing Program Policies and Guidelines

Attendance and Classroom Learning

Class attendance is necessary for the successful completion of the program. Students are expected to be on time and prepared before the class session by completing assigned readings, reviewing the unit objectives, and previewing the material provided by the faculty. Consistent absences lead to unsuccessful progression in the program. Repeated tardiness or absenteeism is unacceptable and will result in written counseling from faculty.

In case of an unavoidable absence, the student must notify the instructor(s) before the class via email. The student is responsible for obtaining information presented during a missed class. Faculty will not repeat theory content; however, a student may request faculty approval to have a classmate tape the theory material presented in class.

Students who are on probation should avoid any absences. After the second absence from class, the student will receive written counseling. After three absences from class, the student will come before the Nursing Faculty Organization (NFO) to discuss attendance. Excessive absences could result in a probationary student's dismissal.

If a student has been tardy three (3) times, this will equal one (1) absence. Once a student has been absent three (3) times, they must meet with an instructor for mentoring. The instructor will complete a Record of Student Counseling, which will remain in the student file.

Classroom Dress Code

Connors State College Nursing Students should dress professionally and be attentive to personal hygiene and cleanliness. For activities and classes not designated as clinical or lab, students may wear street clothes, but such clothing shall be appropriate for a professional learning environment. The Tahlequah campus at OSU-COM has a dress code prohibiting jeans. Students should be in color coordinating scrubs or business attire when on the Tahlequah campus. Specific nursing program activities may require business dress attire. Students not obeying the dress code for professional functions will be asked to leave.

Upon graduation, students may donate scrubs and lab jackets with the school logo for future students. Students may contact any nursing faculty member or our Coordinator of Nursing and Allied Health to access this "Share-A-Scrub" student resource.

Social Media

This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and theory course activities. The distribution of sensitive and confidential information is protected under HIPAA and FERPA, whether discussed through traditional communication channels or social media. Examples include but are not limited to Facebook, LinkedIn, YouTube, Instagram, TikTok, Wikipedia, blogs, podcasts, or RSS feeds.

This policy will require modification as new technologies and social networking tools emerge, but the spirit of the policy remains to protect sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus requires additional vigilance to safeguard personal, professional, and college reputations. As students, you must represent CSC and the nursing program fairly, accurately, and legally while protecting the institution's brand and reputation. When publishing information on social media sites, remain aware that information may be public for anyone to see and can be traced back to you as an individual.

- Do not post confidential or proprietary information about CSC, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the nursing student role.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and CSC.
- Do not use CSC logos or graphics on personal social media sites.
- Do not use the CSC name to promote a product, cause, political party, or candidate.
- The administration must approve using the nursing program marks (logos and graphics) for college-sanctioned events (posters, flyers, postings).
- There is a time and place for learning to use electronic devices and cell phones in class, simulation, or clinical settings. Checking email or social media unrelated to learning is not acceptable.
- No student shall record faculty or fellow students for personal or social media use without the express permission of the faculty or fellow student. Photographs of clinical facilities or patients should avoid HIPAA violations.
- Be aware of your association with CSC in online social networks. Ensure your profile and related content are consistent with how you wish to present yourself to colleagues, patients/clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on behalf of CSC.
- You are solely responsible for what you post.

Student Illness, Injury, or Hospitalization

The safety of students and clients is essential since infectious diseases may not be readily apparent. Health policies exist to address this concern.

- Possible exposure to infectious materials. (See Appendix B)
- Student Illness: If at any time throughout the nursing program, the student becomes permanently or temporarily unable to meet the physical and mental qualifications outlined in the nursing advisement materials, including but not limited to surgery, pregnancy, or injury, report this to a nursing instructor immediately and provide documentation from a physician for release or accommodations. Students must be able to perform all nursing objectives in a manner that will not harm themselves or patient safety. In addition, students must meet the requirements of the policies and procedures of the currently assigned clinical facility. Faculty cannot always designate an alternate facility.
- Hospitalization: Following any required hospitalization, the student must submit to the nursing faculty a written letter from the relevant physician certifying that the student can return to school and perform all the duties expected of a nursing student. The student submits this letter to the faculty before resuming classroom or clinical activities.
- Expenses related to illness: The student is responsible for any expenses incurred while performing in the capacity of a student. For example, if a student sticks themselves with a needle, they will be responsible for all expenses related to treatment.

Inclement Weather

Classes will remain in session during inclement weather unless otherwise announced by the college. Students can sign up for emergency notifications issued by the college. All in-person classes and clinical experiences will be canceled if the CSC campus is closed.

Cell Phones

All cell phones should be set to silent or vibrate during class, skills lab, simulation, and clinical. It is unacceptable to text message during a class or leave class to answer a call unless regarding an emergency. Return calls may be made during break or after class. Students may use cell phones for specific class activities at the instructor's direction. No cell phones are allowed in the testing area during test sessions after the duo push required for login.

Refrain from using cell phones at the bedside in clinical. A non-patient care area or breakroom is preferable. Some clinical facilities have limited Wi-Fi. Some students may need to call faculty while assisting classmates on another clinical unit. Photographs are not allowed inside any clinical facility due to the actual or perceived risk of a HIPAA violation.

Children in Class

Children are not permitted in the classroom or open lab during class. Children should not be left unattended in any Connors State College building for any reason. Lactation space is available for breastfeeding mothers in the Nursing and Allied Health Building.

Academic Advisement

A link to schedule appointments for advising or mentoring is available on the nursing webpage: https://connorsstate.edu/nursing/. Dates and times are available for groups or individuals in Muskogee or Tahlequah and via Zoom. It is always best to schedule an appointment since it guarantees an advisor will be available. Each nursing faculty post office hours and advisement schedules outside their office door.

E-Books

Each course syllabus lists required e-books and supplemental references. Each student must purchase e-books through the Campus Book Store.

Library Facilities

The Library Learning Center on the Warner Campus and the Library Service Center at the ICTC/Three Rivers Port Campus provide resources to accommodate student needs by offering selected reference works, videos, computers, computer programs, and professional journals. Students may obtain instructions and passwords from the library for accessing electronic databases from remote computers.

Library Learning Center	(Warner)	(918) 463-6210
Library Service Center	(Muskogee)	(918) 684-5408

Computer Lab

The Connors State College Nursing Department Computer Lab is open to nursing students, staff, and faculty. C-Key Account Activation is required for computer use, e-mail, and Wi-Fi access. All users are required to sign in with their username and password. (C-Key Activation Instructions are available at https://connorsstate.edu/new-students-start-here/. Canvas is currently used within the nursing program as the course learning management system. If you need assistance obtaining a login name and password, please contact Kevin Isom (kevinwi@connorsstate.edu).

- Connors State College is not responsible for any files that are lost, stolen, or deleted using equipment in the computer lab. Users are encouraged to back up files to a memory stick.
- No food or beverages, including bottled water, are allowed in the computer lab.
- The computer lab is a quiet area. Please silence cell phones.
- Do not attempt to repair any malfunctions of Connors equipment. Notify a member of the nursing staff.
- It is the responsibility of every user to ensure that the computer lab equipment is not abused, damaged, or used in a manner other than intended.

- Computers are for educational and professional use, not for personal use or by friends or family. Users will not access pornographic or illegal info using Connors State College resources.
- Users are responsible for logging out when they are done using a computer.

Non-Discrimination Policy

Connors State College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, sexual orientation, or other non-merit reasons in admissions, educational programs or activities, and employment, as required by applicable laws and regulations. Please see the *CSC Catalog* for additional information.

Student Development

The Success Center is available to enhance reading, study skills, and test-taking abilities. Contact the Retention Specialist at (918) 684-5444. A student can access Student Support Services by calling (918) 463-2931, ext. 6267. Offices are in Room 138 Gatlin Hall in Warner and Room 11 at the Three Rivers Port Campus.

Drug Policy

Connors State College Nursing Program requires all nursing students to complete clinical practicum hours each semester to meet curriculum requirements. These clinical practicum hours are in a variety of settings. The student must meet all attendance conditions set forth by each clinical facility. One of these conditions is verification of a "negative" or "cleared" urine drug screen no more than four weeks before the orientation day for the Registered Nursing Program at CSC.

Additional urine drug screens must be repeated before resuming the Registered Nursing Program after any break in enrollment, no more than four weeks before re-entry, and for "Cause/Suspicion" random testing. For "Cause/Suspicion," testing may be required if the Director of Nursing and Allied Health, in consultation with nursing faculty, determines the student's behavior is reasonably suggestive of impairment. **CSC Nursing Program supports and enforces a zero-tolerance alcohol and drug policy.**

Drug Screen Procedure:

1. Connors State College Nursing Program will contract with a vendor to collect urine samples for drug testing that meets legal and clinical facility standards. Students will be assigned a collection time and place. The CSC Nursing Program will not accept results from any company or government entity other than those designated by the CSC Nursing Program.
2. The contracted vendor will conduct the testing. The company will investigate any "non-negative" or "positive" results. If indicated, the company will contact the student's healthcare providers to validate current prescriptions. If the rationale

provided meets the criteria of the medical staff of the testing company, a "cleared" test result will be reported to Connors State College Nursing Program.
3. The cost of all drug testing will be the student's responsibility.

Consequences:

1. In the event a student tests *"non-negative"* or *"positive"* for illegal drugs, prescription drugs without a current, legal, valid prescription, or intemperate use of drugs and alcohol, the student will be dismissed from the program unless a retest of the sample is requested at the time notification of test failure is given. The student is fully responsible for the cost of this additional testing. The student will be dismissed from the program if the retest results are still positive.
2. If the initial drug screen is found to be *"non-negative"* or *"positive,"* the student will be withdrawn from the nursing program for one year from the start of the semester in which the drug screen was positive and will be required to follow the re-entry policy. Re-entry is not guaranteed.
3. If a student fails to produce the requested sample by the date and time designated, the student will be treated as if the test result were positive and dismissed from the program.
4. Students with *"non-negative"* or *"positive"* drug tests for "Cause/Suspicion" random testing will be dismissed from the program. In this instance, there will be no retest opportunity. The student will be referred to the re-entry policy and must submit documentation of intervention and treatment for faculty approval. The CSC Nursing Program will require random drug screenings for the remainder of the student's enrollment. The cost will be the student's responsibility.

Student Procedure(s):

1. The Nursing Program Director of Nursing and Allied Health or designee will provide accepted applications with the necessary procedures for the required drug screening.
2. A student with a *"non-negative"* or *"positive"* drug test result will not be allowed to attend clinical or clinical laboratory experience. As a result, the missed clinical policy will be enforced, and a clinical failure will result. Clinical failure prevents the student from completing the designated degree program.
3. Accepted applicants in the Nursing Program must complete the following no more than four weeks before the applicable course's orientation day:
    a. Establish or access the current account with the contract vendor as directed by the Nursing Program Director of Nursing and Allied Health or designee. Complete the urine drug screen as directed by the contract vendor.
    b. Successfully pass the drug screen with sufficient time for the vendor to provide clearance documentation to the Director of Nursing and Allied Health or designee.

c. If an accepted applicant fails to complete the above no more than four weeks before the orientation day of class, they will not be allowed to begin classes and will jeopardize their admission status in the program.
d. Students who need to complete drug screening will be provided with the necessary procedures by the Director of Nursing and Allied Health or designee.
e. Students who fail to adhere to the drug testing deadline the Nursing Program sets will be withdrawn from all classes until the vendor provides the CSC Nursing Program with clearance documentation to the Director of Nursing and Allied Health or designee.

Student for "Cause/Suspicion" Drug Testing Procedure(s):

1. Current students in the nursing program may be drug-tested for "Cause/Suspicion" random testing.
2. Students who need to complete drug screening will be provided with the necessary procedures by the Director of Nursing and Allied Health or designee.
3. Students who fail to adhere to the drug testing deadline the Nursing Program sets will be suspended from all classes until the vendor provides the CSC Nursing Program with clearance documentation to the Director of Nursing and Allied Health or designee.

Program Re-Enrollment:

1. Students who refuse the drug test will relinquish their position in the program.
2. Students who test *"non-negative"* or *"positive"* for controlled substances must show proof that they have been evaluated by a certified substance abuse professional who determines what, if any, assistance that student needs in resolving problems associated with drug abuse/misuse. Proof that the substance abuse professional is certified must be given to the Director of Nursing and Allied Health. Students needing rehabilitation must show evidence of successfully completing the prescribed program before being eligible to re-apply to the Nursing Program. The CSC contracted Medical Review Officer (MRO) must review and approve this proof. If re-enrollment is approved, the student will be subject to unannounced drug testing during the duration of the program. If any test is *"non-negative"* or *"positive,"* the student will be dismissed from the program. This delayed progression counts as the student's one-time deferment.

Chemical (Drug) or Physical Impairment

Policy:

Definition of the Chemically Impaired Student: *A student in the academic, laboratory, or clinical setting who is under the influence of cognitive-altering substances such as alcohol, illegal drugs, or certain prescription medications or who is experiencing physical impairment that potentially jeopardizes patient safety or learning.*

Faculty Procedure(s):

Assess for any signs or behaviors indicative of possible chemical impairment. Examples may include:

A. **Behavioral Characteristics:**
   1) absenteeism; tardiness; frequently leaving the clinical assignment
   2) behavioral changes such as mood swings, irritability, decreased productivity
   3) isolation or withdrawal from the other nursing students
   4) decreased classroom or clinical productivity
   5) fluctuating academic or clinical performance
   6) inappropriate physical appearance
   7) inconsistent communication patterns
   8) odor/scent of chemical or substance

B. **Physiologic Characteristics:**
   1) flushed face
   2) eyes (bloodshot/red, dilated)
   3) abnormal pupillary construction or dilation
   4) coordination (swaying, staggering, unsteady)
   5) speech (incoherent, confused, slurred, rambling, slow)
   6) jitteriness
   7) alertness (excessive sleepiness or confusion)

2. **Procedure for Suspected Substance Abuse:**

A. If impairment behaviors are observed, the student is informed of the faculty's responsibility to remove the student from the class or clinical setting based on:
   1) the inability to provide safe, effective, and competent patient care; and,
   2) infringement of the learning process on other students present.

B. The student will leave the area and go with a faculty member and another faculty or Director of Nursing and Allied Health to discuss the situation privately. The discussion will be documented, and the decision to refer for drug testing will be made.

C. If the decision is to refer the student for drug testing, the student should be instructed on where and when to report for testing.
   1) Instruct the student to report for testing immediately once receiving a time/date.
   2) The student's refusal to submit to drug testing will result in immediate dismissal from the program.

3) Provide students with the contract vendor information.
4) The cost is the student's responsibility.
5) In addition to the 10-panel drug screen, an alcohol level will also be collected at this time.

D. The faculty member will complete the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use for submission to the Director of Nursing and Allied Health. One copy of this form will be given to the student personally, and a second copy will be placed in the student's permanent file on campus.

E. The Director of Nursing and Allied Health will be notified immediately of the suspicion of chemical impairment.

F. An academic or clinical conference will be conducted with the student, the student's clinical instructor, and the Director of Nursing and Allied Health.

G. If the student voluntarily admits to known chemical abuse, is found to be drug screen *"non-negative"* or *"positive,"* or the presenting evidence is solid and convincing, the student will not be allowed to return to the classroom, clinical, or laboratory setting until initial rehab plan has been completed and an ongoing plan to prevent reoccurrences is in progress. Documentation required.

H. The cost of the continued proscribed treatment, or additional drug testing, is the student's responsibility.

I. Students with *"non-negative"* or *"positive"* drug tests will be dismissed from the program.

J. If the student is dismissed from the clinical setting, the faculty member will assist with finding a safe transportation home for the impaired student. If refused or the student is violent, police are to be notified.

Academic Integrity

Nursing faculty will not tolerate dishonesty, and it is considered unethical. Academic misconduct includes but is not limited to cheating on exams, discussing exam or quiz questions before the exam grades are posted, posting exam content online, taking or posting screenshots or photos of online exams, disseminating or discussing the content of practicums or simulations, copying partial or complete assignments, plagiarizing from published sources, or allowing others to copy from you. Every student will produce their original, independent work unless the syllabus specifies a group assignment.

An academic integrity violation by a student on any graded activity will result in a zero on that assignment and receive disciplinary action. Academic integrity violations related to lab or clinical hours will result in an unexcused absence and a zero for the performance evaluation. Any assignment assigned a failing grade or listed as an unexcused absence because of academic misconduct is ineligible for make-up. A second offense will result in failing the course. Students

or faculty should report academic integrity issues to the Director of Nursing and Allied Health, and the Student Counseling Pathway should guide disciplinary action.

Nursing Student Code of Conduct

The mission of Connors State College is building futures one at a time as we promote excellence in our community and the global society. Achieving this mission is possible by defining a standard or a code of conduct for behavior that will enable students to work with the faculty, staff, and administration positively.

Enrollment at Connors State College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior imposed by the College. The discipline of students at Connors State College is, in all but the case of expulsion, a part of the educational process. Disciplining students is intended to be instructional and help them discipline themselves.

Connors State College is an institution of higher learning. The rules and regulations ensure optimal conditions for learning for all students. The standard or code of conduct for students is a foundation of behavior rather than arbitrary limits on behavior. Students in the Nursing Program are subject to the academic and disciplinary rules and regulations of Connors State College.

In addition, the nursing faculty of Connors State College has adopted a code of conduct that describes the expectations for students entering the nursing program. Each student will read and sign this pledge as a contract of professional behavior.

Professional Standards for Nursing Students

All nursing students should conduct themselves in a manner consistent with the nursing profession's standards. This standard includes more than student grades; it encompasses all student activities necessary for continuing intellectual and professional growth in an academic setting. Students engaged in unprofessional conduct are subject to academic sanctions, including probation, suspension, or dismissal from the program, as outlined in the Student Counseling Pathway (See Appendix C). Unprofessional conduct in nursing behavior (acts, knowledge, and practices) that fails to conform to the accepted standards of the nursing profession, or which could jeopardize the health and welfare of people shall include, but not be limited to, the following:

1. Inaccurate recording, reporting, falsifying, or altering patient records; or
2. Falsifying documents submitted to the university or nursing program; or
3. Leaving a nursing assignment without properly advising appropriate personnel; or
4. Violating the confidentiality of information or knowledge concerning the patient; or
5. Administering medication, treatment, skill, or procedure in a clinical setting without satisfactorily demonstrating safe performance, passing a post-test of that skill, and having received theory instruction regarding specified content in the classroom or lab setting or

6. Discriminating in the rendering of nursing services or
7. Allowing own value system to interfere with patient care/well-being or
8. Verbally or physically abusing patients or
9. Engaging in verbally abusive language or interpreted as verbally abusive with a patient, staff member, faculty, or fellow student or
10. While caring for a patient, engaging in conduct with a patient that is sexual or interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a patient; engaging in sexual exploitation of a patient; or
11. Obtaining money, property, or services from a patient using undue influence, harassment, coercion, deception, fraud, or
12. Conduct detrimental to the public interest; or
13. Aiding and abetting the practice of practical nursing, registered nursing, or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse, or recognized as an Advanced Practitioner; or
14. Impersonating a licensed practitioner or permitting another person to use their nursing student identification for any purpose or
15. Aiding, abetting, or assisting any other person to violate or circumvent any law, rule, or regulation intended to guide the conduct of a nurse or nursing student.
16. Appropriating, without authority, medications, supplies, or personal items of the patient or agency; or
17. Forging a prescription for medication/drugs; or
18. Presenting a forged prescription, selling or attempting to sell a controlled dangerous substance, or otherwise making such drugs available without authority to self, friends, or family members; or
19. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
20. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws, or
21. Utilizing social network media sites to place negative comments regarding faculty, peers, student grades, or the clinical settings or any comments regarding activities or experiences in the clinical setting; or
22. Use of any/all tobacco products, including e-cigarettes and vape products, during scheduled clinical hours or
23. Violation of a clinical agency's approved clinical skills list or agency student policies; or
24. Violation of any part of the contractual agreement between CSC and the clinical agency; or
25. Any arrest that warrants ineligibility to practice while in the nursing program or
26. Any behaviors that violate the Honor Code Pledge or
27. Any behaviors that violate the CSC Student Code of Conduct; or
28. Any additional behaviors that violate the policies listed in the CSC Student Nursing Handbook.

Academic Dishonesty

Academic dishonesty is intentional participation in deceptive practices regarding one's scholarly work or the work of another. Dishonest behaviors include lying, cheating, plagiarism, alteration of records, forgery, false representation, and knowingly assisting another person in dishonest acts (Gaberson & Oermann, 2010). This behavior includes more than student grades. It encompasses all faculty and student activities necessary for intellectual and professional growth in an academic setting. Dishonesty is serious because it can harm clients, learners, faculty-student relationships, and the education program. Examples include, but are not limited to:

- Obtaining information from another student during an examination.
- Communicating information to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Offering another person's work as one's own, such as by copying or having someone else do the assignment.
- Taking an examination for another student or having someone take an examination for oneself.
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Using unauthorized material during an examination.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Misreporting or altering the data in laboratory or research projects.
- Using a speech, essay, discussion board posting, course assignment, report, project or paper done for one class in another class unless specifically authorized by the instructors.
- Presenting another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from other sources.
- Using outside sources (books or other written sources) without giving proper credit (by naming the source and putting any exact words in quotation marks).
- Collusion; a student knowingly and intentionally helps another student perform an act of academic dishonesty. Dishonesty will be disciplined in the same manner as the act itself.

https://www.goldenwestcollege.edu/senate/academic-integrity-guide-faculty/index.html

Unprofessional conduct may include, but is not limited to:

1. Possession, sale, or distribution of illegal drugs or other wrongful conduct relating to drugs;
2. Unlawful possession of weapons;
3. Theft;
4. Charges or conviction of a felony;
5. Excessive tardiness or absenteeism;

6. Administering medication or treatment in a negligent manner or with the permission of the instructor;
7. Violating the confidentiality of information or knowledge concerning the client;
8. Use of profanity in clinical areas;
9. Repeated violation of the dress code;
10. Any activity that would jeopardize the health, safety, or welfare of the client, the hospital staff, faculty, other students, or self;
11. Being under the influence of mind-altering drugs, use of illegal drugs, or the use of alcohol while in class or the clinical area;
12. Misappropriating supplies, equipment, and drugs;
13. Violent or threatening behavior against any student, faculty, or any staff of CSC verbally, physically, in writing or electronic media;
14. Leaving a nursing assignment without properly advising appropriate personnel and instructor;
15. Discriminating in the rendering of nursing services as it relates to human rights and dignity of the individual;
16. Committing an act that a reasonable and prudent student would not perform at their level in the program;
17. Omitting an act that a reasonable and prudent student would perform at their level in the program;
18. Failure to disclose errors to the hospital's responsible party and clinical instructor;
19. Conduct detrimental to the public interest; and,
20. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is seductive or sexually demeaning to a client, or engaging in sexual exploitation of a client.
21. Taking or posting unauthorized pictures or videos of any faculty member or student without their consent.

Oermann, M. H., Shellenbarger, T., & Gaberson, K. B. (2022). *Clinical Teaching Strategies in Nursing* (6th ed). Springer.

Dismissal

Unprofessional conduct or repeated unsatisfactory clinical performances may result in probation **OR** dismissal from the program. A student may be placed on probation only once a semester, not to exceed two (2) times while in the nursing program.

A student dismissed from the program may appeal first to the Nursing Faculty Organization (NFO). The student must submit an appeal in writing. Students will be allowed to present their appeal to the NFO. The student may have an advisor present, but the advisor's role is limited to advising the student only; the advisor may not actively participate in the appeal meeting. The NFO shall communicate the decision in writing to the student within a reasonable time. If the student is unsatisfied with the NFO's decision, the student may appeal to the Vice President of Academic Affairs in writing. In their sole discretion, the Vice President of

Academic Affairs may choose to meet with or solicit additional information from the student and the NFO. The decision of the Vice President of Academic Affairs shall be final.

Withdrawal

Students who elect to withdraw from any course through the 11th week of the semester (see the academic calendar for specific dates) will receive a "W" on the transcript for that course regardless of the course grade earned to that point. From the 12th week forward, a "W" will be applied only for students who have a passing grade, C or higher, at the point of withdrawal; students who have earned a course grade of D or F at the time of withdrawal will receive an "F" on their transcript.

Readmission

Students may apply for re-entry into the Nursing Program following withdrawal or an unsuccessful academic progression from NURS 1227 Maternal and Pediatric Nursing, NURS 2137 Psych and Med-Surg Nursing, NURS 2247 Critical Care and Leadership Development Nursing, or NURS 2223 Role Transitions within one academic year of exit. Students requesting re-admittance to NURS 1117 Foundations in Nursing must complete another application to the nursing program for the next application period. All entrance exam scores must be current. Students requesting re-admittance to NURS 1117 Foundations in Nursing can submit a letter of request along with a plan for success. As with all reacceptances, these spaces are limited, and students are not guaranteed re-admittance. The exception would be a student dismissed from the program.

Readmission Procedure

Readmission procedures are the student's responsibility. The Director of Nursing and Allied Health or lead instructor will assist the student as needed. Approval to re-enter the Nursing Program requires space availability, cumulative GPA, the reason for withdrawal or dismissal, extenuating circumstances, and student behavior (absences, student counseling, tardiness, etc.). Refer to "Procedure" for details.

Students may only repeat a nursing theory course once (NURS 1117, NURS 1228, NURS 2137, & NURS 2247). A student is dismissed from the program if the second attempt at the same course or a subsequent course result in a failure or withdrawal. If a student has been out of the Nursing Program for at least three years, the student may apply for entry into the Foundations course.

Readmission into the Nursing Program is not guaranteed.

Procedure

A. **General Requirements:**
   1. After ascertaining the candidates for re-entry have satisfactorily completed the re-entry requirement, re-entry priority is on a point system. The ranking is ranked (1) on space availability and reason for withdrawal, (2) cumulative GPA, (3) content of the re-entry paperwork, (4) student behavior, including absences, student

counseling, and tardiness, and (5) participation in mentoring. Refer to the Point System for Readmission. Extenuating circumstances are at the discretion of the Director of Nursing and Allied Health and Nursing Faculty.

2. Suppose more than one candidate for re-entry has the same number of points calculated from the point system. In that case, each candidate's "Clinical Evaluation Tool" will be reviewed, and the decision for re-entry is the candidate's clinical performance.
3. Space must be available in the course the student is requesting to re-enter. An enrollment limit per course is in place to ensure an optimal learning environment.
4. Cumulative GPA is the average of general education requirements for the Nursing Program, and all completed nursing courses, **NOT** including the semester the student is withdrawing from.
5. The student requesting re-entry into the Nursing Program must submit a formal business letter, including a valid return address requesting readmission to the program addressed to the Director of Nursing and Allied Health. A personal "Plan for Success" form must be completed and submitted. **The nursing program should receive it by the Wednesday of finals week. If a student is in jeopardy of failing, they should be proactive and submit their request before taking the final exam. Late submissions will not be accepted. Students will need to communicate with the lead instructor while preparing their requests for guidance.** The e-mail and the "Plan for Success" are submitted to Tracy Lieblang, Administrative Assistant, or e-mailed to tracy.lieblang@connorsstate.edu.
6. Student behavior is a consideration when there are more candidates for re-entry than space availability; excessive absences or tardiness and verbal or written counseling documents impact requests for readmission.
7. The nursing faculty will hold a closed-session faculty meeting to consider the candidate's request for readmission.
8. The candidates for readmission will receive written notification of the faculty's decision within ten business days of the meeting. The notice will contain requirements and specified due dates for completing remediation if readmitted. If the specified remediation is not complete by the date indicated on the readmission request email, **the student will forfeit their space in the program.**
9. Returning students will meet weekly with the lead instructor or designated faculty. These meetings may be group or individual sessions.
10. All students readmitted to the nursing program will be on probation until graduation. The student may be dismissed from the program if they incur further disciplinary or academic issues.
11. Students who are on probation should avoid any absences. After the second absence from class, the student will receive written counseling. After three absences from class, the student will come before the Nursing Faculty Organization (NFO) to discuss attendance. Excessive absences could result in a probationary student's dismissal.

The Returning Student's Responsibilities

1. Complete an email to the Administrative Assistant of Nursing and Allied Health requesting re-entry into the course, indicating the course number, course name, semester, and year. The email must also include a detailed description of the reason for withdrawal, including personal or academic reasons and actions the student has taken to ensure success upon readmission to the program. (Documents located at http://www.connorsstate.edu/nursing. Select admissions, then scroll down to "Readmission Policy.)"
2. Complete a "Plan for Success," a plan of care written about the student, which includes self-assessment, analysis, goals, and plan of action to ensure success upon re-entry into the program.
3. The email and "Plan for Success" will be submitted to the Administrative Assistant or e-mailed to tracy.lieblang@connorsstate.edu.
4. Students readmitted to any nursing course, excluding NURS 2247, must enroll in NURS 1002 *Success in Nursing Education* if not previously taken.
5. Complete the assigned remediation as outlined in the readmission letter.
6. Students accepted to return to the program who have a lapse of enrollment for one year or more will complete a new drug screen and background check before re-entry. All students accepted to return must be current with BLS and on all health requirements outlined through **Verified Credentials**. If the specified health requirements are incomplete, the student will forfeit their space in the program.

Extenuating Circumstances

7. Extenuating circumstances **may** be a consideration for student re-entry by the Director of Nursing and Allied Health and the Nursing Faculty. Proper documentation and notification of the circumstances must be provided to the faculty before the student's withdrawal, or if this is not possible, faculty notification must be made within seven days of the extenuating circumstances.
8. Examples of extenuating circumstances may include but are not limited to the birth of a child, the student's serious health condition, a family member's serious health condition, or the death of a family member.

Permanent Dismissal

9. Readmission into the Nursing Program is not a consideration for students permanently dismissed from the Nursing Program. Reasons for permanent dismissal include, but are not limited to:
    a. Documented incidents of unsafe practice as defined in the Nursing Student Handbook.
    b. Academic dishonesty is defined in the Nursing Student Handbook and the Connors State College Academic Integrity Policy.
    c. Other administrative issues are in the Connors State College Student Handbook.

Point System for Readmission

Space availability will determine how many students may be re-admitted into each semester. Once space availability is verified, points are based on the below point system for each student desiring re-entry. Students are ranked by points awarded for re-entry. Extenuating circumstances are considered.

GPA (Calculated only on required nursing courses completed, not to include the nursing course the student withdrew from)	
2.5 – 2.7	1
2.8 – 3.0	2
3.1 – 3.4	3
3.5 – 3.7	4
3.8 – 4.0	5
Readmission Paperwork	
Completed email to the Director of Nursing and Allied Health (including a detailed description of the reason for withdrawal and actions taken for success)	
Very detailed, complete	5
Somewhat detailed, primarily complete	3
Minimally detailed, incomplete	1
Plan for Success (complete, detailed, individualized, and cited)	
Very detailed, complete	5
Somewhat detailed, primarily complete	3
Minimally detailed, incomplete	1
Student Behavior	
Documented Absences (theory, skills lab, simulation, or clinical)	
0 – 2	5
>2	0
Documented Tardiness (theory, skills lab, simulation, or clinical)	
0 – 2	5
3 – 5	3
6 or more	0
Documented Counseling (for any reason other than absences or tardiness)	
None	5
1 offense	3
2 or more offenses	0
Mentoring	
More than 3 sessions	5
1 – 2 sessions	3
None	0
Total Possible Points:	35

Plan For Success

Name				
Assessment	**Nursing Diagnosis**	**Goal(s)**	**Interventions**	**Rationale with References**

NOTE: *The nursing program must be completed within 200% of the stated program length for all students beginning with enrollment into NURS 1117 Foundations in Nursing. Career Ladder students must complete the program within 200% of the stated program length for all students, starting with enrollment into NURS 2137 Psych & Med-Surg Nursing.*

Grievance Procedure

The Nursing Program faculty and staff are available and interested in helping you navigate the program and complete your degree. Feel free to address your concerns and questions with your instructor.

Following the policy of Connors State College, students who have complaints or grievances related to nursing course grades, conduct of classes, or other course matters should first address those complaints with the course instructor. If unsatisfied with the resolution, the student's grievance goes to the Director of Nursing and Allied Health. The student may go to the Vice-President of Academic Affairs if the issue is unresolved. Grievances related to non-nursing courses go to the course instructor, then to the Director of Nursing and Allied Health, and finally to the Vice-President of Academic Affairs. For more information on complaints and grievances, see the Student Complaints page in the Connors State College Student Handbook.

Testing Policies

Absences

1. Examinations are to be taken as scheduled except in the case of an emergency (major illness/death in the family). In the case of a missed exam, the student should:
    a. Contact the instructor via telephone **before** the time of the test. If the course instructor cannot be reached, the student should contact the nursing department immediately upon open business hours. The instructor may require an e-mail for documentation of your conversation; please include who you spoke to and what time the conversation took place.
    b. Schedule a time to take the exam (before the scheduled exam date unless an emergency arises).
    c. Bring documentation of the emergency at the time of make-up testing (doctor's note, obituary).

Note: If nursing faculty deem the situation a non-emergency, you may not be permitted to make up the exam. In this case, you will receive a zero (0).

If the student is more than 5 minutes late for a scheduled exam, they may not enter the testing area to avoid distracting those who are testing.

After achieving an exam average of 74.9% or higher on the **unit exams** and **comprehensive final**, course assignments and online discussions will factor into the student's grade.

Exam Procedures

- Testing with a blank sheet of paper or dry erase board (provided by faculty) is allowed.

- The instructors will not allow the downloading of any exam more than 15 minutes before the start of that exam.
- The instructors will bar entry after 5 minutes to prevent disruption of the testing environment. This delay results in a score of "zero" for the late student.
- Please use the restroom before taking the exam and before any exam review time begins so that valuable testing time is not wasted and other students are not disrupted. Students needing to use the restroom during an exam frequently may be asked to visit with the NFO.
- Students will receive their official exam score approximately one week after the original exam time once the faculty test review committee has reviewed test statistics and made any adjustments, as necessary. Lead instructors will notify students that exam scores are finalized via Canvas.
- All exams will have a minimum of 50 questions and a maximum of 65 questions, excluding the final, which will comprise 100 questions of cumulative course content.
- The time allowed for each unit exam will be one hour and forty-five minutes. The time allowed for the comprehensive final will be two hours and thirty minutes.
- All questions for unit exams and comprehensive final will be delivered "one at a time" without backtracking.
- Students who believe a question may have an incorrect answer must fill out an Exam Clarification Form explaining the rationale and citing the reference. The Exam Clarification Form must be completed and submitted before leaving the testing area on exam day. Exam Clarification Forms without appropriately cited references, or initiated after testing, will not be considered for review. Instructors may need to contact the student for further clarification. Once the review of exam rationales is completed, no further test clarification forms will be accepted. E-mailing an instructor a question related to an exam question may violate the code of conduct.
- Nursing students who make less than 74.9% on any major nursing exam are responsible for scheduling an appointment with their course faculty and developing a plan to improve their study skills and future testing performance. The focus of this session is on student learning behaviors; it is not for the review of exam questions. The faculty member will document such counseling. The student must acknowledge and sign the plan for improvement before the next scheduled exam. For a nonemergency rescheduling of an exam, a 10-point deduction would be applied if allowed to test.
- All students are encouraged to come to mentoring sessions. Each student will be asked to read and sign a mentoring contract. Refer to the signed 'Mentoring Contract' in **Verified Credentials** individual student records. Note: Mentoring is open to any student, regardless of their grade, and is encouraged.
- Students should come prepared to each mentoring session with a completed 'Mentoring Form." The mentoring form answers the most shared questions so instructors can develop an individualized plan for each student.
- Specific policies unique to each course are outlined in the course syllabi.
- Personal items, including but not limited to water bottles, eyeglass cases, jackets, purses, and hats, should not be brought to the exam area.

- Students' progression in the program is determined by academic testing.
- For a student to pass a nursing course, the final cumulative average of all exams must equal 74.9% or greater, and the additional components must be as outlined in the syllabus. Averages are recorded to the tenth and rounded at the end of the semester's final grade.
- Cell phones or smart watches are to be used for duo authentication when logging into the computer before an exam begins. All electronic devices should be turned off and placed with the faculty at the front of the room. Any student with an electronic device on their person during an exam will receive a zero for that exam.

Cheating

- Any student caught cheating on the examination or assignment will be given a "zero."
- Plagiarism is subject to disciplinary action by the Nursing Faculty Organization. (See ACADEMIC DISHONESTY in this Nursing Student Handbook).
- If paper examinations are given, all will be numbered and counted before students can leave the room.
- When students review tests, no notes may be taken, photographed, or audio or video recorded. Any student doing so would be dismissed from the program.

Grade Appeal Procedure

The student may appeal a grade or decision by discussing it with the instructor, the lead instructor, and then the Director of Nursing and Allied Health. If no satisfaction is obtained, a further appeal may be made through the established procedure in the **Connors State College Student Handbook**.

Skills/Simulation Center Policies

All clinical policies apply to the simulation center. A student will satisfactorily demonstrate safe performance skills in the laboratory setting before performing procedures in the clinical setting. Laboratories are available for practice to students at any level. Students should make arrangements with a lab instructor. Leave the lab area clean after use.

Clinical Policies

Essential Job Functions for Clinical Rotations

Physical activities required to complete essential functions of the position:

- **Standing/walking:** Standing and walking are required for most of the time spent in the clinical area (6-12 hours). Standing in one position is required while performing certain aspects of patient care. Walking occurs on diverse types of flooring, including, but not limited to, vinyl, tile, linoleum, or carpeted floors.

- **Sitting:** Sitting while charting or entering data into computers. May sit while receiving/giving verbal report at start/end of shift. They may also sit during breaks and meal periods. Total sitting is less than two hours for each eight-hour shift, depending on clinical assignment.
- **Lifting:** Regularly lifts medical supplies, medications, patient supplies, or charts weighing up to ten pounds. Lifts CPR equipment and other medical equipment weighing at least 50 pounds. Required to assist in lifting and transferring patients of varying weights and is expected to request assistance when lifting, ambulating, and repositioning clients. Must support at least 75 pounds to safely reposition, transfer, and ambulate clients.
- **Carrying:** Occasionally carries specific medical equipment weighing up to 50 pounds.
- **Pushing/Pulling:** Pushing/pulling 71-100 pounds is required when administering client therapy and care, as well as when pushing equipment such as oxygen tanks and monitors and when transporting clients in wheelchairs, beds, or gurneys. Pushing is required at 3.5 pounds of pressure when administering CPR. Full manual dexterity of both upper extremities is needed.
- **Bending:** Required when administering client care. Must be able to bend to touch the floor to remove environmental hazards.
- **Reaching:** Reaching above the head is required when performing aspects of care such as hanging and adjusting IV bags.
- **Squatting/Kneeling:** Required when operating medical equipment and performing aspects of client care, such as CPR.
- **Speaking:** Must speak English to communicate, assess, and educate clients/families. Must also communicate verbally with physicians and other professionals involved in client care.
- **Hearing:** Normal hearing (aide permitted) is required to perform physical assessments, including listening with a stethoscope for bowel, heart, and lung sounds. Must also be able to hear and detect subtle yet critical information regarding a client's condition, including alarms, and to communicate with physicians and other professionals involved with client care. Adequate hearing is required for discussion with others by telephone.
- **Visual Acuity:** Required within normal limits (glasses or contacts permitted) for monitoring equipment, reading medical data, preparing and administering medications and injections, and performing physical assessments of clients, including subtle changes in skin color.
- **Depth Perception:** Required for delicate tasks such as administering injections, sterile catheter insertions (urinary, IV), and nasogastric tube insertions.
- **Fine Motor Skills:** Must have fine motor skills in all fingers and grasp and control medical equipment to perform precise procedures such as sterile dressing changes. Must grasp objects such as a pen to prepare handwritten reports.
- **Tactile Sensation:** Must be able to assess clients through palpation with fingers and hands; must be able to distinguish warm/cold and feel vibrations.

- **Smell:** Must have a good sense of smell to detect odors indicating unsafe conditions or changing client status.
- **Driving Required:** Students are responsible for transportation to and from affiliated clinical agencies.

Clinical Assignment and Supervision

The student will be assigned to clinical sites typically within a fifty-mile radius of campus. Clinical assignments may not necessarily conform to carpools or student preference. Rotations are created to expose the student to a variety of clinical experiences. The faculty member will assign the student to care for a patient based on the course, clinical objectives, and other student criteria. The faculty member can re-assign a student in case of any changes or added information.

The nursing faculty reserves the right and retains the responsibility to alter student clinical assignments based on several factors. These factors include, but are not limited to, student clinical objectives, student clinical performance, and faculty teaching load.

Clinical Dress Code

Students are expected to know and conform to the protocol of the clinical facility assignment while maintaining a professional appearance as representatives of CSC.

1. **Black V Neck (unisex) scrub top with college embroidered insignia over left upper chest and black uniform pants or skirt.** Students may purchase scrubs at Kristie's Scrubs or elsewhere and take them to Kristie's for embroidery. Scrub tops should be non-form fitting and long enough to cover the midriff and backside. The student must be able to raise arms above their head and bend over without skin in the mid-drift being visible. Pants should be loose, non-form fitting, and non-tapered. Faculty may request uniforms to be changed if they are highly baggy or deemed too tight. A white scrub top is required for the Pinning Ceremony.
2. **White scrub jacket with college embroidered insignia**. Lab jackets should be no more than one inch longer than the scrub shirt. Scrub jackets (white) are **only** purchased at Kristie's Scrubs to ensure the correct style and length. A CSC-embroidered scrub jacket is optional but no other outerwear is permitted to be worn in clinical areas.
3. **Black** long-sleeved undershirt may be worn under a uniform top. The undershirt must be clean, and if covering tattoos, it must be thick enough to cover them.
4. **Name Badges (mandatory)** will be purchased. These are orange with black lettering and designate the student and college. Orders for name badges are placed during nursing student orientation.
5. **Student Identification Badges** should be accessible when on campus. The student identification badge ensures access to the copier. In Tahlequah, a second similar student identification badge ensures access to the OSU-COM instructional site and should be displayed prominently above the waist.

6. **Clinical facilities may also require Additional Student Identification Badges**. Students without name badges and student identification badges will be sent home from the clinical for the day.
7. **Black socks and black leather spill-resistant shoes** are required. Partial canvas or mesh is NOT allowed. No bare ankles should be visible. Shoes need to be completely black, except for the sole.
8. **Mandatory items** for clinical that are considered part of clinical dress:
   - Watch with second-hand
   - Stethoscope
   - Penlight
   - Bandage scissors
   - Electronic devices with e-books for reference and clinical documents are encouraged within the limitations of specific clinical facility policies.
9. The following relate to professionalism, safety, and infection control issues:
   - Hair must be neat, clean, off the shoulders, and natural-looking hair color.
   - No large or dangling jewelry, including rings, earrings, necklaces, false eyelashes, etc.
   - A single set of post earrings may be visible only in the ears.
   - No heavy perfumes.
   - No Fingernails over a ¼ inch in length or dark or chipped nail polish.
   - No artificial or non-natural nails, such as acrylic, dipped, gel nails, etc.
   - Facial piercings must be removed while in clinical areas.
   - Tattoos must be covered.

Clinical Attendance

Clinical attendance is mandatory for progression in the program. Students will have both an on-campus orientation session and a clinical agency orientation. The orientation sessions are **required** and will include introductions to key individuals and a review of expectations. Some agencies have orientations online content, which students are expected to complete. If students do not attend mandatory clinical orientations in full, they will not be able to participate in clinicals and will thus be unable to pass the course. Clinical orientation will not be rescheduled.

Absences impact the clinical evaluation and may lead to a non-passing clinical grade. A student **must** notify the clinical instructor by phone as early as possible if a clinical absence is unavoidable. It is the student's responsibility to inform the **clinical instructor via verbal phone call**. It is not acceptable to text the instructor or to request a fellow student to report their absence. Students must present a physician's release to return to clinicals following surgery or a major illness.

All absences require "make-up" in a clinical setting. If space is unavailable, the student may complete two (2) virtual clinical excursions (VCE). When completing a VCE, the student will be required to arrive at the nursing campus by 8:30 am and will be at the campus until 4:30 pm. The student will dress in full clinical uniform. All clinical absences will be reported to the lead instructor. The Clinical Faculty will schedule all clinical make-up with assistance from the Director of Nursing and Allied Health. Any student with two clinical absences will be asked to come before

the NFO to discuss a progression plan. A student may be dismissed for excessive absences. Clinical space is limited, and make-up clinicals are not guaranteed.

Clinicals will remain in session in inclement weather unless the CSC campuses are closed. If the college campus closes, all clinical experiences will also be canceled. The clinical instructor will inform the students of any changes to the clinical schedule before the subsequent clinical experience. If the campus remains open, but the student considers it unsafe to drive during inclement weather, the student will need to contact the clinical instructor by phone before the start of the clinical day to report the absence.

Clinical Tardiness

Students will arrive at the clinical facility on time to promote professional accountability. A counseling form will be completed and placed in the student's file for the first tardy recorded. If a second tardy occurs, the student will be referred to NFO. Tardiness will be reflected in the clinical evaluation and jeopardize the clinical grade. Students are expected to call the instructor *(not a fellow student to report tardiness/absence)* as early as possible if the clinical delay is unavoidable. If the student is more than 15 minutes late, the student will be sent home with an unsatisfactory clinical day.

Preparation

Review course syllabus for guidelines. Failure to demonstrate clinical preparation will result in dismissal from the clinical facility and an unsatisfactory evaluation for that day. A progress report will be completed showing the unsatisfactory evaluation and the unexcused absence for that day and will be placed in the student's file.

Grading

A "Satisfactory" or "Unsatisfactory" grade will be given for the clinical experience. Goals are specified for each course utilizing the clinical objectives described in the clinical evaluation tool. A "Satisfactory" grade is required for successful course completion. See course syllabi for specific clinical grading.

Clinical Assignments

Assigned activities, experiences, care plans, case studies, and concept maps must show evidence of individualized care for the assigned client(s). Course syllabi outline specific guidelines for each course.

Due Date Policy

Assigned clinical coursework is due at the time listed in the course syllabus. A student who submits an assignment after the due date, as listed in the clinical syllabus, will receive ten (10) points off per calendar day for each day past the due date. Coursework will only be accepted via Canvas. Emailed assignments will not be accepted. Regardless of the overall course grade, all assigned work must be completed. Failure to submit any required assignments results in a failing grade for the course, irrespective of the theory grade.

Clinical Evaluation Tool

The Clinical Evaluation Tool (CET) is based on Student Learning Outcomes. The CET is provided in each syllabus for the clinical nursing courses. The grading scale for the clinical setting is Satisfactory/Unsatisfactory. A clinical "Unsatisfactory" will result in a grade of 'No-Pass (NP)' for the course regardless of scores in theory.

Students will self-evaluate midway through and at the end of each clinical rotation. Faculty will provide feedback at those times as well. If a student is not passing clinical at mid-term or improvement is needed, written feedback will be given at that time to assist the student in meeting the clinical objectives.

Each student must turn in their psychomotor skills sheet, clinical evaluation, and skills check-off (if applicable) to the lead instructor at the end of the semester. Failure to do so will result in an incomplete for the clinical grade.

Care Plans/Case Study

The Care Plan is part of the Nursing Process documentation. The American Nurses Association describes the Nursing Process as "The common thread uniting different types of nurses who work in varied areas in the nursing process – the essential core of practice for the registered nurse to deliver holistic, patient-focused care." (ANA, 2024). The Nursing Process develops and transcends subconsciously as nurses move across the continuum from novice to expert. As students move through the nursing program, the Care Plan assignment will change based on the growth of the expectations.

The Care Plan assignments will be completed based on actual client encounters in the clinical setting, the selection of which must be approved by the clinical instructor. All data must be collected during the assigned clinical rotation time. Please follow the syllabus instructions for the completion of Care Plans.

Assigned Care Plans must be submitted electronically and show evidence of individualized care for the assigned client(s). Course syllabi outline specific policies for each course. Each instructor may require additional information. Every coursework material assigned will be submitted per syllabi guidelines. All clinical paperwork is to be submitted electronically as per syllabi guidelines. Submission of paper documents is not allowed.

Unsatisfactory Performance

Students unable to achieve the objectives in a clinical experience will receive a written unsatisfactory clinical evaluation, signed by both the faculty member and the student. Faculty will refer any student with an unsatisfactory clinical evaluation to the Nursing Faculty Organization Committee for review and disciplinary action. An unsatisfactory clinical evaluation may result from excessive absences or tardiness, lack of preparation, inappropriate attire, unprofessional conduct, etc.

Accountability in Clinical Areas

Performance and practice in the clinical setting constitute a substantial portion of the student's assigned time in the program. Students need to be prepared for each clinical experience and procedure to ensure the safe delivery of client care. If at any time a student demonstrates behavior jeopardizing patient safety or practices nursing in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and may be dismissed from the nursing program. If the student is unprepared for the clinical experience, they will be asked to leave the clinical setting. Students are not permitted to leave the premises during a clinical rotation for any reason.

Students are responsible for being aware of and complying with the clinical agencies' policies and procedures regarding fire, disaster, cardiac arrest, incident reporting, confidentiality, infection control, and standard precautions.

Throughout the program, the student will be held accountable for their actions or lack of actions. Professionalism is always expected. Overall, the student is responsible and accountable for their educational success. Students must proactively seek assistance and educational opportunities in the clinical environment.

Students **will be responsible** to their instructors as well as to the clinical staff for ensuring patient safety in the following:

- The care given to the client
- Report immediately to the instructor any incident affecting a client
- Reporting all urgent needs of the client promptly
- Reporting and completing the required documentation for the college and clinical site
- Report immediately to the instructor and designated hospital personnel any accident, injury, or near-miss involving the student

- Reporting on the condition of the client before leaving the clinical area
- Following the procedure established by the faculty for breaks and meals
- Arranging for nursing supervision of the client when the student is off the assigned unit
- Demonstrating courteous, professional behavior
- Following hospital policies and procedures

A student will be referred to the Nursing Faculty Organization for an unsafe performance per the clinical instructor's judgment, which could endanger the client's wellbeing, e.g., performing an invasive procedure without the instructor's approval, failure to report errors, etc. An unsafe or excessively unsatisfactory performance will result in failure of the course and dismissal from the program.

Clinical Records

Clinical facilities require the nursing department to maintain specified documents/ information on each student. Upon acceptance to the program, all students must create an account with the Verified Credentials health records management system. Students must have the following health information on file with Verified Credentials before each semester. This information is subject to change based on a clinical facility's requirements. Each student will be responsible for updating their health information. The nursing department Director of Nursing and Allied Health and Lead Instructor will refer to Verified Credentials for completed records during the first week of class. If these are not current, students will not be permitted to attend clinical, which can result in dismissal from the program. Submit copies to Verified Credentials of the following:

1. Proof of two (2) MMR immunizations **or** positive measles, mumps, and rubella titers.
2. Two (2) varicella vaccinations or a positive varicella titer.
3. Proof of Tdap vaccine (Diphtheria/Pertussis/Tetanus) within ten years.
4. Proof of tuberculosis (TB) testing. Spring entry students' test dates must be December, and Fall entry students' test dates must be July. (Renew every year while in the program.)
   If the student has a positive TB test (PPD), they will need a chest x-ray within the last five (5) years and approval for public contact from the Health Department or healthcare provider.
5. Proof of Hepatitis B three (3) dose vaccine series or a signed declination statement.
6. Yearly influenza vaccination will be required.
7. Any additional vaccinations required by the clinical facility (including but not limited to COVID).
8. Proof of CPR/BLS certification (American Heart Association Health Care Provider (HCP) card must include adult, child, and infant CPR. Name, course level, and expiration date are required. Must be valid for two (2) years of program length.
9. Background check, including a sex offender registry search (OSBI/FBI) and a drug screen, is required within three months before the first day of class. If the report indicates a felony charge, registration on the sex offender registration list, or positive

drug screen, the student must contact the nursing department for further instructions. The student may need to contact the Board of Nursing and discuss whether s/he will be eligible to sit for the licensing exam.

a. When a student is convicted of an offense while in the program, they may be subject to dismissal.

b. All pre-licensure students will complete another OSBI/FBI background check, including fingerprints, when they apply to sit for the licensing exam. **NOTE:** Students repeating a course with a lapse of enrollment of one year or greater will be required to repeat a drug screen and background check. Students are responsible for completing their health requirements and providing proof of completion. If health requirements are not complete before the start of a clinical semester, the student will not be allowed to begin that semester and will be dismissed from the program. In addition, it is the student's responsibility to MAINTAIN these health requirements throughout the program. If they expire, the student must provide proof of a current program progression requirement. If this does not occur, the student will not progress through the program until the health requirements are met and may be dismissed from the program.

Liability Insurance

Each student is required to have liability or malpractice insurance. Association Member Benefits Advisors, LLC (AMBA) is the insurance provider for the nursing program. Students are notified annually of premium payment each Fall. The premium payment is by money order or cashiers check to the Nursing and Allied Health Coordinator, who then submits the payments to the insurance company. These checks need to be brought to orientation prior to school starting. The insurance policy is on file in the nursing department.

Occupational Safety And Health Administration (OSHA)

All students must complete the National Safety Council Blood Borne & Airborne Pathogens Course when entering the nursing program and NURS 2137 Psych and Med Surg Nursing.

HIPAA Compliance

All healthcare professionals must comply with federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable client information be disclosed on a need-to-know basis only.

Clinical agencies are mandated to follow HIPAA regulations. Therefore, students must meet all the clinical agency's requirements as part of the clinical affiliation. Each student must read and sign the School of Nursing's HIPAA form that states the student understands the HIPAA regulations. Refer to the signed 'HIPAA' form located in **Verified Credentials**. What you see here, what you say here, let it stay here when you leave here.

Connors State College's Nursing Program Considerations

Students will be proactive in the learning process. To encourage student success, consider:

1. Home commitments: It is challenging to meet external demands while carrying a full college schedule. Course schedules may require evening and weekend hours, and clinical shifts are up to nine (9) hours.
2. Work commitments: Work requirements may interfere with student success. Full-time and part-time work schedules may make academic success difficult.
3. Health requirements: Each student is required to submit an up-to-date health record before registration for NURS 1117 and before NURS 1227, NURS 2137, and NURS 2247. The health requirements are necessary to meet the expectations of each clinical agency. Students are responsible for the costs associated with health record maintenance, urine drug tests, and criminal background checks. Financial aid will not cover these expenses. The deadline to submit the entire health requirement is before the start of the appropriate course orientation, as noted in the acceptance letter, course welcome letter, or re-admission letter. Students returning to the program will need to have their health status and other records up to date to ensure they can meet the requirements of the clinical setting. Proof of this documentation must be uploaded into **Verified Credentials** (health records management system). Failure to complete these requirements before the orientation date will result in the student forfeiting their position in the program for that semester. Reacceptance the following semester would not be guaranteed.
4. Students are expected to have a valid Healthcare Provider CPR- BLS (Basic Life Support) card provided by the American Heart Association (AHA), which must include adult, child, and infant CPR. It cannot have an expiration date during the semester for which the student is enrolled.
5. Students must have a Certified Federal and State Criminal Background Check completed before the start of NURS 1117. Suppose the Criminal Background check is positive for felonies, violent or sexual offenses, and/or abuse of illegal/legal substances. In that case, students may not be allowed to attend clinical in the clinical facilities. All positions in the nursing program are ***contingent*** upon a *background* check and review by Connors State College. The school does not guarantee eligibility for licensure from the state of Oklahoma in the event of a positive Criminal Background check. The Oklahoma Board of Nursing has promulgated rules setting forth a list of criminal offenses which disqualify one from becoming or remaining a licensed nurse or certified Advanced Unlicensed Assistant, effective November 1, 2022.
   If you have a *criminal* history and wish to complete an initial determination of eligibility for licensure through the Oklahoma Board of Nursing, you may visit the Oklahoma Board of Nursing website at https://oklahoma.gov/content/dam/ok/en/nursing/documents/initialdeterm.pdf.

Students will review and sign an acknowledgment of receiving the "Notice of Oklahoma Board of Nursing Rule Change Regarding Criminal Offenses and Background Checks." **NOTE:** If there is a lapse in enrollment from the nursing program for one year or more, the student will be responsible for completing the Criminal Background check and urine drug screen again.

6. Computation skills: Medication preparation and administration require calculating dosages accurately and quickly. Weaknesses in applying the four basic mathematical operations (addition, subtraction, multiplication, and division) should be resolved before admission to the program. Do not hesitate to contact the Success Center for math assistance.
7. Students are assigned a clinical site for each semester. Faculty make clinical assignments to promote optimal student learning experiences and minimize commute time.

****Clinical sites and times may change due to an institution's inability to host Connors nursing students. Clinical requests are sent months in advance for confirmation. In some instances, agency changes have occurred just before the start of school.****

****New Nursing Student Orientation is held before the first day of class listed in Canvas.

Student Life

Students in the Nursing Program can be involved in campus activities and organizations. Students can find campus functions at http://www.connorsstate.edu on the school's website calendar.

Student Break Area

An area near the auditorium is for student breaks. It includes vending machines, a refrigerator, a microwave, and a coffee maker. Please utilize this area as needed and keep it clean.

Baptist Collegiate Ministries

BCM meets every Tuesday at Warner. Students can find all events and information on Facebook or other social media.
A regularly scheduled lunch, a free meal provided by a local church or our staff, can be enjoyed on both campuses.

Food Pantry

There is a food pantry available on campus. There is a collection box near the auditorium for students desiring to donate non-perishable food and personal hygiene items. Students in need should contact the Campus Administrator for assistance.

Nursing Student Handbook Signature Page

Students will complete and submit the Nursing Student Handbook Signature Page during Orientation.
(See Appendix D.)

Appendix A

CNA and LPN Equivalency

Oklahoma Board Of Nursing
2501 N. Lincoln Blvd., Ste. 207
Oklahoma City, OK 73105
(405) 962-1800

1. Instructions for practical nurse equivalency candidates applying for licensure by examination.

   Go to: https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex7.pdf

2. Information for applicants for licensure or AUA certification with a history of arrests, convictions, or prior disciplinary action.

   Go to:
   https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex9.pdf

3. Guidelines for employment of individuals enrolled in or non-licensed graduates of nursing education programs.

   Go to:
   https://oklahoma.gov/content/dam/ok/en/nursing/documents/ed-guide.pdf

Appendix B
Exposure Control Plan

METHODS OF COMPLIANCE

A. Simulation Center: Students must sign a "Lab Supply Packet Release Form" agreeing to use lab supplies only on inanimate objects. It is unnecessary to practice invasive skills with each other in the Simulation Center, as mannequins are available for practice and demonstration.

Campus Lab: Students will be instructed on the assigned institution's infection control policies/procedures during orientation and are to adhere to institutional policies and procedures.

POST-EXPOSURE EVALUATION AND PROTOCOL

B. Immediate Treatment
   1. Wound Care/First Aid
   2. Clean the wound with soap and water
   3. Flush mucous membranes with water or normal saline solution
   4. Other wound care, as indicated

C. Go to the nearest hospital emergency room for evaluation and treatment. If indicated, treatment should begin as soon as possible, preferably within one hour or two hours of potential HIV exposure.

D. Notification of Responsible Parties
   1. Faculty: Notify the lead instructor or Director of Nursing and Allied Health
   2. Students: Notify the lab or clinical instructor

E. Complete a Post Exposure Evaluation and Follow-up form within 48 hours or as soon as possible. The form is filed with the Director of Nursing and Allied Health, with a copy going into the student's personnel file in the Nursing Department.

F. Financial Responsibility
   1. Faculty: The cost incurred with a faculty member exposure will be the responsibility of Connors State College unless covered by the clinical facility.
   2. Students: The cost incurred with a student exposure will be the responsibility of the student unless covered by the clinical facility

Appendix C
Student Counseling Pathway

When a student fails to meet the requirements of the Nursing Program, the Student Counseling Pathway will be initiated. The flow chart demonstrates the procedure to assist and guide students who are not progressing. Serious violations involving patient safety or unprofessional conduct will result in immediate probation or suspension from the program and may result in dismissal from the nursing program. Repeated minor infractions will be considered a serious violation.

OPTION I
UNSATISFACTORY PERFORMANCE

PROCEDURE:
a. Discuss recommendations
b. Document meeting
c. All participants sign the form
d. Follow-up conference date set

PERSONS PRESENT:
a. Student
b. Faculty member(s) involved

OPTION II
UNSAFE PERFORMANCE

PROCEDURE:
a. Document meeting
b. All participants sign the form
c. Set up a conference for further review
d. Possible suspension from clinical

FOLLOW-UP CONFERENCE

STUDENT IMPROVES

Process terminated with condition: performance must be maintained at an acceptable level. If not, a probationary period is required.

PROCEDURE:
a. Possible suspension from clinical
b. Document meeting
c. All participants sign the form
d. Set up a conference date

STUDENT DOES NOT IMPROVE

PRESENT:
a. Student
b. Faculty member(s) involved or another faculty member if L. I. involved
c. Lead Instructor

PROBATION

PROCEDURE:
a. Prepare contract with recommendations
b. All participants sign the contract
c. Set follow-up conference date
d. Suspension lifted

RECOMMEND DISMISSAL

PROCEDURE:
a. Document meeting
b. All participants sign the form
c. Set up a meeting date for faculty conference
d. Give student written notice
e. Suspension from clinical

FOLLOW-UP CONFERENCE

STUDENT IMPROVES TERMS OF CONTRACT MET

Probation lifted with condition: performance must be maintained at acceptable level. If not, student is subject to dismissal.

PROCEDURE:
a. Suspension from clinical
b. Faculty conference date set
c. Give student written notice

STUDENT DOES NOT IMPROVE TERMS OF CONTRACT NOT MET

PRESENT:
a. Student
b. Faculty member(s) involved
c. Full-time faculty members
d. Director of Nursing and Allied Health

DISMISSAL

A student may appeal to Executive Vice President (See CSC Student Handbook)

FINAL PROBATION
(Go to Probation)

Appendix D

Handbook Signature Sheet

As a student in the Associate Degree Nursing Program, I understand that I must:

1. Know and abide by the policies of the Connors State College nursing program as presented in this handbook.
2. Respect the learning environment provided at the college and the clinical sites.
3. Comply with information technology and social media policies/guidelines.
4. Comply with the laboratory policies.
5. Complete clinical requirements by the deadlines (CPR verification, background checks, and all health requirements).
6. Upload clinical requirements to the required data management system (Verified Credentials and The Clinical Hub).
7. Authorize confidential sharing of student identification required by clinical agencies.
8. Consistently demonstrate professional conduct in all student learning and participation settings (registration, classroom lab, and clinical sites).
9. Engage actively in the learning process, including coming prepared for learning and assessment situations.
10. Use the services of nursing faculty academic advisors as needed.
11. Assume responsibility for performing essential functions independently or with reasonable accommodations. This means instructors are aware of authorized accommodations needed in a timely fashion.

My signature (below) acknowledges receipt of this information and the understanding that I am held accountable for knowing and abiding by all items noted on this list. I am aware that this is not an exhaustive list. I realize that a breach of any one of these could result in disciplinary action up to and including dismissal from the program.

I further agree to follow all addenda as distributed and discussed by nursing faculty and understand that these addenda are enforced on the date distributed. I understand it is my responsibility to obtain and review any addenda with a faculty member if I am absent when the addenda are distributed. Failure to obtain the addenda will not excuse me for any infractions after its instituted date.

_____ _____

Student Signature Date

_____

Student Name (Please Print)

CONNORS STATE COLLEGE
Building Futures One At A Time Since 1908

Personnel Actions

Personnel actions pertaining to appointments, reappointments, changes in salary, changes in title or rank, personnel leave, etc.

Name	Action	Effective Date	Salary/Rate
May, Stetson	Farm Manager	6/1/2025	$40,905.00
Maxcey, Clint	Instructor of Nursing	8/1/2025	$63,750.00
Scott, Julie	Interim Asst Director of Nursing	7/1/2025	$77,825.00
Branson, Kaitlin	Instructor of Biology	8/1/2025	$40,601.00
Jackson, Clint	Ag Equine Instructor/Asst Rodeo Coach	8/1/2025	$40,601.00
Smith, Brenda	Instructor of Nursing	8/1/2025	$66,500.00
Torres, Tara	Director of Financial Aid	8/6/2025	$67,500.00

Personnel actions not requiring action by the Board including resignations, terminations, suspensions, retirements, etc.

Name	Title	Effective Date	Service Time
Driskill, Chris	Shooting Sports Coach	6/30/2025	10 MO
Gulager, Patty	Instructor of Nursing	8/13/2025	2 YRS
Morton, Roger	Farm Manager	10/1/2025	23 YRS

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Improving our future by degrees

May 21, 2025

To: Presidents of Institutions

Re: Low Producing Programs

Dear Presidents:

The State Regents acknowledge the importance of degree program reviews in maintaining the quality of degree programs and assuring the efficient use of limited fiscal resources. In Spring 2025, the State Regents requested a statewide review of academic programs based on the principle that institutional officials would prioritize their programs and activities and then fund higher priority and more robust activities at levels that ensured quality.

State System degree programs that fall below the minimum productivity criteria established by the Oklahoma State Regents for Higher Education's "*Academic Program Review*" policy (3.7) are identified as low productivity and triggered for review. In March 2025, a report was generated from the Unitized Data System of degree programs offered at each institution designated as low productivity programs (either one or both productivity standards listed below were not met, when averaged over a five-year period).

Degrees conferred		**Majors Enrolled**	
Associate in Arts and Associate in Science	5	Associate in Arts and Associate in Science	25 head count
Associate in Applied Science	5	Associate in Applied Science	17 head count
Baccalaureate Level	5	Baccalaureate Level	12 head count
Master's Level	3	Master's Level	6 head count
Doctoral Level	2	Doctoral Level	4 head count

The report for your institution is attached. As a reminder, this list includes all programs that do not meet the five-year average minimum productivity criteria for enrollments and/or graduates, regardless of any previously approved exception. The list excludes programs that are in post-audit status or have been suspended.

Please take this opportunity to evaluate these programs in the context of your current offerings and submit a detailed program review that includes: 1) A recommendation for the program's future (based on the options outlined below); 2) A data-driven rationale supporting your recommendation; and 3) Specific plans for implementation, if applicable.

Program Recommendation Options

1. No cost/justifiable cost (retain program)
   a. Programs that share courses (i.e. Biochemistry)
   b. Liberal arts and sciences programs in which courses are required or necessary to support general education
   c. Special purpose programs meeting specific needs of constituents and/or workforce
2. Restructured program (retain program)
   a. Programs that were offline and were redesigned to increase enrollment/graduates
3. Collaborative program (retain program)
   a. Programs offered by one or more institutions

655 Research Parkway, Suite 200 - Oklahoma City, Oklahoma 73104-3603
P.O. Box 108850 - Oklahoma City, Oklahoma 73101-8850
www.okhighered.org - Phone: 405.225.9100 - Fax: 405.225.9230

   b. Programs that will enter into a collaborative agreement with one or more institutions
4. Grow the program (retain program)
5. Delete the program

For your convenience, reports can be submitted online using this form. Reports are due by **July 18, 2025**.

Thank you for your cooperation in this important project. If you have questions or concerns, please contact Dr. Stephanie Beauchamp, Interim Vice Chancellor for Academic and Student Affairs at 405-225-9399 or sbeauchamp@osrhe.edu.

Sincerely,

Sean Burrage
Chancellor

SB/sgb

Enclosure

Oklahoma State Regents for Higher Education

Low Productivity Information for Academic Years 2019-2024

All Oklahoma public institutions

Report Date: 3/24/2025

Institution Name	Program Code	Degree Title	Program Title	Degrees Conferred for Academic Years 2019-	Degrees Conferred for Academic Years 2020-	Degrees Conferred for Academic Years 2022-	Degrees Conferred for Academic Years 2022-	Degrees Conferred for Academic Years 2023-	Degrees Conferred Total	Degrees Conferred 5-Year Avg	Enrollment for Academic Years 2019-2020	Enrollment for Academic Years 2020-2021	Enrollment for Academic Years 2022-2023	Enrollment for Academic Years 2022-2023	Enrollment for Academic Years 2023-2024	Enrollment Total	Enrollment 5-Year Avg
CSC	002	ASSOCIATE IN ARTS	ARTS AND LETTERS	0	0	0	1	0	1	0.2	0	0	0	0	0	0	0.0
CSC	017	ASSOCIATE IN ARTS	HISTORY	1	0	0	1	1	3	0.6	8	7	5	8	7	35	7.0
CSC	020	ASSOCIATE IN SCIEN	MATHEMATICS, PHYSIC	2	0	1	2	2	7	1.4	12	7	12	10	21	62	12.4
CSC	027	ASSOCIATE IN SCIEN	PHYSICAL EDUCATION	3	1	0	3	3	10	2.0	36	29	37	46	40	188	37.6
CSC	041	ASSOCIATE IN ARTS	POLITICAL SCIENCE / P	0	0	0	0	2	2	0.4	14	14	16	11	11	66	13.2
CSC	086	ASSOCIATE IN ARTS	CHILD DEVELOPMENT	4	5	2	3	11	25	5.0	17	13	12	26	37	105	21.0
CSC	096	ASSOCIATE IN APPL	PHYSICAL THERAPIST	12	14	10	12	11	59	11.8	0	0	11	12	27	50	10.0
CSC	675	ASSOCIATE IN ARTS	ENTERPRISE DEVELOP	0	0	0	0	0	0	0.0	0	0	0	0	0	0	0.0
CSC	676	ASSOCIATE IN SCIEN	ENTERPRISE DEVELOP	0	0	0	0	0	0	0.0	0	0	0	0	0	0	0.0

city of muskogee FOUNDATION

2025 GRANT ACCEPTANCE AGREEMENT

We are pleased to inform you that the **City of Muskogee Foundation** has approved a grant for up to **$18,750** to **Connors State College**.

The acceptance of this 2025 grant award indicates your agreement to the following conditions:

1. The grant is to be used for the following purpose:

   Connors State College, Hilldale Concurrent Enrollment

   These funds shall be spent during the fiscal year July 1, 2025 – June 30, 2026. If the funds are not spent during that time, in accordance with the grant application, all unused or un-advanced funds will revert to the Foundation.

2. The undersigned represents and warrants that there has been no change in the organization's tax-exempt status since the date of the original application.

3. **Connors State College** will submit an online final report, no later than **August 31, 2026,** describing the results that have been accomplished by the use of the funds. In addition, an anecdotal story or client testimonial about how Foundation grant funding has made a difference to the Muskogee community and/or its citizens that are served by this program.

4. **Connors State College** leadership will ensure proper reporting of outcomes and additional information regarding the program as requested.

5. **Connors State College** agrees not to make public announcements or distribute press releases related to this grant or any information regarding the Foundation without prior written approval of the Foundation.

6. The Foundation reserves the right to discontinue funding if any of the information contained in the initial proposal request or this acceptance is deemed incorrect or if **Connors State College** does not adhere to the terms of this Agreement.

7. The individuals signing this acceptance have the requisite power and authority on behalf of **Connors State College** to do so and to make the representations set forth herein.

8. **Connors State College** will notify the Foundation, in writing, of any change in management that may affect this grant or adversely affect the program/project this grant funds.

This grant will be paid upon receipt of this signed Agreement. The check will be made as follows:

Connors State College
Attn: Dr. Ronald Ramming, President
700 College Road
Warner, OK 74469

*Memo: **2025 Grant –** Connors State College-Hilldale Concurrent Enrollment

If any of this information is not correct, please notify us and we will make appropriate changes to ensure the checks arrive promptly.

We ask that the President and the Board Chair acknowledge acceptance of the terms of the grant and this Agreement by signing the enclosed copy and returning it to the City of Muskogee Foundation no later than **July 31, 2025**. The signed Agreement must be received before any payments are issued in accordance with other conditions herein.

CITY OF MUSKOGEE FOUNDATION

Wren Stratton — 6-25-25

Wren Stratton, Chairman of the Board — Date

Kari Blakley — 6.23.2025

Kari Blakley, Executive Director — Date

AGREED AND ACCEPTED:
Connors State College

7.8.2025

Dr. Ronald Ramming, President — Date

Board Chair Name (please print)

Board Chair Signature — Date

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Connors State College

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

The Second Chance Pell Experimental Sites Initiative (SCP-ESI) ends/expires on June 30, 2026. The PEP application allows an SCP-ESI institution to convert such programs to Pell-eligible programs permanently under the new Pell-Reinstatement law. The Higher Learning Commission needs documentation reflecting Board approval of that next step. It takes about 7 months for us to get the HLC approval; therefore, we are seeking interim approval so we can keep our application progressing.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $_____

4. Identify the fund or funds to be used in covering the cost stated above. _____

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

_____ _____

(Optional) Signature of Requesting Administrator (Required) Signature of President

_____ 7.16.2025

Date Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-07-26 16:48 UTC
_____
Signature of the Chief Executive Officer or
his designated representative

_____
Date

Connors State College

Nursing Department Contracts

Attached Contracts

Facility	Contract Length
Oklahoma State University Center for Health Sciences	2024-2027
Bright Horizons (St. Francis Child Care)	2025-2028 (yearly)
Broadway Care & Rehab Center	2025-2028 (yearly)
Cherokee County Nursing Center	2025-2028 (yearly)
Cornerstone Hospital of Muskogee	2025-2028 (yearly)
Countryside Estates Nursing Center	2025-2028 (yearly)
Coweta Manor	2025-2028 (yearly)
Good Shepherd Health Care	2025-2028 (yearly)
Grandview Baptist Church	2025-2028 (yearly)
Green Country Behavioral Health Services	2025-2028 (yearly)
McAlester Regional Health Center	2025-2028 (yearly)
The Little Light House	2025-2028 (yearly)
Wagoner Hospital Authority, an Oklahoma Public Trust, d/b/a Wagoner Community Hospital	2025-2028 (yearly)
Department of Veteran Affairs Medical Center	2023-2032
Baptist Health Regional Hospitals	Auto Renewal (yearly)
Northeastern Health System	Auto Renewal (yearly)
Fort Gibson Medical Clinic	Auto Renewal (yearly)
Mercy Health Fort Smith Communities	Auto Renewal (yearly)
Platte Dialysis, LLC (Muskogee Community Dialysis Center)	Auto Renewal (yearly)
Saint Francis Hospital Muskogee, Inc.	Auto Renewal (every 3 years)
Cherokee Nation (Hastings)	Indefinite
Cherokee Nation Health Services	Indefinite

A CLINICAL ROTATION AGREEMENT

between

BRIGHT HORIZONS
421 S 34th Street
Muskogee, OK 74401

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and Bright Horizons (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references, and all academic aspects of the Clinical Rotation programs.

j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility promptly if any adverse change in coverage occurs for any reason.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally

delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C.

Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

Director @ Bright Horizons

COLLEGE:

CONNORS STATE COLLEGE
President

CONNORS STATE COLLEGE
Director of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

BROADWAY CARE & REHAB CENTER
1622 E Broadway
Muskogee, OK 74401

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and Broadway Care & Rehab Center (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

NF Notwithstanding anything herein to the contrary, either Party may terminate this Agreement at any time during the Initial Term or any renewal terms with or without cause upon 30 days written notice to the other Party.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references, and all academic aspects of the Clinical Rotation programs.

j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility promptly if any adverse change in coverage occurs for any reason.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

NF Notwithstanding anything herein to the contrary, either Party may terminate this Agreement at any time during the Initial Term or any renewal terms with or without cause upon 30 days written notice to the other Party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally

delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C.

Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

Broadway Care & Rehab

Administrator

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

CONNORS STATE COLLEGE
By: Sandra Scott Foresman DNP, FNP-C, APRN
Interim Director of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

COUNTRYSIDE ESTATES NURSING CENTER
Hwy 64 East
Warner, OK 74469

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and Countryside Estates Nursing Center (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references, and all academic aspects of the Clinical Rotation programs.

j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice __Nursing__ in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility promptly if any adverse change in coverage occurs for any reason.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally

delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C.

Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

Countryside Estates
Jace Rogers
Assistant Administrator

Countryside Estates
Lakeisha McNac
Administrator

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

CONNORS STATE COLLEGE
By: Sandra Scott Foresman DNP, FNP-C, APRN
Interim Director of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

COWETA CARE & REHAB CENTER

30049 E 151st St S
Coweta, OK 74429

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and ~~Coweta Manor (the "Facility").~~ Coweta Healthcare Management, LLC dba Coweta Care & Rehab Center (the "Facility"). JB

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

NF Notwithstanding anything herein to the contrary, either Party may terminate this Agreement at any time during the Initial Term or any renewal terms with or without cause upon 30 days written notice to the other Party.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

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g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

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j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

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a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

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a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility promptly if any adverse change in coverage occurs for any reason.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

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Notwithstanding anything herein to the contrary, either Party may terminate this Agreement at any time during the Initial Term or any renewal terms with or without cause upon 30 days written notice to the other Party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally

delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C.

Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

Coweta Healthcare Management, LLC dba Coweta Care & Rehab Center
By: Jessica Blagg, LNHA
Administrator

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

CONNORS STATE COLLEGE
By: Sandra Scott Foresman DNP, FNP-C, APRN
Interim Director of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

GOOD SHEPHERD HEALTH CLINIC
2260 South 66 Place West
Muskogee, OK 74401

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and Good Shepherd Health Clinic (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references, and all academic aspects of the Clinical Rotation programs.

j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility promptly if any adverse change in coverage occurs for any reason.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally

delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C.

Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

_____

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

Jewell Schroeder
Good Shepherd Clinic

CONNORS STATE COLLEGE
By: Sandra Scott Foresman DNP, FNP-C, APRN
Interim Director of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

GRANDVIEW BAPTIST CHURCH
3608 S. Cherokee Dr
Muskogee, OK 74403

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of August 20, 2025 between Connors State College (the "School"), and Grandview Baptist Church (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 31, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to Catherine White at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references, and all academic aspects of the Clinical Rotation programs.

j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the

School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility promptly if any adverse change in coverage occurs for any reason.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally

delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C.

Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

GRANDVIEW BAPTIST CHURCH
By: Pastor/Deacons Rev. Jay McAlister

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

Catherine White MA, RN

GRANDVIEW BAPTIST CHURCH
By: Catherine White, MA, RN, BC-FNC, BC-MHCFR
Faith Community Nurse/Mental Health Coach First Responder

CONNORS STATE COLLEGE
By: Sandra Scott Forseman, DNP, FNP-C, APRN
Interim Division Chair of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

GREEN COUNTRY BEHAVIORAL HEALTH SERVICES
619 North Main Street
Muskogee, OK 74401

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and Green Country Behavioral Health Services (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references, and all academic aspects of the Clinical Rotation programs.

j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice __Nursing__ in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility promptly if any adverse change in coverage occurs for any reason.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party

intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

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of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section 4212.

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AGENCY:

Leigh Leatherman 6-3-25

Green Country Behavioral Health Services
By: Leigh Leatherman, RN
Chief Operating Officer

Joy Sloan 6/3/2025

Green Country Behavioral Health Services
By: Joy Sloan, LCSW
Chief Executive Officer

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

CONNORS STATE COLLEGE
By: Sandra Scott Foresman DNP, FNP-C, APRN
Interim Director of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

MCALESTER REGIONAL HEALTH CENTER
1 Clark Bass Blvd
McAlester, OK 74501

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and McAlester Regional Health Center (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

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j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

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c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

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b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

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g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

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10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

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delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C.

Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

Signed by:
Julie Powell
DB5CFCD79D99467...

McAlester Regional Health Center

Julie Powell Interim CEO

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

CONNORS STATE COLLEGE
By: Sandra Scott Foresman DNP, FNP-C, APRN
Interim Director of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

THE LITTLE LIGHT HOUSE
5120 East 36th Street
Tulsa, OK 74135

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and The Little Light House (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references, and all academic aspects of the Clinical Rotation programs.

j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility promptly if any adverse change in coverage occurs for any reason.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least thirty (30) days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the thirty (30) day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally

delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C.

Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

18. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

Little Light House
Director of Volunteers

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

CONNORS STATE COLLEGE
By: Sandra Scott Foresman DNP, FNP-C, APRN
Interim Director of Nursing & Allied Health

A CLINICAL ROTATION AGREEMENT

between

WAGONER HOSPITAL AUTHORITY,
An Oklahoma Public Trust, dba Wagoner Community Hospital
1200 West Cherokee
Wagoner, OK 74467

and

CONNORS STATE COLLEGE

THIS AGREEMENT is made and entered into as of July 1, 2025 between Connors State College (the "School"), and Wagoner Hospital Authority (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Nursing Program students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing August 1, 2025, and ending July 31, 2028, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to _____ at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s) and (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) a TDAP and; (vi) a background check; and (vii) proof of negative urine drug screen.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly and to park in areas designated by the Facility.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references, and all academic aspects of the Clinical Rotation programs.

j. Ensure that students have received adequate information regarding Hazardous Communication and Standard Precautions prior to assignment to Hospital.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who School becomes aware is not competent or qualified to participate in the Clinical rotation.

e. The Instructors are duly licensed to practice Nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA").

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct to the best of the School's knowledge.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall promptly notify the Facility.

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10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

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12. Notices. Any and all notices, consents or other communications by one party

intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

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b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use of disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

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16. Non-Discrimination. Except to the extent permitted by law, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis or race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504

of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section 4212.

17. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules and regulations of the Facility as provided to the School by the Facility.

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19. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

20. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

21. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive or any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Entire Agreement. This Agreement constitutes the entire understanding and agreement, of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

AGENCY:

Wagoner Hospital Authority
Jimmy Leopard
Chief Executive Officer

COLLEGE:

CONNORS STATE COLLEGE
By: Dr. Ronald Ramming
President

CONNORS STATE COLLEGE
By: Sandra Scott Foresman DNP, FNP-C, APRN
Interim Director of Nursing & Allied Health

US Department of Education
Washington, D.C. 20202

GRANT AWARD NOTIFICATION

1 RECIPIENT NAME

Connors State College
700 College Road
Warner, OK 74469

2 AWARD INFORMATION

PR/AWARD NUMBER	P031X200017 - 24
ACTION NUMBER	8
ACTION TYPE	Administrative
AWARD TYPE	Discretionary (Research and Development)

3 PROJECT STAFF

RECIPIENT PROJECT DIRECTOR
Rhonda Wilson (918) 463-6299
Rhonda.Wilson@connorsstate.edu
EDUCATION PROGRAM CONTACT
Everardo M Gil (202) 987-0431
everardo.gil@ed.gov
EDUCATION PAYMENT HOTLINE
G5 PAYEE HELPDESK 888-336-8930
obssed@servicenowservices.com

4 PROJECT TITLE

84.031X
Expanding Opportunities for Success

5 KEY PERSONNEL

NAME	TITLE	LEVEL OF EFFORT
Rhonda Wilson	Project Director	50 %

6 AWARD PERIODS

BUDGET PERIOD	10/01/2024 - 03/31/2026
PERFORMANCE PERIOD	10/01/2020 - 03/31/2026

FUTURE BUDGET PERIODS

N/A

7 AUTHORIZED FUNDING

THIS ACTION	N/A
BUDGET PERIOD	$299,517.00
PERFORMANCE PERIOD	$1,499,105.00

8 ADMINISTRATIVE INFORMATION

UEI	FKK7V1NT6228
REGULATIONS	CFR PART 74, 75, 77, 79, 82, 84, 85, 86, 97, 98, and 99 EDGAR AS APPLICABLE 2 CFR AS APPLICABLE
ATTACHMENTS	N/A

9 LEGISLATIVE AND FISCAL DATA

AUTHORITY:	PL HIGHER EDUCATION ACT (HEA) OF 1965, AS AMENDED. TITLE III HIGHER EDUCATION ACT (HEA) OF 1965, AS AMENDED
PROGRAM TITLE:	HIGHER EDUCATION - INSTITUTIONAL AID
CFDA/SUBPROGRAM NO:	84.031X

US Department of Education
Washington, D.C. 20202

GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER:	P031X200017 - 24
RECIPIENT NAME:	Connors State College
GRANTEE NAME:	CONNORS STATE COLLEGE
	700 COLLEGE RD,
	WARNER, OK 74469 - 2204
PROGRAM INDIRECT COST TYPE:	No Indirect cost allowed
PROJECT INDIRECT COST RATE:	NA

TERMS AND CONDITIONS

(1) THE BUDGET PERIOD AND PERFORMANCE PERIOD FOR THIS PROJECT ARE CHANGED TO THE DATES IN BLOCK 6. NO ADDITIONAL FUNDS ARE PROVIDED BY THIS ACTION.

EVERARDO GIL-MELGOZA Digitally signed by EVERARDO GIL-MELGOZA
Date: 2025.08.05 16:16:47 -07'00'

AUTHORIZING OFFICIAL **DATE**

Ver. 1

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants (See Block 2 of the Notification)

1. RECIPIENT NAME - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.

2. AWARD INFORMATION - Unique items of information that identify this notification.

PR/AWARD NUMBER - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.

ACTION NUMBER - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"

ACTION TYPE - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)

AWARD TYPE - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.

3. PROJECT STAFF - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.

***RECIPIENT PROJECT DIRECTOR -** The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.

EDUCATION PROGRAM CONTACT - The U.S. Department of Education staff person responsible for the programmatic, administrative and businessmanagement concerns of the Department.

EDUCATION PAYMENT CONTACT - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.

4. PROJECT TITLE AND CFDA NUMBER - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.

5.* KEY PERSONNEL - Name, title and percentage (%) of effort the key personnel identified devotes to the project.

6. AWARD PERIODS - Project activities and funding are approved with respect to three different time periods, described below:

BUDGET PERIOD - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.

PERFORMANCE PERIOD - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.

***FUTURE BUDGET PERIODS -** The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.

7. AUTHORIZED FUNDING - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.

***THIS ACTION -** The amount of funds obligated (added) or de-obligated (subtracted) by this notification.

***BUDGET PERIOD -** The total amount of funds available for use by the grantee during the stated budget period to this date.

***PERFORMANCE PERIOD -** The amount of funds obligated from the start date of the first budget period to this date.

RECIPIENT COST SHARE - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.

RECIPIENT NON-FEDERAL AMOUNT - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.

8. ADMINISTRATIVE INFORMATION - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

UEI - The UEI, issued in SAM.gov, is a unique 12 character organization identifier assigned to each recipient for payment purposes.

***REGULATIONS -** Title 2 of the Code of Federal Regulations (CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

***ATTACHMENTS -** Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. LEGISLATIVE AND FISCAL DATA - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS - The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. TERMS AND CONDITIONS - Requirements of the award that are binding on the recipient.

***PARTICIPANT NUMBER -** The number of eligible participants the grantee is required to serve during the budget year.

***GRANTEE NAME -** The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the UEI registered in SAM under the name and address appearing in this field. This name, address and the associated UEI is what is displayed in the SAM Public Search.

***PROGRAM INDIRECT COST TYPE -** The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

***PROJECT INDIRECT COST RATE -** The indirect cost rate applicable to this grant.

***AUTHORIZING OFFICIAL -** The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

FOR FORMULA AND BLOCK GRANTS ONLY:
(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

3. PROJECT STAFF - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. AUTHORIZED FUNDING

CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.

CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

10. AFFILIATE - If an affiliate digital signature appears on this GAN, it is the digital signature belonging to the individual delegated the authority to affix the Authorizing Official's signature to the GAN.

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* This item differs or does not appear on formula and block grants.

PROFESSIONAL SERVICES AGREEMENT BETWEEN GREEN COUNTRY BEHAVIORAL HEALTH SERVICES AND CONNORS STATE COLLEGE AND EASTERN OKLAHOMA STATE COLLEGE

This Professional Services Agreement (this "Agreement"), is made and entered into this _____ day of _____ (the "Effective Date"), by and between Green Country Behavioral Health Services, a Certified Community Behavioral Health Center with its principal place of business at 619 N Main St., Muskogee, OK 74401 (hereinafter "GCBHS"), and Connors State College ("CSC"), an Oklahoma community college with its principal place of business at 700 College Road, Warner, OK 74469 and Eastern Oklahoma State College ("EOSC"), an Oklahoma community college with its principal place of business at 1301 W Main, Wilburton, OK 74578. Hereinafter both college entities will be referred to collectively as "COLLEGES" or individually by their own abbreviation. The parties state and agree to the following:

I. Recitations

1. COLLEGES entered into a cooperative agreement on October 1, 2023 after receiving a $3,999,678 Native American Serving Non-Tribal Institution grant from the U.S. Department of Education. The goals of the five-year grant are to provide increased support for academic success, career preparation, and mental health counseling for students at both institutions. The federal grant will enable COLLEGES to develop and implement comprehensive mental health services for students, addressing the growing need for mental health resources in today's educational environment, as well as provide professional development for faculty and staff to create a culturally competent, trauma-informed teaching and learning environment.
2. GCBHS is a certified community behavioral health center (CCBHC) that has served Muskogee County for over 40 years, providing behavioral health and addiction services as well community outreach and education.
3. COLLEGES desires to engage GCBHS for onsite and telehealth behavioral health care services for their students both insured and uninsured within their college system as well as consultation and limited professional development training around the topics of mental health. These services serve the missions of all parties and provide additional access to behavioral health care which is needed within the college community.

II. Term, Termination, and Amendment:

1. Term. This Agreement shall have an initial term starting on the Effective Date and will continue until September 30, 2026 and will automatically renew for 2 additional one year terms from that date unless terminated 60 days before the end of each term. If not terminated previously, this contract will terminate on September 30, 2028 at the conclusion of the grant award by which this agreement is funded.
2. Termination. This Agreement may be terminated in any of the following ways:
    i. **Immediate Termination**. In addition to any other grounds for immediate termination set forth in this Agreement, either party may immediately terminate this Agreement upon notice to the other party upon the occurrence of any of the following events: In the event either party, in consultation with counsel, develops a good faith concern that any provision of this Agreement or any activity of the other party is in violation of any applicable federal, state or local laws or any regulation order or policy issued under any such laws, or threatens the tax-exempt

status or tax-exempt financing of a party, and an agreement on a method for resolving such concern is not reached within ten days of written notice to the other party.

ii. **Termination for Breach**. Either party may terminate this Agreement if the other party materially breaches this Agreement and such breach is not cured within 10 days of receipt of written notice specifying the breach.

iii. **Termination without cause**. Either party to this Agreement may terminate the Agreement at any time by providing thirty (30) days prior written notice to the other party.

3. Amendment. Amendments to this Agreement may be made if done so in writing and signed by both of the parties to this Agreement

III. COLLEGES Obligations

1. COLLEGES shall provide a therapeutically appropriate and confidential location for GCBHS' provider to conduct face-to-face counseling, group counseling, and telehealth counseling sessions at any location Provider is seeing patients under this Agreement.

2. COLLEGES will mutually agree to a set schedule with GCBHS for on-campus services at the Wilburton and Warner campus locations that fulfill requirements for CCBHC site operations and to for the scheduling of patients.
   i. Once the provider arrives at a specific campus, travel to other campuses in the same day will need to be approved by GCBHS supervisor. If travel between any campus is required and approved by GCBHS, COLLEGES agree to reimburse mileage in accordance with the Oklahoma State Travel Reimbursement Act and all applicable travel policies of the COLLEGES.
   ii. If travel to a campus in Muskogee or McAlester is required, mileage to these locations will be reimbursed accordance with the Oklahoma State Travel Reimbursement Act and all applicable travel policies of the COLLEGES.

3. COLLEGES will identify and refer students wishing to obtain behavioral health services to GCBHS. GCBHS will then schedule these students for appropriate services. This is not intended to be an exclusive referral as COLLEGES are free to refer patients to any provider they deem appropriate.

4. COLLEGES agree to pay $5,850 as a flat fee per month to GCBHS to have the equivalent of one FTE's time being allocated to provide services under this Agreement. Primarily this agreement provides for a provider to be onsite the majority of the week at either campus for direct care services including one-on-one counseling, group sessions, and telehealth services. GCBHS will also consult on professional development and training for staff on identifying signs that students are facing emotional well-being or mental health crisis. GCBHS provider will facilitate COLLEGES in obtaining training outside the scope of GCBHS' practice where appropriate. Training will be scheduled and agreed to as the primary purpose of this Agreement is to provide direct care services to students on each campus.
   i. GCBHS will be required to submit a monthly invoice for the charges for services to COLLEGES.
   ii. COLLEGES agrees to pay all invoices within thirty (30) days of receipt of a completed invoice.

iii. GCBHS will provide a current W-9 and other documentation as necessary for payment.

5. COLLEGES shall assist GCBHS in ensuring that GCBHS has all the information and documentation required for patient visit.

6. COLLEGES agrees to abide by and comply with any and all applicable provisions of federal and state law, including the Occupational Safety and Health Act (OSHA).

7. COLLEGES agrees to reasonably cooperate with GCBHS employees, representatives and legal counsel, at GCBHS' expense, in the administration of any medical negligence action or other action involving GCBHS arising out of or related to services provided by GCBHS under this Agreement.

IV. GCBHS Obligations

1. GCBHS shall provide access to either a LPC, LCSW, or LMSW or someone under supervision for an LPC or LCSW. GCBHS will determine the appropriate provider to provide services under this Agreement for individual and group behavioral health services either through face-to-face meetings or telehealth for students of both COLLEGES for both insured and uninsured patients. GCBHS will provide these services in accordance with the standards of Care for Oklahoma.

2. GCBHS will primarily provide direct counseling services but will be available for consultation, meetings, and limited professional development for staff if it is within the scope of practice for GCBHS. GCBHS will assist in identifying other resources for training as needed and as time allows depending on case load. No more than 20% of provider's time will be spent on non-direct counseling services.

3. Should there be time in the provider's schedule, COLLEGES agree that nonstudent patients can be seen via telehealth from any location where the provider may be including COLLEGES campus.

4. GCBHS shall provide any and all medical negligence and malpractice coverage for all of its Providers under this Agreement. COLLEGES understands that GCBHS is covered by the Federal Tort Claims Act (FTCA) for in scope services as a Federally Qualified Health Center.
    i. GCBHS agrees to provide COLLEGE with proof of insurance if requested.

5. GCBHS agrees to provide professional services to all COLLEGE Clients without regard to any patient's race, color, religion, gender, national origin, age, sexual orientation, gender expression, gender identity, parental status, disability (if any) and/or economic status.

6. GCBHS agrees to abide by and comply with any and all applicable provisions of federal and state law, including, but not limited to (a) the Health Insurance Portability and Accountability Act (HIPAA), (b) the Occupational Safety and Health Act (OSHA), and (c) all applicable and appropriate requirements imposed by any governmental, licensing and/or granting authority.

    i. Both parties agree that in providing assistance under this agreement that COLLEGES may be privy to PHI or other protected and private information. COLLEGES will enter into a business associate agreement with GCBHS with respect to this information and their actions regarding PHI will be governed by

that agreement.

7. Each Provider providing services under this Agreement shall maintain a current and valid license to practice their applicable profession in the State of Oklahoma during the entire term of this Agreement.
   i. GCBHS agrees to produce and maintain a copy of such license to/with COLLEGES, and
   ii. GCBHS agrees to provide written notification to the COLLEGES of any investigative, disciplinary or revocation action involving such a Provider that is initiated and/or prosecuted by any licensing authority (including, but not limited to, the Oklahoma Board of Medical Licensure and Supervision) within five (5) business days of the date COLLEGES knows of any such action.
   iii. COLLEGES will have the option to request that the GCBHS Chief Executive Officer (CEO) remove a provider from their location for reasonable cause. The request should contain the reason for the cause.

V. Miscellaneous Terms

1. Confidentiality; Non-disparagement. Each party is precluded from doing any of the following at any time:

   i. Whether on behalf of and/or for the benefit of itself or any other individual or entity, to directly or indirectly use, sell, share, trade, transfer, transmit, divulge, disclose, discuss or otherwise disseminate any information or documentation regarding any aspect of the other party's operations, including, but not limited to, any operational processes and procedures and/or funding methods and sources, whether or not any such items are subject to any copyright or trademark protection; provided, the restrictions described in this Section do not apply to information that (i) is in the public domain at the time of its disclosure; (ii) is acquired from a third party bearing no obligation to confidentiality with respect to such information; (iii) was already in the party's possession at the time of disclosure; (iv) was independently developed by the party; or (v) was required to be disclosed by law or regulation, provided the party whose information is to be disclosed is given sufficient prior written notice and a reasonable opportunity to oppose disclosure; and/or,
   ii. Disparage the other party (including its directors, officers, employees and representatives) in any form, manner or context.

2. Attorney's Fees. In any dispute resolution proceeding between the parties in connection with this Agreement, the prevailing party will be entitled to recover its reasonable attorney's fees and costs in such proceeding from the other party.

3. Choice of Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma without giving effect to its conflict of laws provisions. All actions arising from or incident to this Agreement shall be filed in the Oklahoma District Court of Payne County, or the U.S. District Court for the Western District of Oklahoma, if federal jurisdiction is applicable. Neither CSC nor EOSC waive their sovereign immunity by entering into this Agreement and specifically retain all immunities and defenses available to them as sovereigns pursuant to all applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.

4. Relationship of the Parties. All parties to this Agreement shall be considered independent of each other at all times. This Agreement shall not be interpreted to create any joint venture, partnership or other legal relationship. Both parties agree that they have no authority to speak for or on behalf of the other party. All inquiries (including media inquiries) shall be forwarded to the GCBHS Chief Executive Officer or Dr. Janet Wansisk, President for EOSC or Dr. Ron Ramming, President for CSC.

5. Timing. Any reference to days in this Agreement shall mean calendar days unless otherwise stated.

6. Notice. All notices under this Agreement shall be provided in writing sent by certified mail with return receipt requested or hand delivered. Notice shall be deemed as served at the earlier of delivery to the party receiving the notice if hand delivered or three (3) days from the mailing of the notice. Notice shall be given to the parties at the following addresses or to such other address as either party may designate from time to time:

   i. **Green Country Behavioral Health**
   Attn: Joy Sloan
   619 N Main St
   Muskogee, OK 74401

   ii. **Connors State College**
   Attn: Dr. Ron Ramming
   700 College Road
   Warner, OK 74469

   iii. **Eastern Oklahoma State College**
   Attn: Dr. Janet Wansick
   1301 W Main St
   Wilburton, OK 74578

7. Severability. If any provision, paragraph, subparagraph, section, statement, phrase or term in this Agreement is ruled or deemed illegal or unenforceable, such a ruling shall only affect the provision, paragraph, subparagraph, section, statement, phrase or term so ruled, and that the remainder of the Agreement shall remain in full force and effect in accordance with Oklahoma law.

8. Entire Agreement. This signed document, and its counterparts or amendments when signed, encompasses the entire agreement between the parties on this matter and supersedes any previous negotiations or agreements between the parties. Except as otherwise clearly provided herein, neither party is making any other agreements, promises warranties or representations to the other party. In this connection, each party acknowledges, understands and agrees that this Agreement was not executed in reliance upon any statements or representations made by the other party other than those statements and representations contained herein.

9. Counterparts. The parties agree that this Agreement may be executed in two (2) or more counterparts, each of which shall be considered an original.

10. Non-Solicitation. COLLEGES agree that during the term of this Agreement and for a

period of one (1) year following termination neither will engage in directly or indirectly soliciting the services of any of the then-current employees of GCBHS. An individual's response to a broad and general advertisement or solicitation not specifically targeting or intending to target such individual shall not be deemed a violation of this Section. Further, nothing herein shall preclude COLLEGES from employing such individual (subject to compliance with the restrictions on solicitation set out herein) whose employment was terminated by GCBHS, or voluntarily terminated by such individual. To the extent permitted by applicable law, COLLEGES shall reimburse GCBHS the equivalent of one year of the total salary and benefits of the employee that was solicited in violation of this section regardless of such employee's tenure with GCBHS.

11. Electronic Copies. Both parties agree that an electronic version of this Agreement as executed may operate as an original as necessary and that this agreement may be executed electronically.

12. Liability and Indemnity. If and only to the extent permitted by applicable law, both parties to this Agreement are responsible for their own intentional acts and omissions including those of their employees, agents and assigns.

13. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

14. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to a party is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either party to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

15. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

16. No Exclusion. Each party represents and warrants to the other that neither it nor any of its employees or representatives providing services under this Agreement: (a) is currently excluded, debarred, or otherwise ineligible to participate in the federal health care programs as defined in 42 U.S.C. § 1320a-7b(f) (the "Federal Health Care Programs"); or (b) is under investigation or otherwise aware of any circumstances that may result in being excluded from participation in the Federal Health Care Programs. This shall be an ongoing representation and warranty during the term of this Agreement. Each party shall promptly notify the other of any change in the status of the representation and warranty set forth in this Section. Any breach of this Section shall give the non-breaching party the right to terminate the Agreement immediately for cause.

17. No Requirement to Refer. The parties acknowledge that nothing contained herein shall be interpreted to require or obligate a party (or Provider) to admit or cause the admittance of a patient to the other party or to utilize its services. The parties further acknowledge that none of the benefits granted the parties under this Agreement is conditioned on any requirement or expectation that the parties make referrals to, be in a position to make or influence referrals to, or otherwise generate business for the other party. The parties further acknowledge that neither party is (nor are the Providers) restricted from referring any service to or otherwise generating any business for any other entity of their choosing.

[Signature Page Follows]

Connors State College

By: _____ 7.8.2025
Date

Eastern Oklahoma State College

By: _____ 07/09/2025
Date

Green Country Behavioral Health.

By: _____ 07022025
Joy Sloan, Chief Executive Officer Date

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Connors State College

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Approval is requested to approve the final price of $350,358 for the replacement of outdated/failing alarm systems/panels at Millers Crossing Apartments / clubhouse. The previous estimate was $200,000.

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

We need board approval to proceed with awarding this project immediately. The college would best be served to start immediately with a 6 month project completion estimate.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 350,358

4. Identify the fund or funds to be used in covering the cost stated above. Deferred maintenance - 295 funds

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

(Optional) Signature of Requesting Administrator

(Required) Signature of President

Date

7.22.2025
Date

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-07-26 16:48 UTC

Signature of the Chief Executive Officer or his designated representative

Date

Connors State College
Fire Alarm Upgrades for McClarren Hall, Melvin Self Fieldhouse, the Rock Building, & the Mercantile
OSUA&M-PRO-001726-2025

Company	Bid Total
Aps Fireco (Marmac Fire & Safety)	$ 190,369.00
Techsico	$ 426,059.00

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Connors State College

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Updated Approval is requested to approve the Remediation and restoration of Millers Crossing apartments damaged during busted water tank and continuous water runoff over the weekend of July 6th. In addition the following weekend a toilet line busted and damaged 4 more rooms. the total is now estimated to cost in the range of $1,000,000 for water mitigation and damaged material removal.

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

We need board approval to increase previous approval from $500,000 to $1,000,000 to continue with the scope of remediation and repairs exceeding local agency approval levels. At this time costs are expected to approach $1,000,000.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 1,000,000

4. Identify the fund or funds to be used in covering the cost stated above. Capital funds

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

(Optional) Signature of Requesting Administrator

(Required) Signature of President

Date

7.28.2025
Date

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-08-01 19:00 UTC

Signature of the Chief Executive Officer or his designated representative

Date

BELFOR PROPERTYRESTORATION

RATE & MATERIAL ESTIMATED PRICING

JOB INFORMATION

LOSS DATE
7/6/2025
JOB NUMBER
TBD
JOB NAME
Conners State Millers Crossing Bldg B MIT
ADDRESS
619 Nero Cir

CITY
Warner
ST ZIP
OK 74469
PHONE #

EMAIL
mike.lewis@connersstate.edu

BILL TO INFORMATION

SAME AS JOB INFORMATION
SELECT: Y
NAME
Conners State Millers Crossing Bldg B MIT
ADDRESS
619 Nero Cir

CITY
Warner
ST
OK
ZIP
74469
ATTENTION
Mike Lewis
EMAIL for ATTENTION
mike.lewis@connersstate.edu
INSURANCE

R&M ESTIMATED PRICING SUMMARY

BASED ON PROJECTED SCOPE OF WORK

SELECT RATE SHEET
2024 BELFOR NATIONAL
SELECT SERVICE
RESTORATION
RMEP #
JTBD-010000

IS THIS A CAT LOSS?
N

CATEGORIES		PROJECTIONS AMOUNT	MARKUP	SUBTOTAL
LABOR-SCHEDULED	(includes sm. tools)	$115,933	$0	$115,933
EQUIPMENT-SCHEDULED		$28,614	$0	$28,614
CONSUMABLES-SCHEDULED		$23,473	$0	$23,473
DOCUMENT RECOVERY		$0	$0	$0
EQUIPMENT RENTAL	(includes fuel)	$0	$0	$0
REIMBURSABLE		$19,702	$4,926	$24,628
PW LABOR		$0	$0	$0
VENDOR & SUBCONTRACTOR		$8,500	$2,125	$10,625
				$203,272
				$203,272

PROJECTED SCOPE OF WORK

This cost projection is to include all necessary dry,demo, cleaning, and encapsulation in 8 units in the Millers Crossing Housing Complex Bldg B. This will also include all MEP assessments, content manipulatuion and disposal. All rebuild and MEP repairs are excluded and will be quoted immediately following mitigation. OT hours are included in order to maintain the requested deadline.

THIS R&M ESTIMATED PRICING SUMMARY PREPARED BY

NAME
Jason Arbogast
EMAIL ADDRESS
Jason.arbogast@us.belfor.com
PHONE NUMBER
484-459-4366
DATE / TIME
July 9th, 2025 / 7pm

DISCLAIMER

IMPORTANT Customer hereby agrees to the following terms: This is a rate and material projection report and represents estimated costs at the time it was completed. This estimate is based on the job starting on **7/11/2025** Any changes to the start date will impact the estimate including our overtime calculations, the hours and materials needed and/or the scope due to exacerbation of the original damage. This estimate is for valuation purposes only and is not a guarantee of BELFOR's total costs. If you should decide to proceed with the project, BELFOR will notify you of and get consent before performing work on any material additions to the scope of this project. These projected costs are void should there be a change in the building conditions, unforeseen weather conditions or any other unforeseen issues, requests or requirements. BELFOR will invoice for work performed on a rate and materials basis and you will be responsible for additional charges for any applicable subcontracted for equipment, fuel, related service costs, permits, fees, sales tax, administrative reporting or required appearances including court appearances arising out of the services.

CONTINUED - Bedroom4

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1401. Batt insulation - 4" - R13 - paper / foil faced	132.00 SF	0.00	1.17	154.44
1402. 5/8" - drywall per LF - up to 2' tall	64.17 LF	0.00	14.42	925.33
1403. Drywall patch / small repair, ready for paint	3.00 EA	0.00	113.31	339.93
1404. Texture drywall - light hand texture	186.00 SF	0.00	1.36	252.96
1405. Seal the surface area w/PVA primer - one coat	186.00 SF	0.00	0.61	113.46
1406. Paint the walls and ceiling - two coats	619.22 SF	0.00	1.04	643.99
1407. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
1408. Paint door slab only - 2 coats (per side)	1.00 EA	0.00	39.89	39.89
1409. Paint door/window trim & jamb - 2 coats (per side)	12.00 EA	0.00	33.37	400.44
1410. Countertop - solid surface	2.00 SF	0.00	61.44	122.88
1411. Seal & paint window sill	5.00 LF	0.00	2.69	13.45
1412. Window blind - PVC - 2" - 20.1 to 32 SF	1.00 EA	0.00	169.51	169.51
1413. Outlet or switch cover	4.00 EA	0.00	3.87	15.48
1414. Floor leveling cement - Average	105.88 SF	0.00	2.58	273.17
1415. Vinyl tile	105.88 SF	0.00	3.52	372.70
1416. Add for glued down vinyl tile application over concrete	105.88 SF	0.00	0.47	49.76
1417. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
1418. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29
Totals: Bedroom4				4,442.08
Total: B-105				**41,853.37**
Line Item Totals: CONNERSTRECON				**501,491.07**

Grand Total Areas:

31,683.26	SF Walls	7,644.87	SF Ceiling	39,328.13	SF Walls and Ceiling
7,644.87	SF Floor	849.43	SY Flooring	3,952.91	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	3,997.91	LF Ceil. Perimeter
7,644.87	Floor Area	8,523.47	Total Area	31,683.26	Interior Wall Area
10,788.33	Exterior Wall Area	1,198.70	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Summary for Dwelling

Line Item Total	467,651.07
Overhead	46,766.17
Profit	46,766.17
Replacement Cost Value	**$561,183.41**
Net Claim	**$561,183.41**

Jason Arbogast

Summary for Contents

Line Item Total	33,840.00
Overhead	3,384.00
Profit	3,384.00
Replacement Cost Value	**$40,608.00**
Net Claim	**$40,608.00**

Jason Arbogast

Coverage	Item Total	%	ACV Total	%
Dwelling	561,183.41	93.25%	561,183.41	93.25%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	40,608.00	6.75%	40,608.00	6.75%
Total	601,791.41	100.00%	601,791.41	100.00%

BELFOR Property Restoration

4132 Will Rogers Parkway Suite 500 - Oklahoma City, OK 73108
(405) 917-7067 Tel. - (405) 917-7094 Fax.
Fed ID # 84-1309171

Insured:	CSC 301-101 Recon	Cellular:	(913) 461-5971
Property:	700 College Rd Warner, OK 74469	E-mail:	Mike.lewis@connersstate.edu
Claim Rep.:	Darren Garvin	Business:	(405) 651-2074
		E-mail:	darren.garvin@omes.ok.gov
Estimator:	Jason Arbogast	Business:	(484) 459-4366
Company:	Belfor Property Restoration	E-mail:	jason.arbogast@us.belfor.com
Business:	4132 Will Rogers Pkwy Ste 500 Oklahoma City, OK 73108		
Contractor:		Business:	(405) 917-7067
Company:	Belfor Property Restoration		
Business:	4132 Will Rogers Pkwy Ste 500 Oklahoma City , OK 73108		

Claim Number: 2650035932 **Policy Number:** **Type of Loss:** Water Damage

Date Contacted:	7/8/2025 3:25 PM		
Date of Loss:	7/6/2025 3:24 PM	Date Received:	7/8/2025 3:25 PM
Date Inspected:	7/9/2025 3:25 PM	Date Entered:	7/12/2025 3:22 PM
Price List:	OKOC8X_JUL25 Restoration/Service/Remodel		
Estimate:	CSCRECON301		

BELFOR Property Restoration

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Fed ID # 84-1309171

We would like to thank you for the opportunity to provide you with this **PROPOSAL**. The total cost for the repairs detailed in the Proposal is **$67,200.06**.

The attached Proposal details the specific work to be completed. Additional work beyond that which is specified in this Proposal will be through separate proposal(s) and/or change order(s) detailing the additional/changed scope of work as well as the terms and pricing of the additional work. Repairs will be scheduled after a signed copy of this Proposal is received by BELFOR.

This Proposal requires a **50% deposit ($ x.xx)** to schedule the work as outlined in the following pages. The balance of **$ x.xx** will be due upon completion of the work outlined in this Proposal.

Unless noted otherwise, the customer is required to provide heat, water and electricity on-site for the duration of this project. The customer is responsible for providing continuous access to the project area during normal business hours, Monday - Friday, 8:00 am - 5:00 pm. Where an item is being replaced, we will be matching the existing item's quality, color, finish, texture or material as close as possible where applicable unless noted otherwise, there is no guaranty either specified or implied on exact matches. This estimate does not include hazardous material testing or abatement unless specifically detailed in the following estimate.

This Proposal is valid for 30 days from 7/20/2025. If you have any questions about this Proposal, please contact Jason Arbogast to discuss those questions.

I/we agree to the terms and conditions of this Proposal.

_____ Date_____ _____ Date_____
Owner/Authorized signature BELFOR Representative

BELFOR Property Restoration

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Fed ID # 84-1309171

CSCRECON301

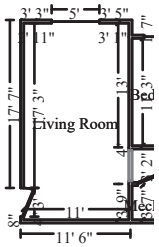
General Conditions

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
3. Commercial Supervision / Project Management - per hour	65.00 HR	0.00	77.45	5,034.25
4. Content Manipulation charge - per hour	18.00 HR	0.00	57.56	1,036.08
6. Dumpster load - Approx. 30 yards, 5-7 tons of debris	1.00 EA	610.29	0.00	610.29
7. Hotel and Per diem	1.00 EA	0.00	7,248.00	7,248.00
Line item for hotel and per diem for management and labor				
Totals: General Conditions				13,928.62

Plumbing

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1940. Plumbing	1.00 EA	0.00	2,750.00	2,750.00
Line item to repair flanges, set toilets and supply lines				
Totals: Plumbing				2,750.00

B-101



Living Room — Height: 8'

484.22 SF Walls	226.42 SF Ceiling
710.64 SF Walls & Ceiling	226.42 SF Floor
25.16 SY Flooring	60.00 LF Floor Perimeter
63.17 LF Ceil. Perimeter	

Missing Wall - Goes to Floor **3' 2" X 6' 8"** **Opens into HALL_VANITY2**

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
37. Final cleaning - construction - Residential	226.42 SF	0.00	0.39	88.30
Totals: Living Room				88.30

BELFOR Property Restoration

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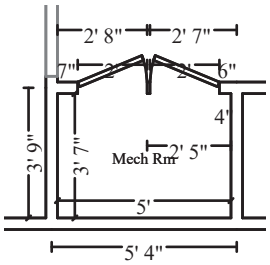

Mech Rm **Height: 8'**

137.33	SF Walls	17.92	SF Ceiling
155.25	SF Walls & Ceiling	17.92	SF Floor
1.99	SY Flooring	17.17	LF Floor Perimeter
17.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
56. Final cleaning - construction - Residential	17.92 SF	0.00	0.39	6.99

Totals: Mech Rm 6.99

Hall/Vanity **Height: 8'**

736.22	SF Walls	193.24	SF Ceiling
929.46	SF Walls & Ceiling	193.24	SF Floor
21.47	SY Flooring	91.50	LF Floor Perimeter
94.67	LF Ceil. Perimeter		

Missing Wall - Goes to Floor **3' 2" X 6' 8"** **Opens into LIVING_ROOM2**

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
61. Batt insulation - 10" - R30 - paper / foil faced	63.00 SF	0.00	2.06	129.78
62. 5/8" drywall - hung, taped, ready for texture	63.00 SF	0.00	3.12	196.56
63. Texture drywall - light hand texture	75.00 SF	0.00	1.36	102.00
64. Seal the surface area w/PVA primer - one coat	75.00 SF	0.00	0.61	45.75
65. Paint the walls and ceiling - two coats	929.46 SF	0.00	1.04	966.64
67. Paint casing - two coats	136.00 LF	0.00	1.55	210.80
68. Paint door slab only - 2 coats (per side)	8.00 EA	0.00	39.89	319.12
69. Paint door/window trim & jamb - 2 coats (per side)	8.00 EA	0.00	33.37	266.96
74. Light fixture	3.00 EA	0.00	78.69	236.07
77. Smoke detector - Detach & reset	2.00 EA	0.00	62.28	124.56
78. Escutcheon only	2.00 EA	0.00	16.85	33.70
79. Heat/AC register - Mechanically attached	1.00 EA	0.00	31.18	31.18
1801. Vinyl cove - 4" wrap	91.50 LF	0.00	7.59	694.49
1805. Clean cabinetry - lower - inside and out	13.00 LF	0.00	21.57	280.41
84. Final cleaning - construction - Residential	193.24 SF	0.00	0.39	75.36

BELFOR Property Restoration

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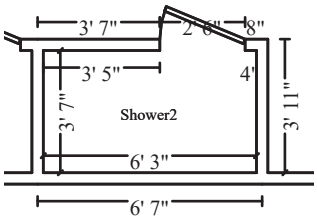
CONTINUED - Hall/Vanity

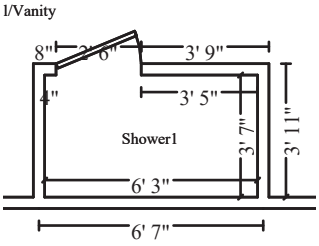
DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
Totals: Hall/Vanity				3,713.38



Shower2 **Height: 8'**

157.33	SF Walls	22.40	SF Ceiling
179.73	SF Walls & Ceiling	22.40	SF Floor
2.49	SY Flooring	19.67	LF Floor Perimeter
19.67	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1802. Clean floor - tile	22.40 SF	0.00	0.84	18.82
119. Grout sealer	22.40 SF	0.00	1.20	26.88
1803. Tile/stone sealer	22.40 SF	0.00	0.89	19.94
923. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
108. Final cleaning - construction - Residential	22.40 SF	0.00	0.39	8.74
Totals: Shower2				171.19



Shower1 **Height: 8'**

157.33	SF Walls	22.40	SF Ceiling
179.73	SF Walls & Ceiling	22.40	SF Floor
2.49	SY Flooring	19.67	LF Floor Perimeter
19.67	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1806. Clean floor - tile	22.40 SF	0.00	0.84	18.82
1807. Grout sealer	22.40 SF	0.00	1.20	26.88
1808. Tile/stone sealer	22.40 SF	0.00	0.89	19.94
1809. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
1810. Final cleaning - construction - Residential	22.40 SF	0.00	0.39	8.74
Totals: Shower1				171.19

BELFOR Property Restoration

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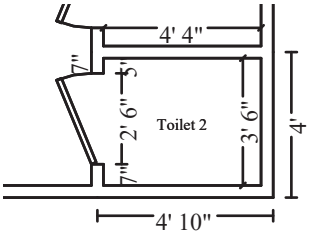

Toilet 2 **Height: 8'**

125.33 SF Walls	15.17 SF Ceiling
140.50 SF Walls & Ceiling	15.17 SF Floor
1.69 SY Flooring	15.67 LF Floor Perimeter
15.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
142. Batt insulation - 4" - R13 - paper / foil faced	125.33 SF	0.00	1.17	146.64
143. Batt insulation - 10" - R30 - paper / foil faced	15.17 SF	0.00	2.06	31.25
144. 5/8" mold/mildew resistant - hung, taped ready for texture	140.50 SF	0.00	3.23	453.82
145. Texture drywall - light hand texture	140.50 SF	0.00	1.36	191.08
146. Seal the walls and ceiling w/PVA primer - one coat	140.50 SF	0.00	0.61	85.71
147. Paint the walls and ceiling - two coats	140.50 SF	0.00	1.04	146.12
148. Casing - 2 1/4"	17.00 LF	0.00	2.48	42.16
149. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
150. Paint door slab only - 2 coats (per side)	1.00 EA	0.00	39.89	39.89
151. Paint door/window trim & jamb - 2 coats (per side)	1.00 EA	0.00	33.37	33.37
153. Bathroom ventilation fan w/light	1.00 EA	0.00	216.72	216.72
154. Heat/AC register - Mechanically attached	1.00 EA	0.00	31.18	31.18
184. Toilet paper holder	1.00 EA	0.00	26.31	26.31
185. Install Toilet	1.00 EA	0.00	269.52	269.52
186. Plumbing fixture supply line	1.00 EA	0.00	24.84	24.84
158. Floor leveling cement - Average	15.17 SF	0.00	2.58	39.14
159. Ceramic/porcelain tile	15.17 SF	0.00	13.05	197.97
160. Ceramic tile base	15.67 LF	0.00	17.77	278.46
161. Grout sealer	15.17 SF	0.00	1.20	18.20
925. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
162. Final cleaning - construction - Residential	15.17 SF	0.00	0.39	5.92
Totals: Toilet 2				2,401.46

BELFOR Property Restoration

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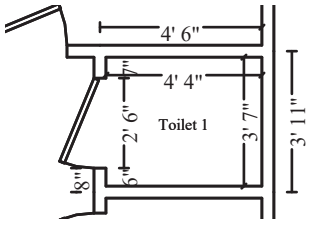

Toilet 1 **Height: 8'**

126.67 SF Walls	15.53 SF Ceiling
142.19 SF Walls & Ceiling	15.53 SF Floor
1.73 SY Flooring	15.83 LF Floor Perimeter
15.83 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
187. Batt insulation - 4" - R13 - paper / foil faced	126.67 SF	0.00	1.17	148.20
188. Batt insulation - 10" - R30 - paper / foil faced	15.53 SF	0.00	2.06	31.99
189. 5/8" mold/mildew resistant - hung, taped ready for texture	142.19 SF	0.00	3.23	459.27
190. Texture drywall - light hand texture	142.19 SF	0.00	1.36	193.38
191. Seal the walls and ceiling w/PVA primer - one coat	142.19 SF	0.00	0.61	86.74
192. Paint the walls and ceiling - two coats	142.19 SF	0.00	1.04	147.88
193. Casing - 2 1/4"	17.00 LF	0.00	2.48	42.16
194. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
195. Paint door slab only - 2 coats (per side)	1.00 EA	0.00	39.89	39.89
196. Paint door/window trim & jamb - 2 coats (per side)	1.00 EA	0.00	33.37	33.37
197. Bathroom ventilation fan w/light	1.00 EA	0.00	216.72	216.72
198. Heat/AC register - Mechanically attached	1.00 EA	0.00	31.18	31.18
199. Toilet paper holder	1.00 EA	0.00	26.31	26.31
200. Install Toilet	1.00 EA	0.00	269.52	269.52
201. Plumbing fixture supply line	1.00 EA	0.00	24.84	24.84
202. Floor leveling cement - Average	15.53 SF	0.00	2.58	40.07
203. Ceramic/porcelain tile	15.53 SF	0.00	13.05	202.67
204. Ceramic tile base	15.83 LF	0.00	17.77	281.30
205. Grout sealer	15.53 SF	0.00	1.20	18.64
926. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
206. Final cleaning - construction - Residential	15.53 SF	0.00	0.39	6.06
Totals: Toilet 1				2,423.35

BELFOR Property Restoration

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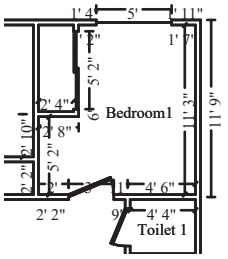
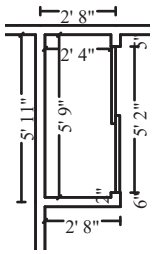


Bedroom1 **Height: 8'**

346.67	SF Walls	100.97	SF Ceiling
447.63	SF Walls & Ceiling	100.97	SF Floor
11.22	SY Flooring	43.33	LF Floor Perimeter
43.33	LF Ceil. Perimeter		



Subroom: Closet1 (1) **Height: 8'**

129.33	SF Walls	13.42	SF Ceiling
142.75	SF Walls & Ceiling	13.42	SF Floor
1.49	SY Flooring	16.17	LF Floor Perimeter
16.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1811. Batt insulation - 4" - R13 - paper / foil faced	30.00 SF	0.00	1.17	35.10
208. Batt insulation - 10" - R30 - paper / foil faced	114.38 SF	0.00	2.06	235.62
209. 5/8" drywall - hung, taped, ready for texture	144.38 SF	0.00	3.12	450.47
210. Texture drywall - light hand texture	159.38 SF	0.00	1.36	216.76
211. Seal more than the ceiling w/PVA primer - one coat	159.38 SF	0.00	0.61	97.22
212. Paint the walls and ceiling - two coats	590.38 SF	0.00	1.04	614.00
213. Casing - 2 1/4"	17.00 LF	0.00	2.48	42.16
214. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
215. Paint door slab only - 2 coats (per side)	2.00 EA	0.00	39.89	79.78
216. Paint door/window trim & jamb - 2 coats (per side)	2.00 EA	0.00	33.37	66.74
218. Seal & paint window sill	5.00 LF	0.00	2.69	13.45
220. Ceiling fan & light	1.00 EA	0.00	400.05	400.05
223. Outlet or switch cover	4.00 EA	0.00	3.87	15.48
224. Smoke detector - Detach & reset	1.00 EA	0.00	62.28	62.28
225. Escutcheon only	1.00 EA	0.00	16.85	16.85
226. Heat/AC register - Mechanically attached	1.00 EA	0.00	31.18	31.18
227. Floor leveling cement - Average	114.38 SF	0.00	2.58	295.10
228. Vinyl tile	114.38 SF	0.00	3.52	402.62
229. Add for glued down vinyl tile application over concrete	114.38 SF	0.00	0.47	53.76
230. Vinyl cove - 4" wrap	59.50 LF	0.00	7.59	451.61
231. Final cleaning - construction - Residential	114.38 SF	0.00	0.39	44.61

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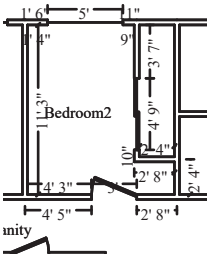
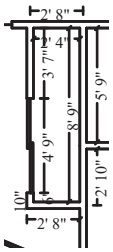
CONTINUED - Bedroom1

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
Totals: Bedroom1				3,651.19



Bedroom2 **Height: 8'**

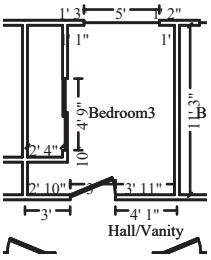
336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		



Subroom: Closet2 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
260. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
261. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29
Totals: Bedroom2				528.34



Bedroom3 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		

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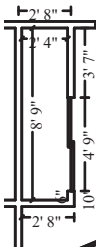
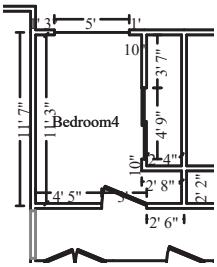
CONTINUED - Bedroom3



Subroom: Closet3 (1) **Height: 8'**

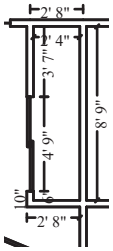
177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
286. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
287. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29
Totals: Bedroom3				528.34



Bedroom4 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		



Subroom: Closet4 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
312. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
313. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29
Totals: Bedroom4				528.34

Total: B-101 **14,212.07**

B-201

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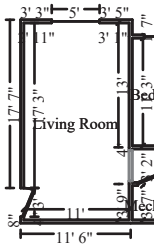
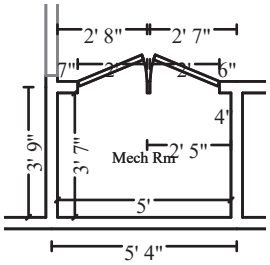


Living Room **Height: 8'**

484.22	SF Walls	226.42	SF Ceiling
710.64	SF Walls & Ceiling	226.42	SF Floor
25.16	SY Flooring	60.00	LF Floor Perimeter
63.17	LF Ceil. Perimeter		

Missing Wall - Goes to Floor **3' 2" X 6' 8"** **Opens into HALL_VANITY1**

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1812. Final cleaning - construction - Residential	226.42 SF	0.00	0.39	88.30
Totals: Living Room				88.30



Mech Rm **Height: 8'**

137.33	SF Walls	17.92	SF Ceiling
155.25	SF Walls & Ceiling	17.92	SF Floor
1.99	SY Flooring	17.17	LF Floor Perimeter
17.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1813. Final cleaning - construction - Residential	17.92 SF	0.00	0.39	6.99
Totals: Mech Rm				6.99

Hall/Vanity **Height: 8'**

736.22	SF Walls	193.24	SF Ceiling
929.46	SF Walls & Ceiling	193.24	SF Floor
21.47	SY Flooring	91.50	LF Floor Perimeter
94.67	LF Ceil. Perimeter		

Missing Wall - Goes to Floor **3' 2" X 6' 8"** **Opens into LIVING_ROOM1**

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
355. Batt insulation - 4" - R13 - paper / foil faced	162.00 SF	0.00	1.17	189.54
1814. Batt insulation - 10" - R30 - paper / foil faced	103.00 SF	0.00	2.06	212.18
1815. 5/8" drywall - hung, taped, ready for texture	265.00 SF	0.00	3.12	826.80

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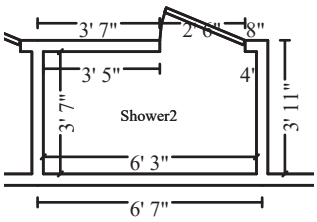
Fed ID # 84-1309171

CONTINUED - Hall/Vanity

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1816. Texture drywall - light hand texture	315.00 SF	0.00	1.36	428.40
1817. Seal the surface area w/PVA primer - one coat	315.00 SF	0.00	0.61	192.15
1818. Paint the walls and ceiling - two coats	929.46 SF	0.00	1.04	966.64
1829. Casing - 2 1/4"	51.00 LF	0.00	2.48	126.48
1819. Paint casing - two coats	136.00 LF	0.00	1.55	210.80
1820. Paint door slab only - 2 coats (per side)	8.00 EA	0.00	39.89	319.12
1821. Paint door/window trim & jamb - 2 coats (per side)	8.00 EA	0.00	33.37	266.96
1822. Light fixture	3.00 EA	0.00	78.69	236.07
1823. Smoke detector - Detach & reset	2.00 EA	0.00	62.28	124.56
1824. Escutcheon only	4.00 EA	0.00	16.85	67.40
1825. Heat/AC register - Mechanically attached	2.00 EA	0.00	31.18	62.36
1826. Vinyl cove - 4" wrap	91.50 LF	0.00	7.59	694.49
1827. Clean cabinetry - lower - inside and out	13.00 LF	0.00	21.57	280.41
1828. Final cleaning - construction - Residential	193.24 SF	0.00	0.39	75.36
Totals: Hall/Vanity				5,279.72



Shower2 **Height: 8'**

157.33 SF Walls	22.40 SF Ceiling
179.73 SF Walls & Ceiling	22.40 SF Floor
2.49 SY Flooring	19.67 LF Floor Perimeter
19.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1830. Clean floor - tile	22.40 SF	0.00	0.84	18.82
1831. Grout sealer	22.40 SF	0.00	1.20	26.88
1832. Tile/stone sealer	22.40 SF	0.00	0.89	19.94
1833. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
1834. Final cleaning - construction - Residential	22.40 SF	0.00	0.39	8.74
Totals: Shower2				171.19

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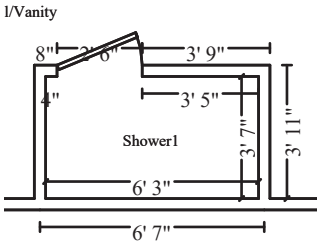
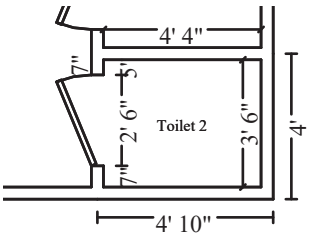


Shower1 **Height: 8'**

157.33	SF Walls	22.40	SF Ceiling
179.73	SF Walls & Ceiling	22.40	SF Floor
2.49	SY Flooring	19.67	LF Floor Perimeter
19.67	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1835. Clean floor - tile	22.40 SF	0.00	0.84	18.82
1836. Grout sealer	22.40 SF	0.00	1.20	26.88
1837. Tile/stone sealer	22.40 SF	0.00	0.89	19.94
1838. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
1839. Final cleaning - construction - Residential	22.40 SF	0.00	0.39	8.74

Totals: Shower1 171.19



Toilet 2 **Height: 8'**

125.33	SF Walls	15.17	SF Ceiling
140.50	SF Walls & Ceiling	15.17	SF Floor
1.69	SY Flooring	15.67	LF Floor Perimeter
15.67	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
427. Batt insulation - 4" - R13 - paper / foil faced	125.33 SF	0.00	1.17	146.64
428. Batt insulation - 10" - R30 - paper / foil faced	15.17 SF	0.00	2.06	31.25
429. 5/8" mold/mildew resistant - hung, taped ready for texture	140.50 SF	0.00	3.23	453.82
430. Texture drywall - light hand texture	140.50 SF	0.00	1.36	191.08
431. Seal the walls and ceiling w/PVA primer - one coat	140.50 SF	0.00	0.61	85.71
432. Paint the walls and ceiling - two coats	140.50 SF	0.00	1.04	146.12
433. Casing - 2 1/4"	17.00 LF	0.00	2.48	42.16
434. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
435. Paint door slab only - 2 coats (per side)	1.00 EA	0.00	39.89	39.89
436. Paint door/window trim & jamb - 2 coats (per side)	1.00 EA	0.00	33.37	33.37
437. Bathroom ventilation fan w/light	1.00 EA	0.00	216.72	216.72
438. Heat/AC register - Mechanically attached	1.00 EA	0.00	31.18	31.18

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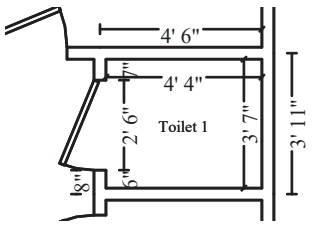
CONTINUED - Toilet 2

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
439. Toilet paper holder	1.00 EA	0.00	26.31	26.31
440. Install Toilet	1.00 EA	0.00	269.52	269.52
441. Plumbing fixture supply line	1.00 EA	0.00	24.84	24.84
442. Floor leveling cement - Average	15.17 SF	0.00	2.58	39.14
443. Ceramic/porcelain tile	15.17 SF	0.00	13.05	197.97
444. Ceramic tile base	15.67 LF	0.00	17.77	278.46
445. Grout sealer	15.17 SF	0.00	1.20	18.20
929. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
446. Final cleaning - construction - Residential	15.17 SF	0.00	0.39	5.92
Totals: Toilet 2				2,401.46



Toilet 1 **Height: 8'**

126.67 SF Walls	15.53 SF Ceiling
142.19 SF Walls & Ceiling	15.53 SF Floor
1.73 SY Flooring	15.83 LF Floor Perimeter
15.83 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
447. Batt insulation - 4" - R13 - paper / foil faced	126.67 SF	0.00	1.17	148.20
448. Batt insulation - 10" - R30 - paper / foil faced	15.53 SF	0.00	2.06	31.99
449. 5/8" mold/mildew resistant - hung, taped ready for texture	142.19 SF	0.00	3.23	459.27
450. Texture drywall - light hand texture	142.19 SF	0.00	1.36	193.38
451. Seal the walls and ceiling w/PVA primer - one coat	142.19 SF	0.00	0.61	86.74
452. Paint the walls and ceiling - two coats	142.19 SF	0.00	1.04	147.88
453. Casing - 2 1/4"	17.00 LF	0.00	2.48	42.16
454. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
455. Paint door slab only - 2 coats (per side)	1.00 EA	0.00	39.89	39.89
456. Paint door/window trim & jamb - 2 coats (per side)	1.00 EA	0.00	33.37	33.37
457. Bathroom ventilation fan w/light	1.00 EA	0.00	216.72	216.72
458. Heat/AC register - Mechanically attached	1.00 EA	0.00	31.18	31.18
459. Toilet paper holder	1.00 EA	0.00	26.31	26.31
460. Install Toilet	1.00 EA	0.00	269.52	269.52

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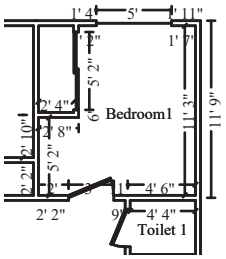
Fed ID # 84-1309171

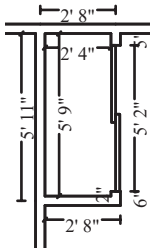
CONTINUED - Toilet 1

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
461. Plumbing fixture supply line	1.00 EA	0.00	24.84	24.84
462. Floor leveling cement - Average	15.53 SF	0.00	2.58	40.07
463. Ceramic/porcelain tile	15.53 SF	0.00	13.05	202.67
464. Ceramic tile base	15.83 LF	0.00	17.77	281.30
465. Grout sealer	15.53 SF	0.00	1.20	18.64
930. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
466. Final cleaning - construction - Residential	15.53 SF	0.00	0.39	6.06
Totals: Toilet 1				2,423.35



Bedroom1 **Height: 8'**

346.67 SF Walls	100.97 SF Ceiling
447.63 SF Walls & Ceiling	100.97 SF Floor
11.22 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	



Subroom: Closet1 (1) **Height: 8'**

129.33 SF Walls	13.42 SF Ceiling
142.75 SF Walls & Ceiling	13.42 SF Floor
1.49 SY Flooring	16.17 LF Floor Perimeter
16.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1841. Batt insulation - 10" - R30 - paper / foil faced	114.38 SF	0.00	2.06	235.62
1842. 5/8" drywall - hung, taped, ready for texture	114.38 SF	0.00	3.12	356.87
1843. Texture drywall - light hand texture	173.88 SF	0.00	1.36	236.48
1844. Seal more than the ceiling w/PVA primer - one coat	173.88 SF	0.00	0.61	106.07
1845. Paint the walls and ceiling - two coats	590.38 SF	0.00	1.04	614.00
1846. Casing - 2 1/4"	17.00 LF	0.00	2.48	42.16
1847. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
1848. Paint door slab only - 2 coats (per side)	2.00 EA	0.00	39.89	79.78
1849. Paint door/window trim & jamb - 2 coats (per side)	2.00 EA	0.00	33.37	66.74

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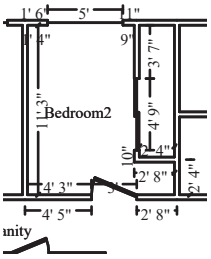
Fed ID # 84-1309171

CONTINUED - Bedroom1

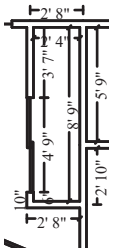
DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1850. Seal & paint window sill	5.00 LF	0.00	2.69	13.45
1851. Ceiling fan & light	1.00 EA	0.00	400.05	400.05
1852. Outlet or switch cover	4.00 EA	0.00	3.87	15.48
1853. Smoke detector - Detach & reset	1.00 EA	0.00	62.28	62.28
1854. Escutcheon only	1.00 EA	0.00	16.85	16.85
1855. Heat/AC register - Mechanically attached	1.00 EA	0.00	31.18	31.18
1856. Floor leveling cement - Average	114.38 SF	0.00	2.58	295.10
1857. Vinyl tile	114.38 SF	0.00	3.52	402.62
1858. Add for glued down vinyl tile application over concrete	114.38 SF	0.00	0.47	53.76
1859. Vinyl cove - 4" wrap	59.50 LF	0.00	7.59	451.61
1860. Final cleaning - construction - Residential	114.38 SF	0.00	0.39	44.61

Totals: Bedroom1 3,551.06



Bedroom2 **Height: 8'**

336.00 SF Walls	85.47 SF Ceiling
421.47 SF Walls & Ceiling	85.47 SF Floor
9.50 SY Flooring	42.00 LF Floor Perimeter
42.00 LF Ceil. Perimeter	



Subroom: Closet2 (1) **Height: 8'**

177.33 SF Walls	20.42 SF Ceiling
197.75 SF Walls & Ceiling	20.42 SF Floor
2.27 SY Flooring	22.17 LF Floor Perimeter
22.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1861. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
1862. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29

Totals: Bedroom2 528.34

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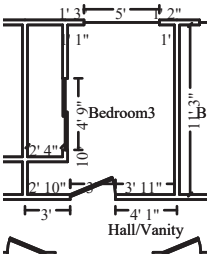
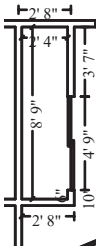


Bedroom3 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		

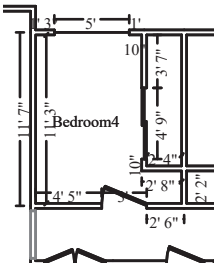


Subroom: Closet3 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

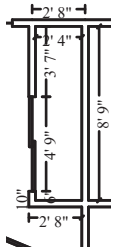
DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1863. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
1864. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29

Totals: Bedroom3 528.34



Bedroom4 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		



Subroom: Closet4 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1865. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
1866. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29

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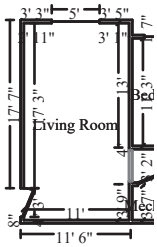
CONTINUED - Bedroom4

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
Totals: Bedroom4				528.34
Total: B-201				**15,678.28**

B-301

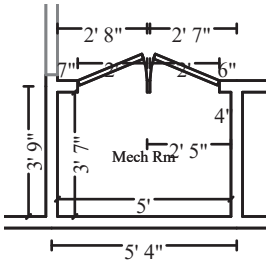


Living Room **Height: 8'**

484.22	SF Walls	226.42	SF Ceiling
710.64	SF Walls & Ceiling	226.42	SF Floor
25.16	SY Flooring	60.00	LF Floor Perimeter
63.17	LF Ceil. Perimeter		

Missing Wall - Goes to Floor **3' 2" X 6' 8"** **Opens into HALL_VANITY2**

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1867. Final cleaning - construction - Residential	226.42 SF	0.00	0.39	88.30
Totals: Living Room				88.30



Mech Rm **Height: 8'**

137.33	SF Walls	17.92	SF Ceiling
155.25	SF Walls & Ceiling	17.92	SF Floor
1.99	SY Flooring	17.17	LF Floor Perimeter
17.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1868. Final cleaning - construction - Residential	17.92 SF	0.00	0.39	6.99
Totals: Mech Rm				6.99

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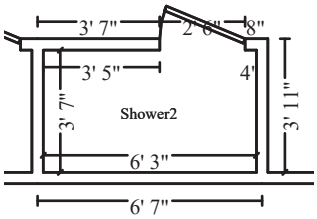
Hall/Vanity **Height: 8'**

736.22	SF Walls	193.24	SF Ceiling
929.46	SF Walls & Ceiling	193.24	SF Floor
21.47	SY Flooring	91.50	LF Floor Perimeter
94.67	LF Ceil. Perimeter		

Missing Wall - Goes to Floor **3' 2" X 6' 8"** **Opens into LIVING_ROOM**

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1869. Batt insulation - 4" - R13 - paper / foil faced	16.00 SF	0.00	1.17	18.72
1871. 5/8" drywall - hung, taped, ready for texture	16.00 SF	0.00	3.12	49.92
1872. Texture drywall - light hand texture	32.00 SF	0.00	1.36	43.52
1873. Seal the surface area w/PVA primer - one coat	32.00 SF	0.00	0.61	19.52
1874. Paint the walls - two coats	736.22 SF	0.00	1.04	765.67
1876. Paint casing - two coats	136.00 LF	0.00	1.55	210.80
1877. Paint door slab only - 2 coats (per side)	8.00 EA	0.00	39.89	319.12
1878. Paint door/window trim & jamb - 2 coats (per side)	8.00 EA	0.00	33.37	266.96
1883. Vinyl cove - 4" wrap	91.50 LF	0.00	7.59	694.49
1884. Clean cabinetry - lower - inside and out	13.00 LF	0.00	21.57	280.41
1885. Final cleaning - construction - Residential	193.24 SF	0.00	0.39	75.36

Totals: Hall/Vanity 2,744.49



Shower2 **Height: 8'**

157.33	SF Walls	22.40	SF Ceiling
179.73	SF Walls & Ceiling	22.40	SF Floor
2.49	SY Flooring	19.67	LF Floor Perimeter
19.67	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1886. Clean floor - tile	22.40 SF	0.00	0.84	18.82
1887. Grout sealer	22.40 SF	0.00	1.20	26.88
1888. Tile/stone sealer	22.40 SF	0.00	0.89	19.94
1889. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
1890. Final cleaning - construction - Residential	22.40 SF	0.00	0.39	8.74

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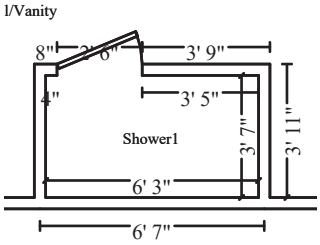
CONTINUED - Shower2

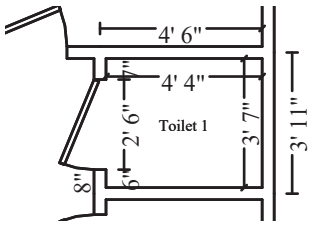
DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
Totals: Shower2				171.19



Shower1 **Height: 8'**

157.33	SF Walls	22.40	SF Ceiling
179.73	SF Walls & Ceiling	22.40	SF Floor
2.49	SY Flooring	19.67	LF Floor Perimeter
19.67	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1891. Clean floor - tile	22.40 SF	0.00	0.84	18.82
1892. Grout sealer	22.40 SF	0.00	1.20	26.88
1893. Tile/stone sealer	22.40 SF	0.00	0.89	19.94
1894. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
1895. Final cleaning - construction - Residential	22.40 SF	0.00	0.39	8.74
Totals: Shower1				171.19



Toilet 1 **Height: 8'**

126.67	SF Walls	15.53	SF Ceiling
142.19	SF Walls & Ceiling	15.53	SF Floor
1.73	SY Flooring	15.83	LF Floor Perimeter
15.83	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1896. Batt insulation - 4" - R13 - paper / foil faced	162.00 SF	0.00	1.17	189.54
1904. 5/8" - drywall per LF - up to 2' tall	15.83 LF	0.00	14.42	228.27
1897. Texture drywall - light hand texture	42.00 SF	0.00	1.36	57.12
1898. Seal the surface area w/PVA primer - one coat	42.00 SF	0.00	0.61	25.62
1899. Paint the walls - two coats	126.67 SF	0.00	1.04	131.74
1901. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
1902. Paint door slab only - 2 coats (per side)	1.00 EA	0.00	39.89	39.89
1903. Paint door/window trim & jamb - 2 coats (per side)	1.00 EA	0.00	33.37	33.37

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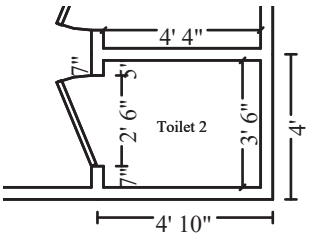
CONTINUED - Toilet 1

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1905. Install Toilet	1.00 EA	0.00	269.52	269.52
1906. Toilet paper holder	1.00 EA	0.00	26.31	26.31
1103. Clean floor - tile	15.53 SF	0.00	0.84	13.05
1104. Recolor/stain grout in tile	15.53 SF	0.00	2.40	37.27
1105. Grout sealer	15.53 SF	0.00	1.20	18.64
1106. Tile/stone sealer	15.53 SF	0.00	0.89	13.82
1107. Clean toilet	1.00 EA	0.00	31.99	31.99
1108. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
1109. Final cleaning - construction - Residential	15.53 SF	0.00	0.39	6.06
Totals: Toilet 1				1,245.37



Toilet 2 **Height: 8'**

125.33 SF Walls	15.17 SF Ceiling
140.50 SF Walls & Ceiling	15.17 SF Floor
1.69 SY Flooring	15.67 LF Floor Perimeter
15.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1907. Batt insulation - 4" - R13 - paper / foil faced	162.00 SF	0.00	1.17	189.54
1908. 5/8" - drywall per LF - up to 2' tall	15.67 LF	0.00	14.42	225.96
1909. Texture drywall - light hand texture	42.00 SF	0.00	1.36	57.12
1910. Seal the surface area w/PVA primer - one coat	42.00 SF	0.00	0.61	25.62
1911. Paint the walls - two coats	125.33 SF	0.00	1.04	130.34
1912. Paint casing - two coats	17.00 LF	0.00	1.55	26.35
1913. Paint door slab only - 2 coats (per side)	1.00 EA	0.00	39.89	39.89
1914. Paint door/window trim & jamb - 2 coats (per side)	1.00 EA	0.00	33.37	33.37
1915. Install Toilet	1.00 EA	0.00	269.52	269.52
1916. Toilet paper holder	1.00 EA	0.00	26.31	26.31
1917. Clean floor - tile	15.17 SF	0.00	0.84	12.74
1918. Recolor/stain grout in tile	15.17 SF	0.00	2.40	36.41
1919. Grout sealer	15.17 SF	0.00	1.20	18.20
1920. Tile/stone sealer	15.17 SF	0.00	0.89	13.50

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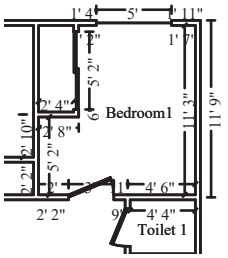
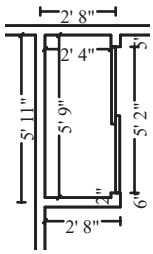
CONTINUED - Toilet 2

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1921. Clean toilet	1.00 EA	0.00	31.99	31.99
1922. Threshold - cultured marble	3.00 LF	0.00	32.27	96.81
1923. Final cleaning - construction - Residential	15.17 SF	0.00	0.39	5.92
Totals: Toilet 2				1,239.59



Bedroom1 **Height: 8'**

346.67 SF Walls	100.97 SF Ceiling
447.63 SF Walls & Ceiling	100.97 SF Floor
11.22 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	



Subroom: Closet1 (1) **Height: 8'**

129.33 SF Walls	13.42 SF Ceiling
142.75 SF Walls & Ceiling	13.42 SF Floor
1.49 SY Flooring	16.17 LF Floor Perimeter
16.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1929. Fill holes created by wall cavity drying	14.00 EA	0.00	3.11	43.54
1924. Floor leveling cement - Average	114.38 SF	0.00	2.58	295.10
1925. Vinyl tile	114.38 SF	0.00	3.52	402.62
1926. Add for glued down vinyl tile application over concrete	114.38 SF	0.00	0.47	53.76
1927. Vinyl cove - 4" wrap	59.50 LF	0.00	7.59	451.61
1928. Final cleaning - construction - Residential	114.38 SF	0.00	0.39	44.61
Totals: Bedroom1				1,291.24

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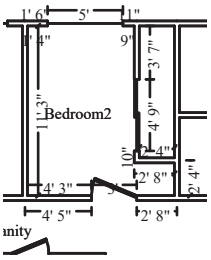
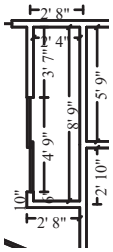


Bedroom2 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		

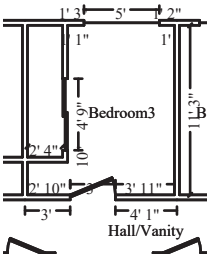


Subroom: Closet2 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

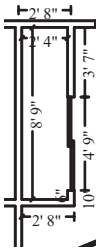
DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1120. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
1121. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29

Totals: Bedroom2 528.34



Bedroom3 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		



Subroom: Closet3 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1122. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
1123. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29

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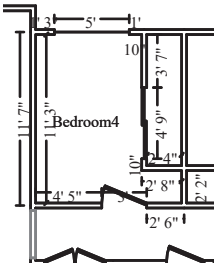
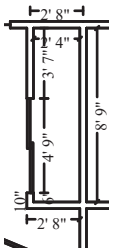
CONTINUED - Bedroom3

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
Totals: Bedroom3				528.34



Bedroom4 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		

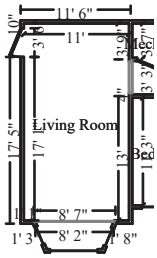


Subroom: Closet4 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1124. Vinyl cove - 4" wrap	64.17 LF	0.00	7.59	487.05
1125. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29
Totals: Bedroom4				528.34
Total: B-301				**8,543.38**

B-102



Living Room **Height: 8'**

415.86	SF Walls	227.13	SF Ceiling
642.98	SF Walls & Ceiling	227.13	SF Floor
25.24	SY Flooring	51.44	LF Floor Perimeter
54.69	LF Ceil. Perimeter		

Missing Wall - Goes to Floor **3' 3" X 6' 8"** **Opens into HALL_VANITY1**

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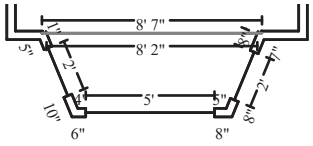
CONTINUED - Living Room



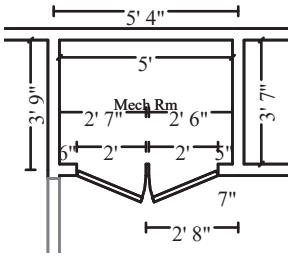
Subroom: Bay (1) **Height: 8'**

97.76 SF Walls	20.35 SF Ceiling
118.11 SF Walls & Ceiling	20.35 SF Floor
2.26 SY Flooring	12.22 LF Floor Perimeter
12.22 LF Ceil. Perimeter	

Missing Wall **8' 2 3/16" X 8'** **Opens into LIVING_ROOM1**

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1930. Final cleaning - construction - Residential	247.47 SF	0.00	0.39	96.51

Totals: Living Room 96.51

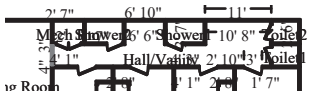


Mech Rm **Height: 8'**

137.33 SF Walls	17.92 SF Ceiling
155.25 SF Walls & Ceiling	17.92 SF Floor
1.99 SY Flooring	17.17 LF Floor Perimeter
17.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1931. Final cleaning - construction - Residential	17.92 SF	0.00	0.39	6.99

Totals: Mech Rm 6.99



Hall/Vanity **Height: 8'**

735.67 SF Walls	193.24 SF Ceiling
928.90 SF Walls & Ceiling	193.24 SF Floor
21.47 SY Flooring	91.42 LF Floor Perimeter
94.67 LF Ceil. Perimeter	

Missing Wall - Goes to Floor **3' 3" X 6' 8"** **Opens into LIVING_ROOM1**

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1932. Final cleaning - construction - Residential	193.24 SF	0.00	0.39	75.36

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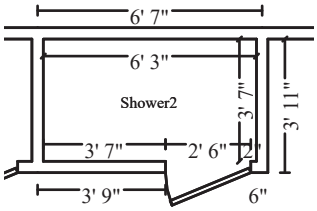
CONTINUED - Hall/Vanity

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
Totals: Hall/Vanity				75.36

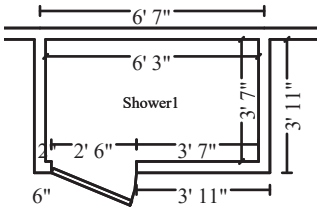


Shower2 **Height: 8'**

157.33 SF Walls
179.73 SF Walls & Ceiling
2.49 SY Flooring
19.67 LF Ceil. Perimeter

22.40 SF Ceiling
22.40 SF Floor
19.67 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1933. Final cleaning - construction - Residential	22.40 SF	0.00	0.39	8.74
Totals: Shower2				8.74



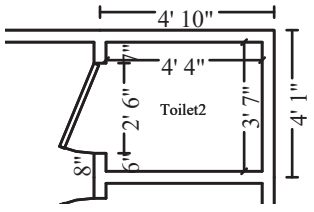
Shower1 **Height: 8'**

157.33 SF Walls
179.73 SF Walls & Ceiling
2.49 SY Flooring
19.67 LF Ceil. Perimeter

22.40 SF Ceiling
22.40 SF Floor
19.67 LF Floor Perimeter

l/Vanity

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1934. Final cleaning - construction - Residential	22.40 SF	0.00	0.39	8.74
Totals: Shower1				8.74



Toilet2 **Height: 8'**

126.67 SF Walls
142.19 SF Walls & Ceiling
1.73 SY Flooring
15.83 LF Ceil. Perimeter

15.53 SF Ceiling
15.53 SF Floor
15.83 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL

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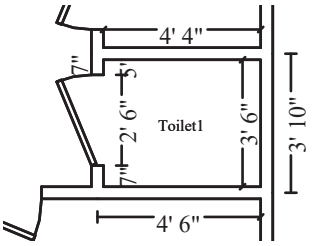
CONTINUED - Toilet2

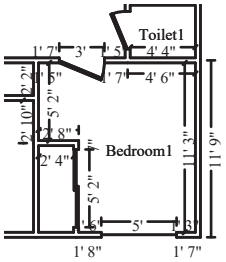
DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1644. Batt insulation - 10" - R30 - paper / foil faced	15.53 SF	0.00	2.06	31.99
1645. 5/8" mold/mildew resistant - hung, taped ready for texture	24.00 SF	0.00	3.23	77.52
1646. Texture drywall - light hand texture	32.00 SF	0.00	1.36	43.52
1647. Seal the surface area w/PVA primer - one coat	32.00 SF	0.00	0.61	19.52
1648. Paint the ceiling - two coats	15.53 SF	0.00	1.04	16.15
1663. Final cleaning - construction - Residential	15.53 SF	0.00	0.39	6.06
Totals: Toilet2				194.76



Toilet1 **Height: 8'**

125.33 SF Walls	15.17 SF Ceiling
140.50 SF Walls & Ceiling	15.17 SF Floor
1.69 SY Flooring	15.67 LF Floor Perimeter
15.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1935. Final cleaning - construction - Residential	15.17 SF	0.00	0.39	5.92
Totals: Toilet1				5.92



Bedroom1 **Height: 8'**

346.67 SF Walls	100.97 SF Ceiling
447.63 SF Walls & Ceiling	100.97 SF Floor
11.22 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	

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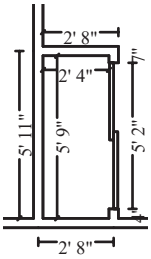
CONTINUED - Bedroom1

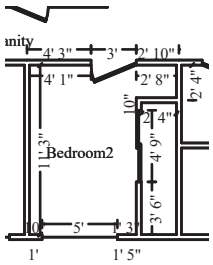


Subroom: Closet1 (1) **Height: 8'**

129.33 SF Walls	13.42 SF Ceiling
142.75 SF Walls & Ceiling	13.42 SF Floor
1.49 SY Flooring	16.17 LF Floor Perimeter
16.17 LF Ceil. Perimeter	

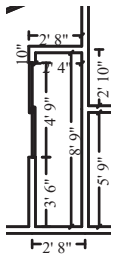
DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1936. Final cleaning - construction - Residential	114.38 SF	0.00	0.39	44.61

Totals: Bedroom1 44.61



Bedroom2 **Height: 8'**

336.00 SF Walls	85.47 SF Ceiling
421.47 SF Walls & Ceiling	85.47 SF Floor
9.50 SY Flooring	42.00 LF Floor Perimeter
42.00 LF Ceil. Perimeter	



Subroom: Closet2 (1) **Height: 8'**

177.33 SF Walls	20.42 SF Ceiling
197.75 SF Walls & Ceiling	20.42 SF Floor
2.27 SY Flooring	22.17 LF Floor Perimeter
22.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1937. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29

Totals: Bedroom2 41.29

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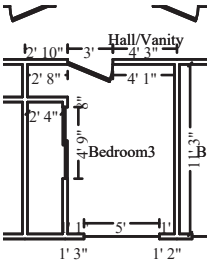
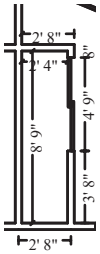


Bedroom3 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		

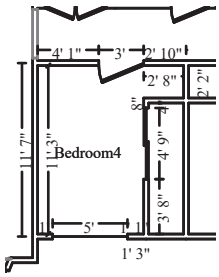


Subroom: Closet3 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

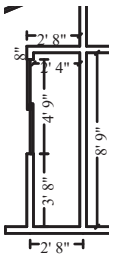
DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1938. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29

Totals: Bedroom3 41.29



Bedroom4 **Height: 8'**

336.00	SF Walls	85.47	SF Ceiling
421.47	SF Walls & Ceiling	85.47	SF Floor
9.50	SY Flooring	42.00	LF Floor Perimeter
42.00	LF Ceil. Perimeter		



Subroom: Closet4 (1) **Height: 8'**

177.33	SF Walls	20.42	SF Ceiling
197.75	SF Walls & Ceiling	20.42	SF Floor
2.27	SY Flooring	22.17	LF Floor Perimeter
22.17	LF Ceil. Perimeter		

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
1939. Final cleaning - construction - Residential	105.88 SF	0.00	0.39	41.29

Totals: Bedroom4 41.29

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Fed ID # 84-1309171

Total: B-102 **565.50**

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
18. Finish carpentry labor minimum	1.00 EA	0.00	24.95	24.95
110. Finish hardware labor minimum	1.00 EA	0.00	66.62	66.62
877. Floor cleaning labor minimum	1.00 EA	0.00	62.59	62.59
1804. Stone floor covering labor minimum	1.00 EA	0.00	167.79	167.79
Totals: Labor Minimums Applied				321.95

Line Item Totals: CSCRECON301 **55,999.80**

Grand Total Areas:

15,790.62	SF Walls	3,801.39	SF Ceiling	19,592.01	SF Walls and Ceiling
3,801.39	SF Floor	422.38	SY Flooring	1,969.58	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	1,995.08	LF Ceil. Perimeter
3,801.39	Floor Area	4,239.37	Total Area	15,790.62	Interior Wall Area
5,358.08	Exterior Wall Area	595.34	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Coverage	Item Total	%	ACV Total	%
Dwelling	58,502.46	87.06%	58,502.46	87.06%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	8,697.60	12.94%	8,697.60	12.94%
Total	67,200.06	100.00%	67,200.06	100.00%

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Fed ID # 84-1309171

Summary for Dwelling

Line Item Total	48,751.80
Overhead	4,875.33
Profit	4,875.33
Replacement Cost Value	**$58,502.46**
Net Claim	**$58,502.46**

Jason Arbogast

BELFOR Property Restoration

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Fed ID # 84-1309171

Summary for Contents

Line Item Total	7,248.00
Overhead	724.80
Profit	724.80
Replacement Cost Value	**$8,697.60**
Net Claim	**$8,697.60**

Jason Arbogast

BELFOR Property Restoration

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Fed ID # 84-1309171

Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)
Line Items	5,600.13	5,600.13
Total	**5,600.13**	**5,600.13**

BELFOR Property Restoration

4132 Will Rogers Parkway Suite 500 - Oklahoma City, OK 73108
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Fed ID # 84-1309171

Recap by Room

Estimate: CSCRECON301			
General Conditions		**13,928.62**	**24.87%**
Coverage: Dwelling	47.96% =	6,680.62	
Coverage: Contents	52.04% =	7,248.00	
Plumbing		**2,750.00**	**4.91%**
Coverage: Dwelling	100.00% =	2,750.00	
Area: B-101			
Living Room		**88.30**	**0.16%**
Coverage: Dwelling	100.00% =	88.30	
Mech Rm		**6.99**	**0.01%**
Coverage: Dwelling	100.00% =	6.99	
Hall/Vanity		**3,713.38**	**6.63%**
Coverage: Dwelling	100.00% =	3,713.38	
Shower2		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Shower1		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Toilet 2		**2,401.46**	**4.29%**
Coverage: Dwelling	100.00% =	2,401.46	
Toilet 1		**2,423.35**	**4.33%**
Coverage: Dwelling	100.00% =	2,423.35	
Bedroom1		**3,651.19**	**6.52%**
Coverage: Dwelling	100.00% =	3,651.19	
Bedroom2		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom3		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom4		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Area Subtotal: B-101		**14,212.07**	**25.38%**
Coverage: Dwelling	100.00% =	14,212.07	
Area: B-201			
Living Room		**88.30**	**0.16%**
Coverage: Dwelling	100.00% =	88.30	
Mech Rm		**6.99**	**0.01%**
Coverage: Dwelling	100.00% =	6.99	
Hall/Vanity		**5,279.72**	**9.43%**
Coverage: Dwelling	100.00% =	5,279.72	
Shower2		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	

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Fed ID # 84-1309171

Shower1		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Toilet 2		**2,401.46**	**4.29%**
Coverage: Dwelling	100.00% =	2,401.46	
Toilet 1		**2,423.35**	**4.33%**
Coverage: Dwelling	100.00% =	2,423.35	
Bedroom1		**3,551.06**	**6.34%**
Coverage: Dwelling	100.00% =	3,551.06	
Bedroom2		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom3		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom4		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Area Subtotal: B-201		**15,678.28**	**28.00%**
Coverage: Dwelling	100.00% =	15,678.28	

Area: B-301

Living Room		**88.30**	**0.16%**
Coverage: Dwelling	100.00% =	88.30	
Mech Rm		**6.99**	**0.01%**
Coverage: Dwelling	100.00% =	6.99	
Hall/Vanity		**2,744.49**	**4.90%**
Coverage: Dwelling	100.00% =	2,744.49	
Shower2		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Shower1		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Toilet 1		**1,245.37**	**2.22%**
Coverage: Dwelling	100.00% =	1,245.37	
Toilet 2		**1,239.59**	**2.21%**
Coverage: Dwelling	100.00% =	1,239.59	
Bedroom1		**1,291.24**	**2.31%**
Coverage: Dwelling	100.00% =	1,291.24	
Bedroom2		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom3		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom4		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Area Subtotal: B-301		**8,543.38**	**15.26%**
Coverage: Dwelling	100.00% =	8,543.38	

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(405) 917-7067 Tel. - (405) 917-7094 Fax.
Fed ID # 84-1309171

Area: B-102			
Living Room		**96.51**	**0.17%**
Coverage: Dwelling	100.00% =	96.51	
Mech Rm		**6.99**	**0.01%**
Coverage: Dwelling	100.00% =	6.99	
Hall/Vanity		**75.36**	**0.13%**
Coverage: Dwelling	100.00% =	75.36	
Shower2		**8.74**	**0.02%**
Coverage: Dwelling	100.00% =	8.74	
Shower1		**8.74**	**0.02%**
Coverage: Dwelling	100.00% =	8.74	
Toilet2		**194.76**	**0.35%**
Coverage: Dwelling	100.00% =	194.76	
Toilet1		**5.92**	**0.01%**
Coverage: Dwelling	100.00% =	5.92	
Bedroom1		**44.61**	**0.08%**
Coverage: Dwelling	100.00% =	44.61	
Bedroom2		**41.29**	**0.07%**
Coverage: Dwelling	100.00% =	41.29	
Bedroom3		**41.29**	**0.07%**
Coverage: Dwelling	100.00% =	41.29	
Bedroom4		**41.29**	**0.07%**
Coverage: Dwelling	100.00% =	41.29	
Area Subtotal: B-102		**565.50**	**1.01%**
Coverage: Dwelling	100.00% =	565.50	
Labor Minimums Applied		**321.95**	**0.57%**
Coverage: Dwelling	100.00% =	321.95	
Subtotal of Areas		**55,999.80**	**100.00%**
Coverage: Dwelling	87.06% =	48,751.80	
Coverage: Contents	12.94% =	7,248.00	
Total		**55,999.80**	**100.00%**

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4132 Will Rogers Parkway Suite 500 - Oklahoma City, OK 73108
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Fed ID # 84-1309171

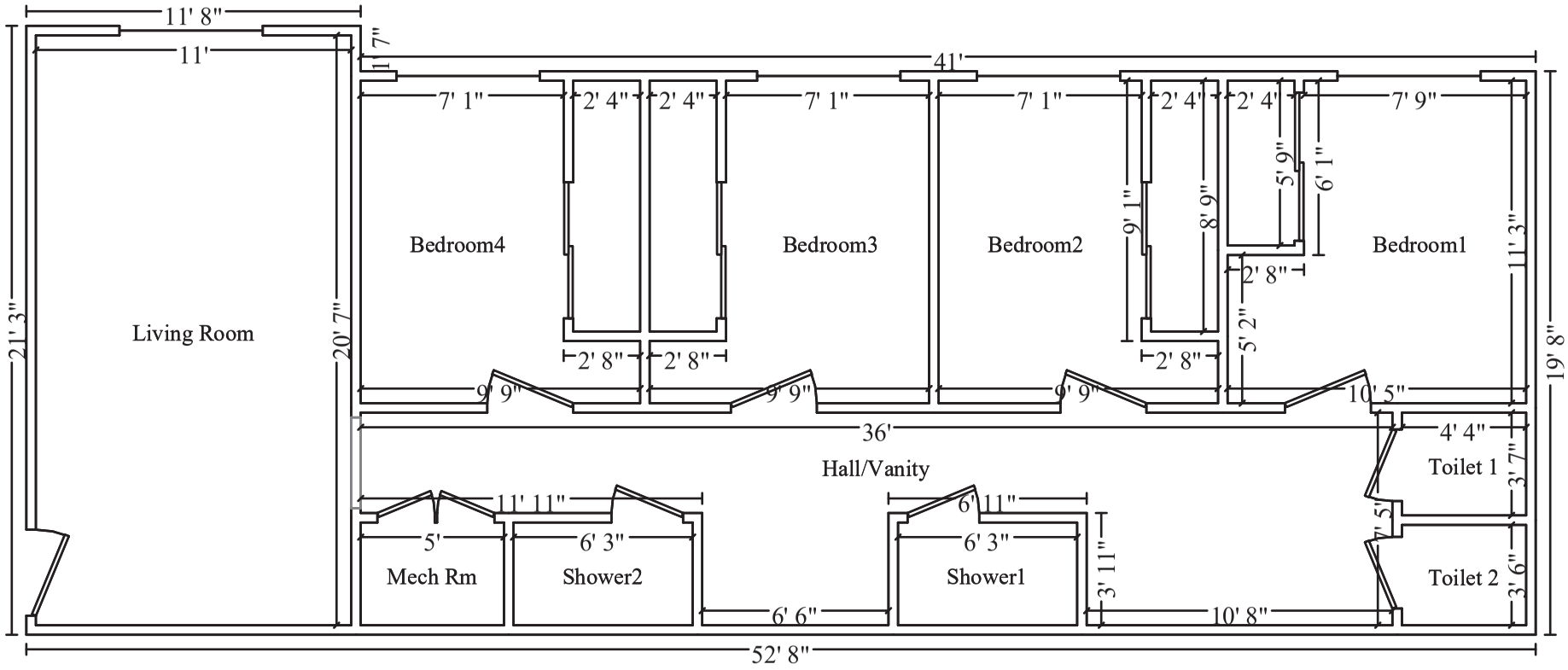
Recap by Category

O&P Items			Total	%
CLEANING			**2,589.08**	**3.85%**
Coverage: Dwelling	@	100.00% =	2,589.08	
CONTENT MANIPULATION			**1,036.08**	**1.54%**
Coverage: Dwelling	@	100.00% =	1,036.08	
GENERAL DEMOLITION			**610.29**	**0.91%**
Coverage: Dwelling	@	100.00% =	610.29	
DRYWALL			**6,235.93**	**9.28%**
Coverage: Dwelling	@	100.00% =	6,235.93	
ELECTRICAL			**404.64**	**0.60%**
Coverage: Dwelling	@	100.00% =	404.64	
FLOOR COVERING - STONE			**287.43**	**0.43%**
Coverage: Dwelling	@	100.00% =	287.43	
FLOOR COVERING - CERAMIC TILE			**1,315.52**	**1.96%**
Coverage: Dwelling	@	100.00% =	1,315.52	
FLOOR COVERING - VINYL			**9,190.89**	**13.68%**
Coverage: Dwelling	@	100.00% =	9,190.89	
FINISH CARPENTRY / TRIMWORK			**404.39**	**0.60%**
Coverage: Dwelling	@	100.00% =	404.39	
FINISH HARDWARE			**224.48**	**0.33%**
Coverage: Dwelling	@	100.00% =	224.48	
FIRE PROTECTION SYSTEMS			**134.80**	**0.20%**
Coverage: Dwelling	@	100.00% =	134.80	
HEAT, VENT & AIR CONDITIONING			**1,147.50**	**1.71%**
Coverage: Dwelling	@	100.00% =	1,147.50	
INSULATION			**2,183.79**	**3.25%**
Coverage: Dwelling	@	100.00% =	2,183.79	
LABOR ONLY			**5,034.25**	**7.49%**
Coverage: Dwelling	@	100.00% =	5,034.25	
LIGHT FIXTURES			**1,272.24**	**1.89%**
Coverage: Dwelling	@	100.00% =	1,272.24	
MARBLE - CULTURED OR NATURAL			**1,161.72**	**1.73%**
Coverage: Dwelling	@	100.00% =	1,161.72	
PLUMBING			**4,466.48**	**6.65%**
Coverage: Dwelling	@	100.00% =	4,466.48	
PAINTING			**9,030.49**	**13.44%**
Coverage: Dwelling	@	100.00% =	9,030.49	
TILE			**2,021.80**	**3.01%**
Coverage: Dwelling	@	100.00% =	2,021.80	
USER DEFINED ITEMS			**7,248.00**	**10.79%**
Coverage: Contents	@	100.00% =	7,248.00	
O&P Items Subtotal			**55,999.80**	**83.33%**
Overhead			**5,600.13**	**8.33%**

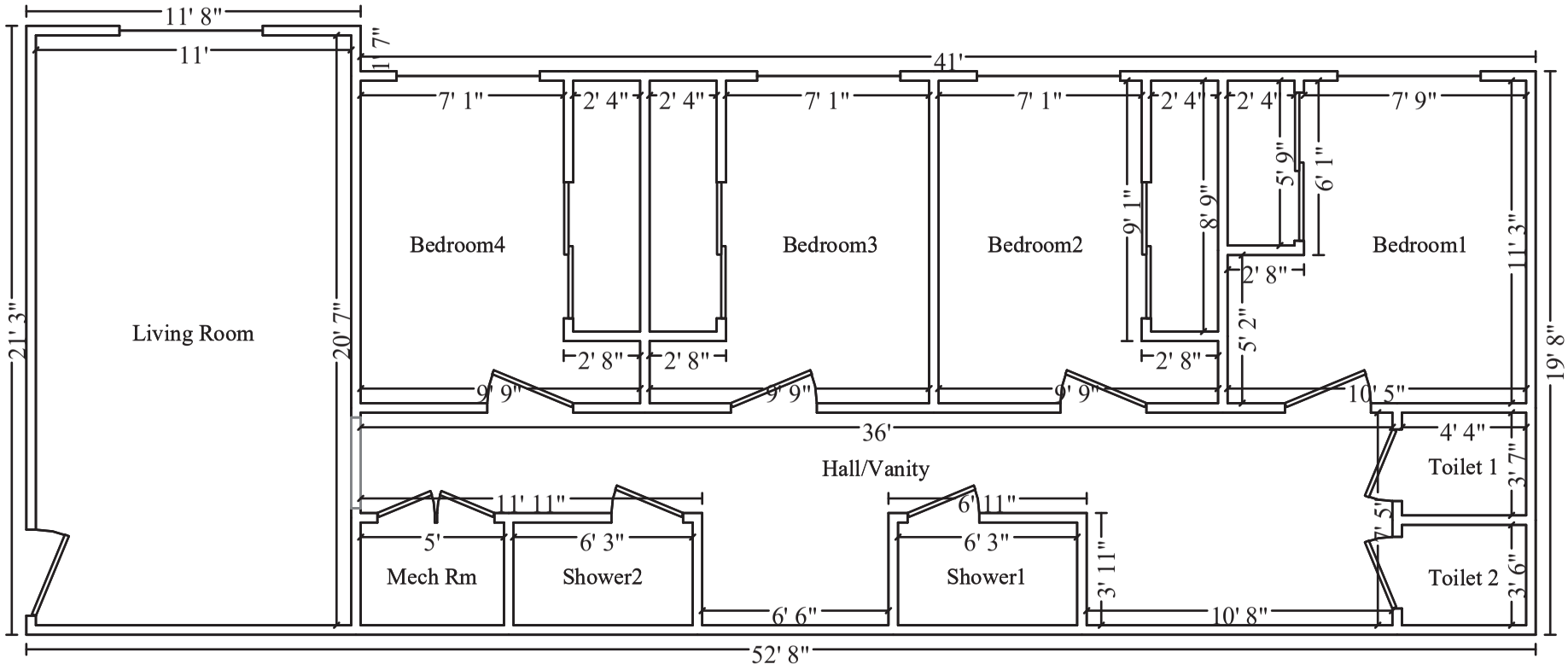
BELFOR Property Restoration

4132 Will Rogers Parkway Suite 500 - Oklahoma City, OK 73108
(405) 917-7067 Tel. - (405) 917-7094 Fax.
Fed ID # 84-1309171

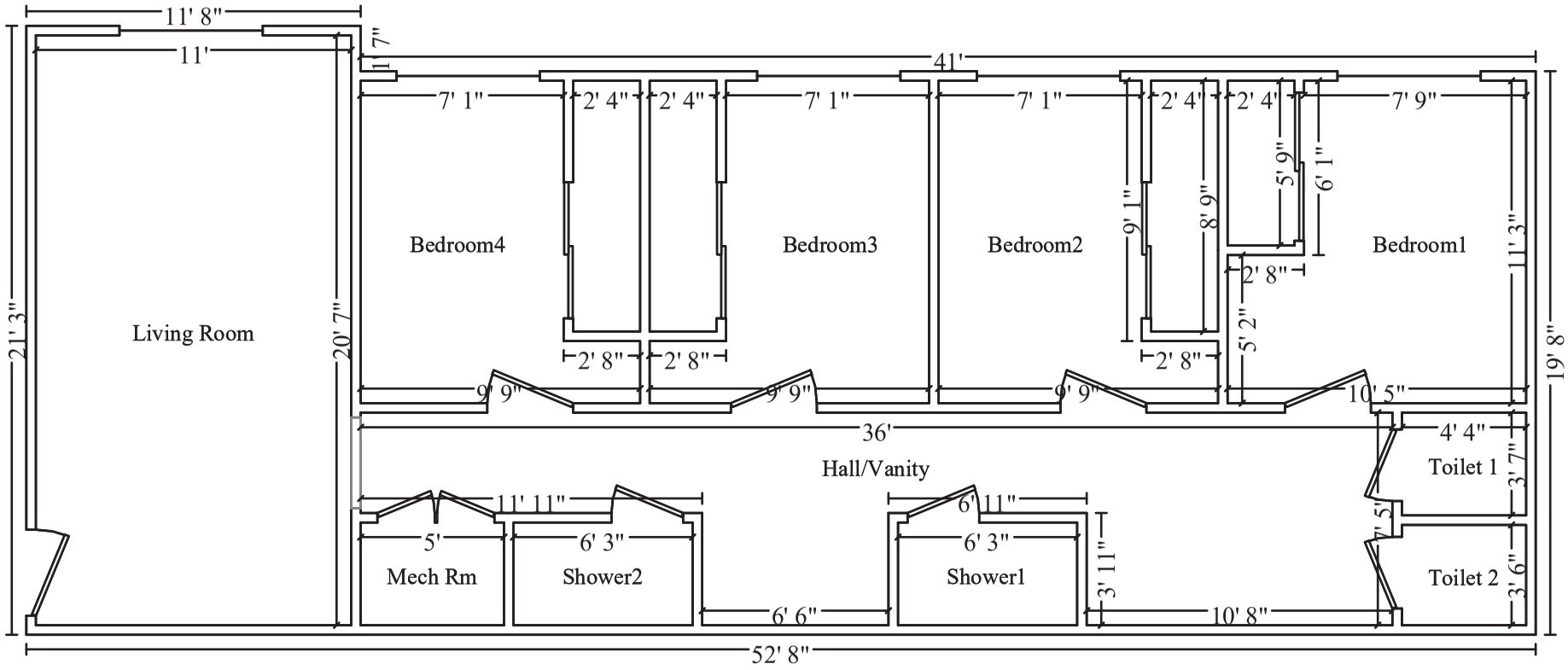
Coverage: Dwelling	@	87.06% =	4,875.33	
Coverage: Contents	@	12.94% =	724.80	
Profit			**5,600.13**	**8.33%**
Coverage: Dwelling	@	87.06% =	4,875.33	
Coverage: Contents	@	12.94% =	724.80	
Total			**67,200.06**	**100.00%**


11' 8"
11'
1' 7"
41'
7' 1"
2' 4"
2' 4"
7' 1"
7' 1"
2' 4"
2' 4"
7' 9"
Bedroom4
Bedroom3
Bedroom2
Bedroom1
Living Room
21' 3"
20' 7"
9' 1"
8' 9"
5' 9"
6' 1"
11' 3"
2' 8"
5' 2"
2' 8"
2' 8"
2' 8"
2' 8"
19' 8"
9' 9"
9' 9"
9' 9"
10' 5"
36'
4' 4"
Hall/Vanity
Toilet 1
3' 7"
11' 11"
6' 11"
5'
6' 3"
6' 3"
7' 5"
Mech Rm
Shower2
Shower1
3' 11"
Toilet 2
3' 6"
6' 6"
10' 8"
52' 8"

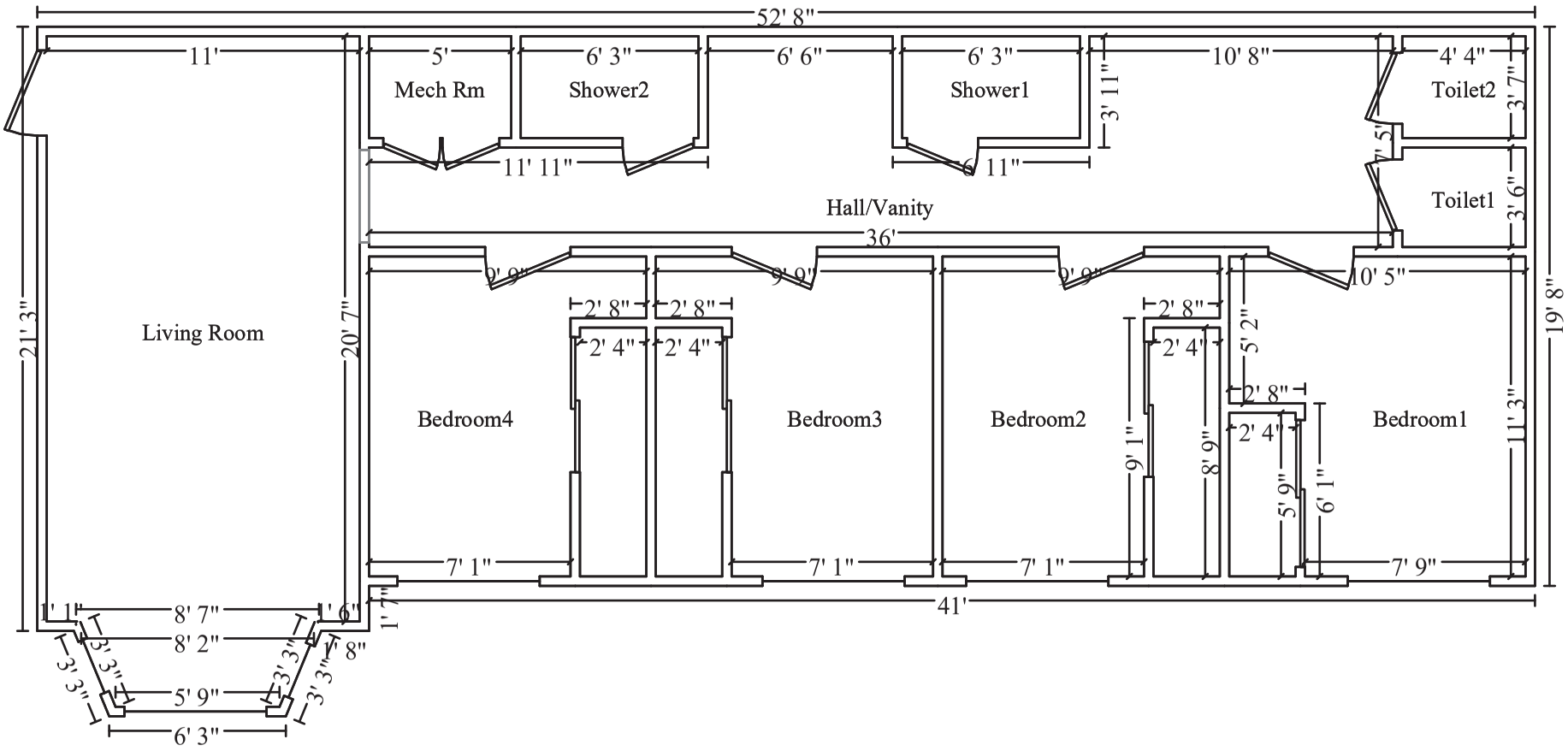
B-101


11' 8"
11'
1' 7"
41'
7' 1"
2' 4"
2' 4"
7' 1"
7' 1"
2' 4"
2' 4"
7' 9"
Bedroom4
Bedroom3
Bedroom2
Bedroom1
Living Room
21' 3"
20' 7"
9' 1"
8' 9"
5' 9"
6' 1"
11' 3"
19' 8"
2' 8"
2' 8"
2' 8"
2' 8"
5' 2"
9' 9"
9' 9"
9' 9"
10' 5"
36'
4' 4"
Hall/Vanity
Toilet 1
3' 7"
11' 11"
6' 11"
5'
6' 3"
6' 3"
Mech Rm
Shower2
Shower1
3' 11"
7' 5"
3' 6"
Toilet 2
6' 6"
10' 8"
52' 8"

B-201


11' 8"
11'
1' 7"
41'
7' 1"
2' 4"
2' 4"
7' 1"
7' 1"
2' 4"
2' 4"
7' 9"
Bedroom4
Bedroom3
Bedroom2
Bedroom1
Living Room
21' 3"
20' 7"
9' 1"
8' 9"
5' 9"
6' 1"
11' 3"
19' 8"
2' 8"
2' 8"
2' 8"
2' 8"
5' 2"
9' 9"
9' 9"
9' 9"
10' 5"
36'
4' 4"
Hall/Vanity
Toilet 1
3' 7"
11' 11"
6' 11"
5'
6' 3"
6' 3"
7' 5"
Mech Rm
Shower2
Shower1
Toilet 2
3' 11"
3' 6"
6' 6"
10' 8"
52' 8"

B-301


52' 8"
11'
5'
Mech Rm
6' 3"
Shower2
6' 6"
6' 3"
Shower1
10' 8"
4' 4"
Toilet2
3' 11"
3' 7"
11' 11"
6' 11"
7' 5"
Toilet1
3' 6"
Hall/Vanity
36'
21' 3"
Living Room
20' 7"
9' 9"
9' 9"
9' 9"
10' 5"
2' 8"
2' 8"
2' 8"
2' 8"
2' 4"
2' 4"
2' 4"
2' 4"
5' 2"
Bedroom4
Bedroom3
Bedroom2
Bedroom1
9' 1"
8' 9"
5' 9"
6' 1"
11' 3"
16' 8"
7' 1"
7' 1"
7' 1"
7' 9"
1' 1"
8' 7"
1' 6"
8' 2"
1' 7"
8"
3' 3"
3' 3"
3' 3"
3' 3"
5' 9"
6' 3"
41'

N

B-102

JOB INFORMATION

LOSS DATE
7/13/2025
JOB NUMBER
TBD
JOB NAME
Conners State Millers Crossing 301-101 MIT
ADDRESS
619 Nero Cir

CITY
Warner
ST ZIP
OK 74469
PHONE #

EMAIL
mike.lewis@connersstate.edu

BILL TO INFORMATION

SAME AS JOB INFORMATION
SELECT- Y
NAME
Conners State Millers Crossing 301-101 MIT
ADDRESS
619 Nero Cir

CITY
Warner
ST
OK
ZIP
74469
ATTENTION
VP Mike Lewis
EMAIL for ATTENTION
mike.lewis@connersstate.edu
INSURANCE

R&M ESTIMATED PRICING SUMMARY

BASED ON PROJECTED SCOPE OF WORK

SELECT RATE SHEET
2024 BELFOR NATIONAL
SELECT SERVICE
RESTORATION
RMEP #
JTBD-010000

IS THIS A CAT LOSS?
N

CATEGORIES		PROJECTIONS AMOUNT	MARKUP	SUBTOTAL
LABOR-SCHEDULED	(includes sm. tools)	$26,945	$0	$26,945
EQUIPMENT-SCHEDULED		$7,911	$0	$7,911
CONSUMABLES-SCHEDULED		$4,302	$0	$4,302
DOCUMENT RECOVERY		$0	$0	$0
EQUIPMENT RENTAL	(includes fuel)	$0	$0	$0
REIMBURSABLE		$6,432	$1,608	$8,040
PW LABOR		$0	$0	$0
VENDOR & SUBCONTRACTOR		$0	$0	$0
				$47,198
				$47,198

PROJECTED SCOPE OF WORK

This cost projection is to include all necessary drying ,demo, cleaning, and encapsulation in units 301,201, and 101 in Millers Crossing Bldg 2. Areas effected are both toilet rooms and bdrm 1 in each of the 3 units. As well as part of the hallway ceiling in 201 and 101.

THIS R&M ESTIMATED PRICING SUMMARY PREPARED BY

NAME
Jason Arbogast
PHONE NUMBER
484-459-4366
EMAIL ADDRESS
Jason.arbogast@us.belfor.com
DATE / TIME
July 14, 2025 / 12:00 PM

DISCLAIMER

IMPORTANT Customer hereby agrees to the following terms: This is a rate and material projection report and represents estimated costs at the time it was completed. This estimate is based on the job starting on **7/15/2025** Any changes to the start date will impact the estimate including our overtime calculations, the hours and materials needed and/or the scope due to exacerbation of the original damage. This estimate is for valuation purposes only and is not a guarantee of BELFOR's total costs. If you should decide to proceed with the project, BELFOR will notify you of and get consent before performing work on any material additions to the scope of this project. These projected costs are void should there be a change in the building conditions, unforeseen weather conditions or any other unforeseen issues, requests or requirements. BELFOR will invoice for work performed on a rate and materials basis and you will be responsible for additional charges for any applicable subcontracted for equipment, fuel, related service costs, permits, fees, sales tax, administrative reporting or required appearances including court appearances arising out of the services.

Total: B-102 **565.50**

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TOTAL
18. Finish carpentry labor minimum	1.00 EA	0.00	24.95	24.95
110. Finish hardware labor minimum	1.00 EA	0.00	66.62	66.62
877. Floor cleaning labor minimum	1.00 EA	0.00	62.59	62.59
1804. Stone floor covering labor minimum	1.00 EA	0.00	167.79	167.79
Totals: Labor Minimums Applied				321.95

Line Item Totals: CSCRECON301 **55,999.80**

Grand Total Areas:

15,790.62	SF Walls	3,801.39	SF Ceiling	19,592.01	SF Walls and Ceiling
3,801.39	SF Floor	422.38	SY Flooring	1,969.58	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	1,995.08	LF Ceil. Perimeter
3,801.39	Floor Area	4,239.37	Total Area	15,790.62	Interior Wall Area
5,358.08	Exterior Wall Area	595.34	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

Coverage	Item Total	%	ACV Total	%
Dwelling	58,502.46	87.06%	58,502.46	87.06%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	8,697.60	12.94%	8,697.60	12.94%
Total	67,200.06	100.00%	67,200.06	100.00%

BELFOR Property Restoration
4132 Will Rogers Parkway Suite 500 - Oklahoma City, OK 73108
(405) 917-7067 Tel. - (405) 917-7094 Fax.
Fed ID # 84-1309171

September 12, 2025

Summary for Dwelling

Line Item Total	48,751.80
Overhead	4,875.33
Profit	4,875.33
Replacement Cost Value	**$58,502.46**
Net Claim	**$58,502.46**

Jason Arbogast

Summary for Contents

Line Item Total	7,248.00
Overhead	724.80
Profit	724.80
Replacement Cost Value	**$8,697.60**
Net Claim	**$8,697.60**

Jason Arbogast

4132 W Reno Ave Suite 500 - Oklahoma City, OK 73108
(405) 917-7067 Tel. - (405) 917-7094 Fax.
Fed ID # 84-1309171

Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)
Line Items	5,600.13	5,600.13
Total	**5,600.13**	**5,600.13**

Recap by Room

Estimate: CSCRECON301			
General Conditions		**13,928.62**	**24.87%**
Coverage: Dwelling	47.96% =	6,680.62	
Coverage: Contents	52.04% =	7,248.00	
Plumbing		**2,750.00**	**4.91%**
Coverage: Dwelling	100.00% =	2,750.00	
Area: B-101			
Living Room		**88.30**	**0.16%**
Coverage: Dwelling	100.00% =	88.30	
Mech Rm		**6.99**	**0.01%**
Coverage: Dwelling	100.00% =	6.99	
Hall/Vanity		**3,713.38**	**6.63%**
Coverage: Dwelling	100.00% =	3,713.38	
Shower2		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Shower1		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Toilet 2		**2,401.46**	**4.29%**
Coverage: Dwelling	100.00% =	2,401.46	
Toilet 1		**2,423.35**	**4.33%**
Coverage: Dwelling	100.00% =	2,423.35	
Bedroom1		**3,651.19**	**6.52%**
Coverage: Dwelling	100.00% =	3,651.19	
Bedroom2		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom3		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom4		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Area Subtotal: B-101		**14,212.07**	**25.38%**
Coverage: Dwelling	100.00% =	14,212.07	
Area: B-201			
Living Room		**88.30**	**0.16%**
Coverage: Dwelling	100.00% =	88.30	
Mech Rm		**6.99**	**0.01%**
Coverage: Dwelling	100.00% =	6.99	
Hall/Vanity		**5,279.72**	**9.43%**
Coverage: Dwelling	100.00% =	5,279.72	
Shower2		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	

Shower1		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Toilet 2		**2,401.46**	**4.29%**
Coverage: Dwelling	100.00% =	2,401.46	
Toilet 1		**2,423.35**	**4.33%**
Coverage: Dwelling	100.00% =	2,423.35	
Bedroom1		**3,551.06**	**6.34%**
Coverage: Dwelling	100.00% =	3,551.06	
Bedroom2		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom3		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom4		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Area Subtotal: B-201		**15,678.28**	**28.00%**
Coverage: Dwelling	100.00% =	15,678.28	

Area: B-301

Living Room		**88.30**	**0.16%**
Coverage: Dwelling	100.00% =	88.30	
Mech Rm		**6.99**	**0.01%**
Coverage: Dwelling	100.00% =	6.99	
Hall/Vanity		**2,744.49**	**4.90%**
Coverage: Dwelling	100.00% =	2,744.49	
Shower2		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Shower1		**171.19**	**0.31%**
Coverage: Dwelling	100.00% =	171.19	
Toilet 1		**1,245.37**	**2.22%**
Coverage: Dwelling	100.00% =	1,245.37	
Toilet 2		**1,239.59**	**2.21%**
Coverage: Dwelling	100.00% =	1,239.59	
Bedroom1		**1,291.24**	**2.31%**
Coverage: Dwelling	100.00% =	1,291.24	
Bedroom2		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom3		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Bedroom4		**528.34**	**0.94%**
Coverage: Dwelling	100.00% =	528.34	
Area Subtotal: B-301		**8,543.38**	**15.26%**
Coverage: Dwelling	100.00% =	8,543.38	

Area: B-102			
Living Room		**96.51**	**0.17%**
Coverage: Dwelling	100.00% =	96.51	
Mech Rm		**6.99**	**0.01%**
Coverage: Dwelling	100.00% =	6.99	
Hall/Vanity		**75.36**	**0.13%**
Coverage: Dwelling	100.00% =	75.36	
Shower2		**8.74**	**0.02%**
Coverage: Dwelling	100.00% =	8.74	
Shower1		**8.74**	**0.02%**
Coverage: Dwelling	100.00% =	8.74	
Toilet2		**194.76**	**0.35%**
Coverage: Dwelling	100.00% =	194.76	
Toilet1		**5.92**	**0.01%**
Coverage: Dwelling	100.00% =	5.92	
Bedroom1		**44.61**	**0.08%**
Coverage: Dwelling	100.00% =	44.61	
Bedroom2		**41.29**	**0.07%**
Coverage: Dwelling	100.00% =	41.29	
Bedroom3		**41.29**	**0.07%**
Coverage: Dwelling	100.00% =	41.29	
Bedroom4		**41.29**	**0.07%**
Coverage: Dwelling	100.00% =	41.29	
Area Subtotal: B-102		**565.50**	**1.01%**
Coverage: Dwelling	100.00% =	565.50	
Labor Minimums Applied		**321.95**	**0.57%**
Coverage: Dwelling	100.00% =	321.95	
Subtotal of Areas		**55,999.80**	**100.00%**
Coverage: Dwelling	87.06% =	48,751.80	
Coverage: Contents	12.94% =	7,248.00	
Total		**55,999.80**	**100.00%**

Recap by Category

O&P Items			Total	%
CLEANING			**2,589.08**	**3.85%**
Coverage: Dwelling	@	100.00% =	2,589.08	
CONTENT MANIPULATION			**1,036.08**	**1.54%**
Coverage: Dwelling	@	100.00% =	1,036.08	
GENERAL DEMOLITION			**610.29**	**0.91%**
Coverage: Dwelling	@	100.00% =	610.29	
DRYWALL			**6,235.93**	**9.28%**
Coverage: Dwelling	@	100.00% =	6,235.93	
ELECTRICAL			**404.64**	**0.60%**
Coverage: Dwelling	@	100.00% =	404.64	
FLOOR COVERING - STONE			**287.43**	**0.43%**
Coverage: Dwelling	@	100.00% =	287.43	
FLOOR COVERING - CERAMIC TILE			**1,315.52**	**1.96%**
Coverage: Dwelling	@	100.00% =	1,315.52	
FLOOR COVERING - VINYL			**9,190.89**	**13.68%**
Coverage: Dwelling	@	100.00% =	9,190.89	
FINISH CARPENTRY / TRIMWORK			**404.39**	**0.60%**
Coverage: Dwelling	@	100.00% =	404.39	
FINISH HARDWARE			**224.48**	**0.33%**
Coverage: Dwelling	@	100.00% =	224.48	
FIRE PROTECTION SYSTEMS			**134.80**	**0.20%**
Coverage: Dwelling	@	100.00% =	134.80	
HEAT, VENT & AIR CONDITIONING			**1,147.50**	**1.71%**
Coverage: Dwelling	@	100.00% =	1,147.50	
INSULATION			**2,183.79**	**3.25%**
Coverage: Dwelling	@	100.00% =	2,183.79	
LABOR ONLY			**5,034.25**	**7.49%**
Coverage: Dwelling	@	100.00% =	5,034.25	
LIGHT FIXTURES			**1,272.24**	**1.89%**
Coverage: Dwelling	@	100.00% =	1,272.24	
MARBLE - CULTURED OR NATURAL			**1,161.72**	**1.73%**
Coverage: Dwelling	@	100.00% =	1,161.72	
PLUMBING			**4,466.48**	**6.65%**
Coverage: Dwelling	@	100.00% =	4,466.48	
PAINTING			**9,030.49**	**13.44%**
Coverage: Dwelling	@	100.00% =	9,030.49	
TILE			**2,021.80**	**3.01%**
Coverage: Dwelling	@	100.00% =	2,021.80	
USER DEFINED ITEMS			**7,248.00**	**10.79%**
Coverage: Contents	@	100.00% =	7,248.00	
O&P Items Subtotal			**55,999.80**	**83.33%**
Overhead			**5,600.13**	**8.33%**

Coverage: Dwelling	@	87.06% =	4,875.33	
Coverage: Contents	@	12.94% =	724.80	
Profit			**5,600.13**	**8.33%**
Coverage: Dwelling	@	87.06% =	4,875.33	
Coverage: Contents	@	12.94% =	724.80	
Total			**67,200.06**	**100.00%**

BELFOR PROPERTYRESTORATION

September 12, 2025

RATE & MATERIAL ESTIMATED PRICING

JOB INFORMATION

LOSS DATE
7/13/2025
JOB NUMBER
TBD
JOB NAME
Conners State Millers Crossing 301-101 MIT
ADDRESS
619 Nero Cir

CITY
Warner
ST
OK
ZIP
74469
PHONE #

EMAIL
mike.lewis@connersstate.edu

BILL TO INFORMATION

SAME AS JOB INFORMATION
SELECT: Y
NAME
Conners State Millers Crossing 301-101 MIT
ADDRESS
619 Nero Cir

CITY
Warner
ST
OK
ZIP
74469
ATTENTION
VP Mike Lewis
EMAIL for ATTENTION
mike.lewis@connersstate.edu
INSURANCE

R&M ESTIMATED PRICING SUMMARY

BASED ON PROJECTED SCOPE OF WORK

v02.24

SELECT RATE SHEET
2024 BELFOR NATIONAL
SELECT SERVICE
RESTORATION
RMEP #
JTBD-010000
IS THIS A CAT LOSS?
N

CATEGORIES		PROJECTIONS AMOUNT	MARKUP	SUBTOTAL
LABOR-SCHEDULED	(includes sm. tools)	$26,945	$0	$26,945
EQUIPMENT-SCHEDULED		$7,911	$0	$7,911
CONSUMABLES-SCHEDULED		$4,302	$0	$4,302
DOCUMENT RECOVERY		$0	$0	$0
EQUIPMENT RENTAL	(includes fuel)	$0	$0	$0
REIMBURSABLE		$6,432	$1,608	$8,040
PW LABOR		$0	$0	$0
VENDOR & SUBCONTRACTOR		$0	$0	$0
				$47,198
				$47,198

PROJECTED SCOPE OF WORK

This cost projection is to include all necessary drying ,demo, cleaning, and encapsulation in units 301,201, and 101 in Millers Crossing Bldg 2. Areas effected are both toilet rooms and bdrm 1 in each of the 3 units. As well as part of the hallway ceiling in 201 and 101.

THIS R&M ESTIMATED PRICING SUMMARY PREPARED BY

NAME
Jason Arbogast
EMAIL ADDRESS
Jason.arbogast@us.belfor.com
PHONE NUMBER
484-459-4366
DATE / TIME
July 14, 2025 / 12:00 PM

DISCLAIMER

IMPORTANT Customer hereby agrees to the following terms: This is a rate and material projection report and represents estimated costs at the time it was completed. This estimate is based on the job starting on **7/15/2025** Any changes to the start date will impact the estimate including our overtime calculations, the hours and materials needed and/or the scope due to exacerbation of the original damage. This estimate is for valuation purposes only and is not a guarantee of BELFOR's total costs. If you should decide to proceed with the project, BELFOR will notify you of and get consent before performing work on any material additions to the scope of this project. These projected costs are void should there be a change in the building conditions, unforeseen weather conditions or any other unforeseen issues, requests or requirements. BELFOR will invoice for work performed on a rate and materials basis and you will be responsible for additional charges for any applicable subcontracted for equipment, fuel, related service costs, permits, fees, sales tax, administrative reporting or required appearances including court appearances arising out of the services.

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OFJUNE 30, 2025

	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
FUND SOURCE	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	0	$ -	1	$ 1,504.62	4	$ 11,287.51	5	$ 15,730.27
FEDERAL	0	$ -	1	$ 4,239.17	1	$ 10,159.79	6	$ 26,124.96
PRIVATE	0	$ -	0	$ -	0	$ -	0	$ -
AUXILIARY	0	$ -	0	$ -	1	$ 4,914.09	0	$ -
OTHER	0	$ -	0	$ -	0	$ -	0	$ -
TOTAL	**-**	**$ -**	**2**	**$ 5,743.79**	**6**	**$ 26,361.39**	**11**	**$ 41,855.23**

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF JULY 31, 2025

FUND SOURCE	TRAVEL THIS MONTH NO. OF TRIPS	TRAVEL THIS MONTH AMOUNT EXPENDED	CORRESPONDING MONTH LAST FISCAL YEAR NO. OF TRIPS	CORRESPONDING MONTH LAST FISCAL YEAR AMOUNT EXPENDED	AMOUNT EXPENDED CURRENT FISCAL YEAR NO. OF TRIPS	AMOUNT EXPENDED CURRENT FISCAL YEAR	AMOUNT EXPENDED PRIOR FISCAL YEAR NO. OF TRIPS	AMOUNT EXPENDED PRIOR FISCAL YEAR
ST. APPROP.	0	$ -	0	$ -	0	$ -	0	$ -
FEDERAL	0	$ -	0	$ -	0	$ -	0	$ -
PRIVATE	0	$ -	0	$ -	0	$ -	0	$ -
AUXILIARY	0	$ -	0	$ -	0	$ -	0	$ -
OTHER	0	$ -	0	$ -	0	$ -	0	$ -
TOTAL	**0**	**$ -**	**0**	**$ -**	**0**	**$ -**	**0**	**$ -**

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF AUGUST 31, 2025

	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
FUND SOURCE	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	0	$ -	0	$ -	0	$ -	0	$ -
FEDERAL	0	$ -	0	$ -	0	$ -	0	$ -
PRIVATE	0	$ -	0	$ -	0	$ -	0	$ -
AUXILIARY	0	$ -	0	$ -	0	$ -	0	$ -
OTHER	0	$ -	0	$ -	0	$ -	0	$ -
TOTAL	**0**	**$ -**	**0**	**$ -**	**0**	**$ -**	**0**	**$ -**

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION

FTE Employee Report (1)

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma State Senate, and the Speaker of the Oklahoma House of Representatives

From: Connors State College (Institution) Dr. Ron Ramming (President)

Subject: FTE Employee Report for Fiscal Quarter Ending June (Month) 30 (Day) 2025 (Year)

The following information is provided pursuant to 74 O.S. 12981, Section 3602 (2)

	Educational & General Budget Part I			Educational & General Budget Part II			Agency Accounts			Sub-Total			Total FTE
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
		Regular	Student		Regular	Student		Regular	Student		Regular	Student	
A. FTE Employees for Reported Fiscal Quarter	68.91	67.74	4.26	0.67	10.57	1.27	1.76	10.92	21.26	71.34	89.23	26.79	187.36
B. FTE Employees for Fiscal Quarter Immediately Preceeding Reported Quarter (3)	69.9	66.68	3.93	0.67	9.84	1.06	2.29	13.05	23.65	72.86	89.57	28.64	191.07
C. Increase or Decrease in FTE Employees (Item A minus Item B)	-0.99	1.06	0.33	0	0.73	0.21	-0.53	-2.13	-2.39	-1.52	-0.34	-1.85	-3.71
D. Comparable Quarter Last Year	74.04	61.98	2.25	1	8.09	0.59	1.17	9.74	21.97	76.21	79.81	24.81	171

1. File with the State Regents' office by the tenth of the month following the end of the calendar quarter being reported.

2. The term employee shall mean "a fulll-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing 519 hours (173 hours per month multiplied by three months) the total pay-roll house (excluding seasonal employees) for the quarter.

3. This figure reflects the total number of FTE employees for the main campus, branch campus(es), and all constituent agencies.

Oklahoma State University

Stillwater, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges
September 12, 2025

Dear Board Members:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with purchases to be coordinated through the Chief Procurement Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

A-GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD

1. Remarks by President Jim Hess.

B-MEMORIAL RESOLUTIONS

1. Request adoption of Memorial Resolutions for Lynna Ausburn, Glennis Couchman, John Cross, Bernard "Bernie" Eissenstat, Helga Harriman, Johnnie Kropp, Joel Martin, and Charles Maxwell Jr. – *(Ref. Doc. B-1)*.

C-POLICY AND OPERATIONAL PROCEDURES

1. Request approval of posthumous degree – OSU SYSTEM *(Ref. Doc. C-1).*
2. Request approval of OSU Policy and Procedures 4-0125, Complaints of Research Misconduct – OSU SYSTEM (*Ref. Doc. C-2).*
3. Request ratification of interim approval for the adoption of the CHS Academic Standards Handbook – OSU-CHS *(Ref. Doc. C-3).*

D-PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request ratification of three interim approvals – OSU SYSTEM (*Ref. Doc. D-1).*
    a. OSU System, draft and post position announcement and description for Senior Vice President and Chief Operating Officer and allow the search and screening committee and executive search consultant to seek and contact prospective candidates.
    b. OSU and the College of Veterinary Medicine, draft and post position announcement and description for Dean of the College of Veterinary Medicine vacancy and allow the search and screening committee and executive search consultant to seek and contact prospective candidates.
    c. OSU and the Division of Student Affairs, allow the Vice President for Student Affairs candidate to begin their role promptly to facilitate key

student-focused initiatives and provide necessary leadership for the beginning of the fall semester.

2. Request approval of job description for Provost and Senior Administrator of Academic Affairs – OSUIT *(Ref. Doc. D-2).*
3. Request approval of personnel actions – OSU SYSTEM *(Ref. Doc. D-3).*
    a. 38 new appointments
    b. 33 changes in appointments
    c. 6 sabbaticals

E-INSTRUCTIONAL PROGRAMS

1. Request approval of curricular changes – OSU SYSTEM (*Ref. Doc. E-1).*
    a. 5 new certificates
    b. 10 curricular modifications

F-BUDGETARY ACTIONS -- *None*

G-OTHER BUSINESS AND FINANCIAL MATTERS

1. Request approval of eleven peace officer actions – OSU SYSTEM (*Ref. Doc. G-1).*
    a. Three commissions
    b. Eight decommissions
2. Request approval to accept two gifts of real property located in Noble County, Oklahoma – OSU SYSTEM (*Ref. Doc. G-2).*
    a. Waggoner Family Trust
    b. James D. Waggoner Trust
3. Request approval of actions related to the receipt of funding, transfer of designated equipment and change in affiliated status of the National Center for Addiction Studies and Treatment Foundation – OSU-CHS (Ref. Doc. G-3).

H-CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Request approval to execute contracts to receive restricted funding from the State of Oklahoma to support projects at OSU-CHS, OSU Stillwater, and DASNR – OSU SYSTEM (*Ref. Doc. H-1).*
2. Request approval of changes to Oklahoma State University and OSU/A&M retirement plans – OSU-STW *(Ref. Doc. H-2).*
3. Request approval to execute an agreement for owner's representative services with the OSU Medical Authority & Trust to manage the design and construction of a new research space on the OSU-CHS campus in Tulsa, Oklahoma – OSU-CHS *(Ref. Doc. H-3).*

I-NEW CONSTRUCTION OR RENOVATION OF FACILITIES

1. Request approval to begin the selection process for on-call consultants to provide as-needed interior design services to the university system and institutions governed by the Oklahoma A&M Board – OSU SYSTEM (*Ref. Doc. I-1).*

2. Request approval to increase the scope and budget for the design, construction, and renovations of facilities at the College of Veterinary Medicine – OSU-STW *(Ref. Doc. I-2).*

J-PURCHASE REQUESTS

1. Request approval of seven purchasing items – OSU SYSTEM (*Ref. Doc. J-1).*
    a. Two sole source and special request purchasing items
    b. Two revolving and appropriated funds purchasing items
    c. Three auxiliary enterprises funds purchasing items
2. Request approval of four ratification of interim approval purchasing items – OSU-STW *(Ref. Doc. J-2).*
    a. OSU Athletics and Pokes Marketing, LLC., for revenue share payments to student athletes via Teamworks
    b. OSU Athletics and HUB International for student athlete group insurance
    c. OSU Athletics and Huron for evaluation of strategic vision
    d. College of Education and Human Sciences for the lease of two Piper aircraft from Boelte Aviation

K-STUDENT SERVICES/ACTIVITIES -- *None*

L-NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED -- *None*

M-OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. Recognition agreements for interior spaces – OSU-STW *(Ref. Doc. M-1).*
2. Demolition of a temporary structure on the OSU Oklahoma City campus – OSU-OKC *(Ref. Doc. M-2).*

LYNNA J. AUSBURN

Lynna J. Ausburn was born July 18, 1944, in Austin, Texas. She grew up in Tulsa, Oklahoma, and attended Edison High School. Lynna enjoyed a full and rewarding childhood and young adulthood starring in the theatre, riding show horses, and teaching horse riding lessons.

Lynna Ausburn completed her undergraduate and MA at the University of Tulsa, earning a teaching certificate in Secondary Language Arts. She earned her PhD at the University of Oklahoma, majoring in instructional media and technology. Her true calling was as a teacher in the areas of distance education and the use of technology to enhance instruction, earning various certificates in these areas. She was also a certified consultant and trainer in Performax training and development systems, Disc profiles and related instruments.

Dr. Ausburn worked internationally in Australia for almost two decades alongside her husband, Floyd. The Ausburns were inseparable partners throughout a life of adventure and research, working in 19 different countries in the field of international economic and workforce development for World Bank, USAID, UNESCO, and the Australian Development Assistance Bureau.

Dr. Ausburn began at Oklahoma State in January of 1999 and retired as a full professor in 2014. She mentored and advised graduate students with care and compassion while maintaining rigor and quality in their research endeavors. Her ability to explain research methods and show the application to real schools, workplaces, and life was unmatched. Not only did she teach proper research methods, but she also showed her students *how* to do it. She published frequently with her doctoral students and graduates as they conducted research together on virtual reality, career and technical education, learning strategies, learner characteristics, and adult learning. Over fifty refereed articles, presentations, book reviews, and invited articles were published by Dr. Ausburn. She presented and published in local, state, national, and international venues, and served countless professional journals as an editor, associate editor, reviewer, and editorial board member. As is true with any educator of her caliber, her legacy lives on in the profession of workforce education and program graduates who had the privilege of having her as an advisor and mentor.

Dr. Ausburn was a member of several professional organizations; the Academy of Human Resource Development (AHRD), Association for Career and Technical Education Research (ACTER), Oklahoma Association of Teacher Educators (OATE), Omicron Tau Theta (OTT) (Honor Society in Vocational & Technical Education), Phi Beta Delta (Honor Society for International Scholars), Phi Delta Kappa National Scholastic Honor Society and University Council for Workforce and Human Resource Education.

Dr. Lynna Ausburn passed away on May 23, 2025, at the age of 80.

GLENNIS M. COUCHMAN

Glennis M. Couchman was born on December 16, 1933, in Larned, Kansas. After graduating from high school, Glennis went on to receive her BS and MS degrees from Kansas State University.

From there, Glennis taught high school in Larned and Clay Center before she decided to make a change to secondary education teaching at Southwestern College in Winfield, Kansas. After obtaining her PhD, she taught for five years at Clemson University before returning to Oklahoma State University, majoring in Home Economics Education in the department of Clothing, Textiles and Merchandising (now department of Design & Merchandising).

Dr. Couchman was a committed member of her department, and as a founding member of the Cooperative Extension Family and Consumer Sciences Ambassador organization, Dr. Couchman recognized and championed its mission to strengthen communities through education. Her innovative programming addressed critical stages of the life cycle, offering timely and practical guidance on topics such as purchasing health and life insurance, financial planning alongside aging parents, and navigating employment and retirement challenges, particularly for middle-aged women. Her work empowered countless individuals to build secure and fulfilling futures.

Dr. Couchman’s influence extended across national, state, university, and county levels, where she earned the deep respect of her peers for her expertise and collaborative spirit. Known for her readiness to assist others, she was a steadfast supporter of her colleagues as they worked together to uplift the citizens of Oklahoma. Her leadership and generosity fostered a legacy of cooperation and compassion that continues to inspire.

Beyond her professional achievements, Dr. Couchman was a beacon of warmth and encouragement. Her ability to connect with others, listen with empathy, and offer meaningful support made her a cherished friend, mentor, and colleague. Her presence brought hope and clarity to those she served, and her spirit will live on in the countless lives she touched.

As we honor Dr. Glennis Couchman, we carry forward her commitment to education, community, and care. Her legacy reminds us of the power of dedication and kindness to transform lives.

Glennis M. Couchman passed away on April 5, 2025, at the age of 89.

JOHN RAY CROSS

John Ray Cross was born on October 24, 1939, in Okemah, Oklahoma. He was an enrolled member of the federally recognized Seminole Nation and a member of the Bear Clan and the Hvteyievike (Newcomer) Band of the Seminole Nation of Oklahoma.

John was a Mid-South Golden Gloves Boxing Champion, for which he received numerous awards and championship titles. His success in the sport resulted in a joint Boxing Scholarship from the University of Arkansas, Fort Smith, and the Fort Smith Boys and Girls Clubs. John received his BS from Oklahoma State University in Sociology in 1964. He was the director of the Jeffery Boys Club in Fort Smith from 1964 to 1967 and a counselor at Tulsa Boys Home from 1968 to 1969.

In 1969, John began his teaching career at Northeastern Oklahoma State University as an Instructor of Sociology. He earned his MS degree in Sociology from the University of Tulsa in 1970 and later earned his Ph.D. in Sociology from the University of Missouri-Columbia in 1979. His expertise areas included Law and Society, Complex Organizations, Work/Labor Markets, and American Indian Law, with collateral expertise in Manpower/Labor Economics. Dr. Cross held a research position at the Center for Applied Urban Research at the University of Nebraska-Omaha, and instructional positions at the University of Nebraska-Omaha, the State University of New York – Plattsburg, and Minot State University before returning to Oklahoma in 1985 as an Assistant Professor in the Department of Sociology and Coordinator of the American Indian Studies Program at Oklahoma State University.

Dr. Cross was research-active throughout his career, making notable contributions in the Sociology of Work, Labor Markets, and American Indian Law. He published a collaborative book (with John F. Galliher) titled *Morals Legislation Without Morality: The Case of Nevada* with Rutgers University Press in 1983, where he was a long-time editor for the journal *Free Inquiry in Creative Sociology*. Dr. Cross was appointed to the rank of Associate Professor of Sociology in 1990.

A professor at Oklahoma State University for 24 years, Dr. Cross was passionate about teaching and a lifelong learner. His students described him as a dedicated instructor, noting that “his love of the field and concern for the students is evident in every lecture.” Dr. Cross retired from OSU in 2009 and was inducted into the Fort Smith Boys and Girls Clubs Hall of Fame in 2021. He regularly wore a hat pin commemorating his over 50 years of membership in the OSU Alumni Association on his ball cap. Known for his warmth and significant kindness, he will be missed by all who knew him.

Dr. Cross passed away on May 19, 2025, at the age of 85.

BERNARD "BERNIE" WILLIAM EISSENSTAT

Bernard "Bernie" William Eissenstat was born on December 9, 1927, in Rochester, New York. He served honorably in the U.S. Army infantry from 1946 to 1948 before earning a B.S. with Honors in History from the University of Rochester in 1957, followed by an M.A. in History from the University of Iowa, and ultimately a Ph.D. in History and Political Science from the University of Kansas in 1967. He taught undergraduate and graduate courses in Western Civilization and Political Science at the University of Kansas and Northern Arizona University before joining Oklahoma State University.

Specializing in Slavic and Soviet studies, Dr. Eissenstat's scholarly contributions included a three-volume book on Western Civilization (1962), *Lenin and Leninism: State, Law and Society* (1971), and *The Soviet Union: The Seventies and Beyond* (1975). His research concentrated particularly on issues in Soviet historiography, with a special focus on the career of Mikhail Pokrovsky. In 1970, he organized a groundbreaking conference commemorating the centennial of V.I. Lenin's birth. This ambitious event brought leading international scholars on the Soviet Union to Stillwater, where they presented their research papers in the Student Union Theater. The conference, despite generating controversy among some local citizens who viewed the topic with suspicion, resulted in a well-received scholarly publication.

Dr. Eissenstat was active in the Phi Alpha Theta History Honor Society and National Political Science Honor Society, Pi Sigma Alpha. He was beloved by his students for his exceptional teaching abilities, fine sense of humor, and talent for storytelling, and he served as a mentor to many of them.

Following his retirement in 1986, Bernie moved to the Rio Grande Valley, where he maintained his lifelong commitment to the National Down Syndrome Society.

Bernard William Eissenstat passed away on July 20, 2024, at the age of 96.

HELGA HORIAK HARRIMAN

Helga Horiak Harriman was born on January 3, 1931, in Mannheim, Germany, and immigrated to the U.S. as a teenager. She attended high school in Canton, Ohio, became a U.S. citizen in 1952, and graduated cum laude from Wells College with a B.A. in History-Government. That same year, she married Arthur E. Harriman, a faculty member in OSU's Psychology Department. She began her teaching career in Texas and Pennsylvania, earning certifications from Trinity University, McMurray College, and Franklin & Marshall College.

In 1967, she entered graduate school at Oklahoma State University, earning her M.A. in 1969 and Ph.D. in 1973. She served OSU as a graduate teaching assistant, part-time instructor, and faculty member in Humanities and History. She earned tenure in 1980, was promoted to Professor in 1996, and retired in 2000. In 1995, she received the Phi Eta Sigma Award for Excellence in freshman instruction, based on student nominations.

Her scholarship focused on European history and women's studies. Major works include *Slovenia under Nazi Occupation* (1977), *Seven Short Stories by Marie von Ebner-Eschenbach* (1986), and *Women in the Western Heritage* (1994), as well as articles on Slovenian history, Creek Nation economics, and Austrian women writers.

Dr. Harriman contributed broadly to university life, serving on scholarship committees, as president of Phi Kappa Phi, and as a Truman Scholarship Committee member. She was awarded sabbaticals in 1981 and 1989–1990, and received a Danforth Graduate Fellowship for Women. Colleagues remembered her as a gifted teacher, respected scholar, and joyful colleague.

Dr. Helga Harriman passed away on May 22, 2025, at age 94, leaving a lasting legacy at Oklahoma State University.

JOHNNIE ROBERT “BOB” KROPP

Johnnie Robert “Bob” Kropp was born on March 3, 1947, in Plainview, Texas. After graduating from Lockney High School in 1965, he earned his BS in Animal Science, MS in Animal Nutrition, and Ph.D. in Animal Nutrition from Oklahoma State University, studying under many industry legends on faculty. In 1975, he began a distinguished 38-year academic career at OSU, where he served for over four decades as a professor and as Head Livestock Judging Team Coach from 1972 to 1981 and, 1992. Under his leadership, the team competed in 52 intercollegiate contests, earning 16 Champion Team titles, 39 Top Five finishes, and securing a Reserve National Championship in 1973 and National Championships in 1979 and 1981.

Dr. Kropp's most enduring legacy was the profound impact he had on his students. Over the course of his teaching career, he taught more than 12,000 students and personally advised over 1,500 undergraduates, shaping the lives and careers of multiple generations of agricultural professionals, ranchers, and farmers. His instructional and student advising efforts resulted in numerous awards at the department, college, and university levels.

A recognized authority in beef cattle production, Dr. Kropp delivered more than 300 presentations across 25 states and internationally in Guatemala, Mexico, Brazil, and the Bahamas. His talks addressed a wide range of topics, including beef production, breeding program design, skeletal structure, marketing, and carcass merit. He also judged more than 700 livestock shows around the world and served as a consultant to numerous registered and commercial cow-calf operations across the United States and abroad.

His leadership extended to prominent roles within the industry. Dr. Kropp served a six-year term on the National Board of Directors of the International Brangus Breeders of America. For over 26 years, he was actively involved with the Texas Longhorn Breeders Association of America, where he chaired the Breed Advisory Committee for 25 years, served on the National Board of Directors for a decade, and held the position of National Secretary and Executive Committee member. In recognition of his contributions, he was inducted into the Texas Longhorn Breeders Association of America Hall of Fame in 2022.

Johnnie Robert “Bob” Kropp passed away on April 27, 2025, at the age of 78.

JOEL J. MARTIN

Joel was born and raised in Jamestown, North Dakota. His interest in physics took root while working in his father's radio and television sales and repair shop during the 1950s. A passionate ham radio operator throughout his life, he carried this enthusiasm with him until his passing. Joel pursued his studies in physics at the South Dakota School of Mines in Rapid City, earning both his bachelor's and master's degrees. He went on to complete his doctorate in physics at Iowa State University in 1967.

From there, he began his career at OSU in 1969 as an assistant professor, being promoted to associate professor in 1973 and to full professor in 1979. Joel's research on the growth of crystalline materials and the measurement of their transport and optical properties made him a key player in the expansion of the department's funded experimental solid-state physics program, and he was a founding member of the Crystal Growth Lab at OSU, serving as the primary researcher involved in the growth process. His research has been supported by NSF, the Army Research Office, the Office of Naval Research, and the Air Force Office of Scientific Research, as well as direct funding from other Air Force laboratories.

Joel served as department head of physics from 1999 to 2000 and retired to emeritus status at the end of that academic year. From that time, he remained active in research, with grant funding from the Air Force and publications with students supported by the NSF REU program at the OSU Department of Physics.

Beyond his research and teaching contributions, Dr. Martin was a generous donor to the Department of Physics. His philanthropic support directly benefited students, providing them with enhanced educational opportunities and resources that continue to impact future generations of physics students.

Dr. Joel J. Martin passed away on May 4, 2025, at the age of 86.

CHARLES VICK MAXWELL, JR.

Charles Vick Maxwell, Jr., was born on August 8, 1941, in Hinsonton, Georgia. Charles earned his bachelor's and master's degrees in animal science from the University of Georgia, followed by a Ph.D. in animal science, biochemistry, and physiology from the University of Wisconsin.

Dr. Charles Maxwell joined the Department of Animal Science at Oklahoma State University (OSU) in 1968 and was a globally respected authority in swine nutrition and management. His 27-year career at OSU was marked by transformative contributions to research, teaching, and student mentorship. While teaching at OSU, Dr. Maxwell had a profound impact on students who are still involved in Oklahoma's swine industry today. As a program advisor, Dr. Maxwell mentored undergraduate and graduate students in swine science. He gained the respect of his students for his ability to pass along his wealth of knowledge about pig production while truly caring about the students. Students and their learning experiences were always important to Dr. Maxwell.

Dr. Maxwell developed a widely recognized research program that positioned OSU as a leader in animal science. His research focused largely on swine nutrition and management, and he was known for his ability to translate complex scientific concepts into practical applications for the livestock industry. Dr. Maxwell's research resulted in a better understanding of the impact of management systems on the performance of young pigs. His work resulted in over 90 refereed journal articles, more than 200 scientific abstracts, and over 150 additional scientific publications.

In 1996, Dr. Maxwell joined the University of Arkansas, where he continued his research and teaching through the Arkansas Agricultural Experiment Station and the Dale Bumpers College of Agricultural, Food and Life Sciences. His work in Arkansas up to the time of his death in 2025 further solidified his reputation as a pioneer in swine nutrition.

Dr. Charles Maxwell was highly regarded by his peers. Included among his recognitions are the Alltech Inc. Medal of Excellence in Bioscience for the Feed Industry, Oklahoma Pork Council Hall of Fame, Animal Management Award from the American Society of Animal Science, American Feed Industry Association Nonruminant Nutrition Research Award, and Fellow Award of the American Society of Animal Science recognizing his distinguished service to animal science and the livestock industry over his career. The Charles Maxell Appreciation Club fund was created in March 2018 by the American Society of Animal Science to provide funding for a Platform Speaker at the Midwest Section American Society of Animal Science Annual Meeting on early pig health and/or nutrition.

Charles Vick Maxwell, Jr., passed away Monday, May 12, 2025, at the age of 83.

OFFICE OF THE
PROVOST

101 Whitehurst
Stillwater, OK 74078-1011
O | 405.744.5627
F | 405.744.5495
academicaffairs.okstate.edu

July 14, 2025

MEMORANDUM

TO: Dr. Jim Hess
President

FROM: Jeanette M. Mendez
Provost and Senior Vice President

SUBJECT: *Request to Award Posthumous Degree*

Dr. Jayson Lusk, Dean and Vice President, Division of Agricultural Sciences and Natural Resources, and the Department of Natural Resource Ecology and Management, request that Matthew Thomas Turnley, be granted a posthumous Doctoral degree in Natural Resource Ecology and Management degree from Oklahoma State University to be awarded in December 2025. Dr. Lusk shared that Matthew was expected to graduate in May 2026 and was in good academic standing.

This posthumous degree request is supported by the Associate Dean, Cynda Clary; the department head, Dr. Jason Harmon; and the faculty in the Department of Natural Resource and Ecology Management. As such, this request is in accordance with the OSRHE Policy 3.14.6, *Posthumous Degrees*, as well as OSU's Policy and Procedure Letter 2-0114, *Awarding Posthumous Degrees*, which allows the institution to confer a posthumous degree to recognize a student who has "completed the majority of the degree requirements" and was "currently enrolled in good academic standing." While doctoral candidacy would usually be required in this situation, Matt's illness led his graduate committee to delay his exam date. However, the graduate committee fully expected Matt to pass his exams with distinction.

Upon review of the above-mentioned policies and supporting documentation from Dr. Lusk, I concur with this recommendation and request your concurrence to include a request to grant this posthumous degree as part of the OSU agenda for the September 12th meeting of the OSU/A&M Board of Regents. Thank you for your consideration.

FERGUSON COLLEGE OF AGRICULTURE

Office of Academic Programs
146 Agricultural Hall
Stillwater, OK 74078
405-744-5395
agriculture.okstate.edu

July 7, 2025

Dr. Jeanette M. Mendez
Provost and Senior Vice President
Office of Academic Affairs
Oklahoma State University
Stillwater, OK 74078

Dear Provost Mendez,

On behalf of the Ferguson College of Agriculture, I request that Matthew Thomas Turnley (A20400502) be granted a posthumous degree from Oklahoma State University to be awarded in December 2025.

Matt passed away on March 28th, 2025, after a two-and-a-half-year battle with brain cancer. At the time of his death, Matt was pursuing a Ph.D. in Natural Resource Ecology and Management and was expected to complete his degree in May, 2026.

Dr. Colter Chitwood (chair), Dr. Sue Fairbanks, and Dr. Robert Longsinger served on Matt's graduate committee. They have provided the following information regarding the quality of Matt's work, the perseverance he displayed, and the standing Matt had among his colleagues and peers.

We verbally hired Matthew (Matt) Turnley as a Ph.D. student in spring 2022. He first joined our research team that summer, conducting field work in the Oklahoma Panhandle with other graduate students and technicians. He then enrolled as a Ph.D. student in August 2022, and his glioblastoma diagnosis came at the end of that first semester. Given the gravity of his diagnosis, we offered Matt any off ramp that he wished to take, but his passion was developing as a classroom instructor and conducting and publishing research; therefore, he chose to stay. He chose to continue in his Ph.D. program even as he underwent brain surgery, radiation, and extensive chemotherapy (including being part of a clinical trial at the University of Oklahoma). During his Ph.D. program, Matt published both chapters of his Master's work, already published 3 of his dissertation chapters, and co-authored a side project that is now published. He gave over a dozen professional presentations at national, regional, and state conferences as lead author or co-author. He served as a teaching assistant or guest lecturer for multiple courses in our department, as becoming an effective teacher was important and central to his future career goal of teaching at the college level. Matt mentored an undergraduate research scholar for 2 years and helped her develop analytical, writing, and presentation skills (and her work is drafted as a manuscript that we expect to submit to a journal in the coming months). Additionally, Matt won 3 departmental awards, the latter of which was awarded posthumously on April 15, 2025. We cannot speak any more highly of a Ph.D. student than we do about Matt. We consider him in the top 1% of graduate students, especially considering the additional physical and emotional effort that was required of him during his cancer battle. In our view, he sets the bar for so many others that come behind him, and we are saddened that he did not survive long enough to walk across the stage at graduation. Matt would have completed his comprehensive exams prior to his passing had we not asked him to delay them to focus on his treatments and recovery; we made this request because we were confident he would pass his exams with distinction. Matt

required an additional brain surgery in January 2025 and had just begun a new round of radiation in the days leading up to his death on March 28. We are firm in our belief that this time next year (i.e., May 2026), he would have been attending graduation to receive his Ph.D. diploma. Matt drew a terrible straw that precluded his ability to formally complete his degree; however, in our view, he operated at a level deserving of the Ph.D. degree, and we are proud to nominate him for it to be awarded posthumously.

This posthumous degree request is also supported by Dr. Cynda Clary, Associate Dean and the faculty in the Department of Natural Resource Ecology and Management, including the department head, Dr. Jason Harmon.

In compliance with OSU Policy 2-0114, at the time of his death, Matt had completed the majority of his degree requirements and was enrolled in good academic standing. While doctoral candidacy would usually be required in this situation, Matt's illness led his graduate committee to delay his exam date. As mentioned in their comments above, the committee fully expected Matt to pass his exams with distinction.

Thank you for considering this request.

Sincerely,

Jayson Lusk
Vice President and Dean

cc: Dr. Cynda Clary, Ferguson College of Agriculture
Dr. Jason Harmon, Natural Resource Ecology and Management
Dr. Colter Chitwood, Natural Resource Ecology and Management

ONE-PAGE SUMMARY OF CHANGES FOR POLICY# 4-0125

Name of Policy: Complaints of Research Misconduct

Submitted by: Kenneth W. Sewell **Phone #:** 405-744-6501
Department: Office of the Vice President for Research
Date: May 14, 2025

Significant Changes Made:

1. Clarified information that should be included in the Initial Inquiry report and the Formal Investigation report.
2. Extended the timeframe of the Formal Investigation to be completed within 180 days.
3. Added definition of key terms (e.g., intentionally, research record).
4. Clarified the definition of plagiarism (e.g., plagiarism does not include authorship or credit disputes).
5. Expanded the description of those who "need to know" by including examples such as journal editors, publishers, etc.).
6. Clarified issues pertaining to respondent record retention.
7. Specified that the respondent must be provided with access to all interview transcripts.
8. Clarified that copies of research records may be sequestered.
9. Clarified that university decisions regarding research misconduct are independent of ORI findings.
10. Added protocol for cases involving multiple respondents and cases involving multiple institutions.
11. In cases involving PHS agency funding, clarified the information that the university is required to provide ORI.

Justification:
Each institution that applies for or receives Public Health Service support for biomedical or behavioral research, research training or activities related to that research or research training must comply with the "Public Health Service Policies on Research Misconduct" regulation at 42 C.F.R. Part 93. *See* 42 C.F.R. § 93.102(a). The regulation directs institutions to have written policies and procedures for addressing allegations of research misconduct that meet the requirements of Part 93. *Id.* § 93.300(a).

The Office of Research Integrity (within DHHS) published a new "Final Rule" on research misconduct in September 2024. OSU needs to have an updated research misconduct policy in place by January 1, 2026. Because OSU must have a policy document that aligns with the new ORI Federal Rule, we do not have complete freedom on what to include/exclude in our policy. The policy **revisions are required** by ORI regulation.

Those Involved in These Changes (please list all councils/committee to which this policy was submitted):
The policy will be (or has been) reviewed by these councils/committees:

- Faculty Council (completed May 13, 2025)
- Associate Deans for Research (completed May 14, 2025)
- Council of Deans (planned review on June 12, 2025)
- Executive Leadership Group (planned review on June 18, 2025)
- Board of Regents (planned review on September 12, 2025)

Has this policy been revised to include the OSU-System?
No

Does this policy need Board approval? If there is any question about this, please check with Legal Counsel.
Yes

Do any other policies need to be updated to reference this policy?
No

Plans to communicate this policy or changes when policy is approved:
Once approved, we will communicate the revised policy and its associated changes to the academic community via the deans, associate deans for research, research committee of Faculty Council, and Faculty Council.

Oklahoma State University Policy and Procedures

COMPLAINTS OF RESEARCH MISCONDUCT	**4-0125** **RESEARCH** **March 2020** **Revisions: November 2024**

INTRODUCTION ~~AND GENERAL STATEMENT~~

1.01 As an institution dedicated to excellence in education, research, and outreach, Oklahoma State University (OSU) places a high value on research integrity. All institutional members will report observed, suspected, or apparent research misconduct to the Research Integrity Officer (RIO) appointed by the Provost and Senior Vice President of the University. Reports may be submitted to the RIO at RIO@okstate.edu or via the OSU/A&M EthicsPoint system. If an individual is unsure whether a suspected incident falls within the definition of research misconduct, he or she may meet with or contact the RIO to discuss the suspected research misconduct informally, which may include discussing it anonymously and/or hypothetically. If the circumstances described by the individual do not meet the definition of research misconduct, the RIO will refer the individual ~~or allegation~~ to other offices or officials with responsibility for ~~resolving~~addressing the alleged problem; please refer to §4.05.

1.02 This policy is adopted for Oklahoma State University (Institution), to include its main campus in Stillwater, and its branch campuses at Tulsa (OSU-Tulsa), Oklahoma City (OSU-OKC), and Okmulgee (OSU-Okmulgee). This policy applies to all graduate students, tenure-track faculty, and career/non-tenure track faculty as outlined in Section 1.5, Appointment for Non-Tenure-Track Faculty, in the *Policy to Govern Appointment, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University* in the OSU Faculty Handbook. This policy also applies to all administrative, professional, and classified staff at OSU. ~~In the context of a sponsored program, this~~This policy may also apply to undergraduate students~~. Allegations of~~ in the context of a sponsored program or published/disseminated research ~~misconduct reported more than six years after the alleged misconduct occurred will not be addressed through this policy unless the RIO determines special circumstances which warrant otherwise.~~findings.

1.03 OSU policies may not conflict with state and federal laws. The procedures outlined in this policy may be adjusted to comply with current federal regulations, State of Oklahoma laws, and applicable ~~funding agency requirements~~sponsor requirements. If there is any conflict between this policy and the applicable law or regulation, the law or regulation shall prevail.

DEFINITIONS

2.01 "Complainant" means ~~the person~~an individual or ~~persons making allegations~~entity who in good faith makes an allegation of research misconduct. ~~The Complainant is responsible~~

2.02 "Day" means calendar day unless otherwise specified. If a policy deadline falls on a Saturday, Sunday, or OSU holiday or other closure (e.g., closure for ~~making allegations in good faith,~~

~~maintaining confidentiality, and cooperating with~~inclement weather), the deadline will be extended to the ~~inquiry and investigation~~next day that is not a Saturday, Sunday, or OSU closure unless the deadline is set by applicable law or regulation.

2.03 "Deciding Official ~~(DO)""~~" means the institutional official who makes final determinations on allegations of research misconduct~~,~~ and makes recommendations of appropriate institutional ~~administrative~~ actions to the Provost and Senior Vice President~~. The Vice President for Research (VPR) of the University will act as the DO.~~ (Provost). This person will not be the same individual as the Research Integrity Officer~~, and should have no direct prior involvement in the institution's inquiry, investigation, or allegation assessment.~~. A ~~DO's~~Deciding Official's appointment of ~~an individual to assess allegations of research misconduct, or~~ individuals to serve on an ~~inquiry or investigation~~Initial Inquiry or Formal Investigation committee~~,~~ is not considered to be direct prior involvement. The Vice President for Research (VPR) or their designee will act as the Deciding Official.~~be direct prior involvement.~~

2.04 "Evidence" means anything offered or obtained during a research misconduct proceeding that tends to prove or disprove the existence of an alleged fact. Evidence may include, without limitation, the research record, documents, whether in hard copy or electronic form, information, tangible items, and testimony.

2.05 "Fabrication" means making up data or results and recording or reporting them.

2.06 "Falsification" means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

2.07 "Formal Investigation" or "Investigation" means the formal development of a factual record and the examination ~~and evaluation of all relevant facts~~of that record that meets the criteria and follows the procedures of §6.01 through §7.08.

2.08 "Good Faith" as applied to ~~determine if scientific~~a Complainant or witness means having a belief in the truth of one's allegation or testimony based on the information known to the Complainant or witness at the time. An allegation or cooperation with a research misconduct ~~has occurred~~proceeding is not in good faith if made with knowledge of or reckless disregard for information that would negate the allegation or testimony. Good faith as applied to an institutional or committee member means cooperating with the research misconduct proceeding by impartially carrying out the duties assigned for the purpose of helping the institution meet its responsibilities under this policy and applicable law. An institutional or committee member does not act in good faith if their acts or omissions during the research misconduct proceedings are dishonest or influenced by personal, professional, or financial conflicts of interest with those involved in the research misconduct proceeding.

2.09 "Initial Inquiry" or "Inquiry" means preliminary information-~~-~~gathering and ~~initial~~preliminary fact-finding ~~to determine whether an allegation or apparent instance of scientific misconduct warrants a Formal Investigation~~that meets the criteria and follows the procedures of §5.01 through §5.16.

2.10 "Institutional Member or Members" means an individual (or individuals) who is employed by, is an agent of, or is affiliated by contract or agreement with the OSU or its governing Board of Regents. Institutional members may include, but are not limited to, officials, tenured and untenured faculty, teaching and support staff, researchers, research coordinators, graduate research assistants, and employees or agents of contractors, subcontractors, or sub-awardees.

2.11 "Intentionally" means to act with the aim of carrying out the act. This definition will apply unless an applicable research sponsor, law, or regulation requires a different definition.

2.12 "Institutional Record" comprises the records that the institution compiled or generated during the research misconduct proceeding, except records the institution did not consider or rely on. These records may include but are not limited to: (1) Documentation of the Preliminary Assessment as required by §4.03; (2) If an Initial Inquiry is conducted, the Initial Inquiry report and all records (other than drafts of the report) considered or relied on during the inquiry, including, but not limited to, research records and the transcripts of any transcribed interviews conducted during the inquiry, information the Respondent provided to the institution, and the documentation of any decision not to investigate as required by §5.13; (3) If an Investigation is conducted, the Investigation report and all records (other than drafts of the report) considered or relied on during the investigation, including, but not limited to, research records, the transcripts of each interview conducted pursuant to §7.01, and information the respondent provided to the institution; (4) Decision(s) by the Institutional Deciding Official, such as the written decision from the Institutional Deciding Official under §7.06; and (5) The complete record of any institutional appeal.

2.13 "Knowingly" means to act with awareness of the act. This definition will apply unless an applicable research sponsor, law, or regulation requires a different definition.

2.14 "Plagiarism" means the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Plagiarism includes the unattributed verbatim or nearly verbatim copying of sentences and paragraphs from another's work that materially misleads the reader regarding the contributions of the author. It does not include the limited use of identical or nearly identical phrases that describe a commonly used methodology. Plagiarism does not include self-plagiarism, authorship disputes, or credit disputes, including without limitation, disputes among collaborators who participated jointly in the development or conduct of a research project. Self-plagiarism and authorship disputes do not meet the definition of research misconduct.

2.15 "Preliminary Assessment" means a consideration by the RIO of whether an allegation of research misconduct appears to fall within the definition of research misconduct and is sufficiently credible and specific so that potential evidence of research misconduct may be identified. The Preliminary Assessment only involves the review of readily accessible information relevant to the allegation.

2.16 "Preponderance of the Evidence" means proof by evidence that, compared with evidence opposing it, leads to the conclusion that that fact at issue is more likely true than not. This definition will apply unless an applicable sponsor, law, or regulation requires a different definition.

2.17 "Recklessly" means to propose, perform, or review research, or report research results, with indifference to known risk of fabrication, falsification, or plagiarism. This definition will apply unless

an applicable research sponsor, law, or regulation requires a different definition.

2.18 "Research" is defined as a systematic experiment, study, evaluation, demonstration, or survey designed to develop or contribute to general knowledge (basic research) or specific knowledge (applied research) by establishing, discovering, developing, elucidating, or confirming information or underlying mechanisms related to biological causes, functions, or effects; diseases; treatments; or related matters to be studied [42 C.F.R. §93.232]. This definition will apply unless an applicable research sponsor, law, or regulation requires a different definition.

2.19 "Research Integrity Officer (RIO)" means the institutional official responsible for: (1) assessing allegations of research misconduct to determine if they fall within the definition of research misconduct and warrant an ~~inquiry~~Initial Inquiry on the basis that the allegation is sufficiently credible and specific so potential evidence of research misconduct may be identified; (2) overseeing ~~initial inquiries~~Initial Inquiries and Formal Investigations; and (3) carrying out the other responsibilities described in this policy.

~~2.08~~ 2.20 "Research Misconduct" means fabrication, falsification, or plagiarism~~, or other practices which seriously deviate from those commonly accepted within the scholarly community for~~ in proposing, ~~conducting~~performing, or reviewing research, or in reporting research~~. It~~ results. Research misconduct does not include honest errors or differences in opinion.

~~Allegations of~~ It also does not include misconduct ~~occurring~~that would be deemed illegal outside ~~the research setting are excluded from this definition, as are~~of the research context (e.g., misappropriation of funds, discrimination based on a protected class, assault, etc.); allegations of ~~misconduct in the context of research which would not affect the integrity~~those types of ~~research. The following exclusions apply to the definition of research misconduct:~~misconduct should be reported and addressed via the relevant authorities (e.g., law enforcement, Office of Equal Opportunity, etc.).

- ~~disputes about agreements for collaboration or mentoring~~
- ~~misallocation of funds~~
- ~~sexual harassment or illegal discrimination~~
- ~~academic misconduct which is not Fabrication, Falsification or Plagiarism as defined in this Policy~~

~~"Research Records" means any~~

2.21 "Research Misconduct Proceeding" means any actions related to alleged research misconduct taken under this policy, including allegation Preliminary Assessments, Initial Inquiries, Formal Investigations, and appeals.

~~2.10~~ 2.22 "Research Record" means the record of data or results ~~which~~that embody the facts resulting from ~~scholarly~~scientific inquiry. ~~A~~Data or results may be in physical or electronic form. Examples of items, materials, or information that may be considered part of the research record ~~includes~~include, but ~~is~~are not limited to, ~~the following:~~

- ~~grant or contract applications, whether funded or unfunded~~
- ~~grant or contract progress and other reports~~
- research proposals, raw data, processed data, clinical research records, laboratory records, study records, laboratory notebooks
- ~~notes~~

- ~~correspondence~~
- ~~videos~~
- ~~photographs~~
- ~~X-ray film~~
- ~~slides~~
- ~~biological materials~~
- ~~computer files and printouts~~
- ~~,~~ progress reports, manuscripts, abstracts, theses, records of oral presentations, email and ~~publications~~
- ~~equipment use logs~~
- ~~laboratory procurement records~~
- ~~animal facility records~~

~~human~~ online content, written communication between scientists, lab meeting reports, and ~~animal subject protocols~~journal articles.

- ~~consent forms~~
- ~~medical charts, and~~
- ~~patient research files.~~

~~2.11~~ 2.23 "Respondent" means the ~~person or persons (faculty, staff or students) who allegedly committed scientific misconduct.~~ individual against whom

~~PRELIMINARY REVIEW AND **INITIAL INQUIRY**~~

~~Upon receiving~~ an allegation of research misconduct~~, the RIO will immediately assess the allegation to determine whether it is sufficiently credible and specific to allow potential evidence~~ is directed or who is the subject of a research misconduct proceeding.

GENERAL PRINCIPLES

3.01 Requirements for Findings of Research Misconduct: A finding of research misconduct ~~to be identified, and whether the allegation falls within~~ made under this policy requires that:

~~.~~a. There be a significant departure from accepted practices of the relevant research community which meets the definition of research misconduct~~. An inquiry must be conducted if these criteria are met.~~ under this policy; and

~~3.02 The assessment period should be brief, preferably concluded within a week. In conducting the assessment, the RIO need not interview the Complainant, Respondent, or other witnesses, or gather information beyond any submitted with the allegation, except as necessary to determine whether the allegation is sufficiently credible and specific to allow potential evidence of research misconduct to be identified. The RIO shall, on or before the date on which the Respondent is notified of the allegation, obtain custody of, inventory, and sequester all known research records and evidence needed to conduct the research misconduct proceeding, as provided in Section 3.04.~~

~~3.03 If the RIO determines the criteria for an inquiry are met, he or she will immediately initiate the Initial Inquiry process. The purpose of the inquiry is to conduct an initial review of the~~

~~available evidence to determine whether an investigation is warranted. An Initial Inquiry does not require a full review of all the evidence related to the allegation.~~

~~3.04 At the time of or before beginning an Initial Inquiry, the RIO must make a good faith effort to notify the Respondent in writing. If the inquiry subsequently identifies additional Respondents, they must be notified in writing. On or before the date on which the Respondent is notified, or an inquiry begins, whichever is earlier, the RIO must take all reasonable and practical steps to obtain custody of all the research records and evidence needed to conduct the research misconduct proceeding, inventory the records, and evidence and sequester them in a secure manner. In the event the research records or evidence encompasses research instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments.~~

b. The misconduct be committed intentionally, knowingly, or recklessly; and
c. The allegation be proven by a preponderance of the evidence.

3.02 Time Limitations:

a. Six-Year Limitation: This policy applies only to research misconduct occurring (and/or alleged to have occurred) within six years of the date the institution receives an allegation of research misconduct.
b. Exceptions to the Six-Year Limitation: The six-year limit does not apply in the following instances: (1) Subsequent Use Exception. The Respondent continues or renews any incident of alleged research misconduct that occurred before the six-year limitation through the use of, republication of, or citation to the portion(s) of the research record (e.g., processed data, journal articles, funding proposal, data repositories) alleged to have been fabricated, falsified, or plagiarized for the potential benefit of the Respondent. When the Respondent uses, republishes, or cites to the portion(s) of the research record that is alleged to have been fabricated, falsified, or plagiarized, in submitted or published manuscripts, submitted grant applications, progress reports submitted to research sponsors, posters, presentations, or other research records within six years of when the allegations were received by the institution, this exception applies. For research misconduct that *appears* subject to the subsequent use exception, the institution will document the determination that the subsequent use exception does not apply. Such documentation will be retained in accordance with §11.01; (2) Exception for the Health or Safety of the Public: If the institution, following consultation with a research sponsor (if applicable), determines that the alleged research misconduct, if it occurred, would possibly have a substantial adverse effect on the health or safety of the public, this exception applies; (3) if an applicable research sponsor, law, or regulation requires research misconduct proceedings be initiated for research misconduct occurring (and/or alleged to have occurred) longer than six years from the date the institution receives an allegation of research misconduct

3.03 Evidentiary Standards:

a. Standard of Proof: A finding of research misconduct must be proved by a preponderance of the evidence. This standard of proof will apply unless an applicable sponsor, law, or regulation requires a different standard of proof.
b. Burden of Proof: The institution has the burden of proof for making a finding of research misconduct. A Respondent's destruction of research records documenting the questioned research is evidence of research misconduct where the institution establishes by a

preponderance of the evidence that the Respondent intentionally or knowingly destroyed records after being informed of the research misconduct allegations. A Respondent's failure to provide research records documenting the questioned research is evidence of research misconduct where the Respondent claims to possess the records but refuses to provide them upon request.

3.04 Confidentiality:

a. Disclosure of the identity of Respondents, Complainants, and witnesses while conducting the research misconduct proceedings is limited, to the extent possible, to those who need to know, as determined by the institution, consistent with a thorough, competent, objective, and fair research misconduct proceeding, and as allowed by law. Those who need to know may include institutional review boards, journal editors, publishers, co-authors, collaborating institutions, and research sponsors. This limitation on disclosure of the identity of Respondents, Complainants, and witnesses no longer applies once the institution has made a final determination of research misconduct findings. The institution, however, must disclose the identity of Respondents, Complainants, or other relevant persons to research sponsors if required by applicable law, regulation, or contract.
b. Except as may otherwise be prescribed by applicable law, confidentiality must be maintained for any records or evidence from which human research subjects might be identified.
c. This policy does not prohibit the institution from managing published data or acknowledging that data may be unreliable.

3.05 Cooperation with Research Misconduct Proceedings: All persons to whom this policy applies, including ~~those accused of research misconduct~~Respondent, are obligated to cooperate with all proceedings under this policy, as well as any subsequent investigations. Such cooperation ~~shall include~~includes providing Research Records, evidence, and other relevant information to the RIO. The institution will take all reasonable and practical steps to ensure such cooperation. While a ~~person accused of research misconduct~~Respondent shall have the duty to furnish Research Records and other relevant information in his or her possession, the ~~accused person~~Respondent shall ~~have no duty~~not be required to provide oral or written testimony. (though Respondent's unwillingness to provide testimony may be noted).

~~Upon determining~~ 3.06 Protecting Complainants, Witnesses, and Committee Members: Institutional members are responsible for compliance with *Policy 3.06: Non-Retaliation* of the ~~allegations warrant further review,~~ Board of Regents for the Oklahoma Agricultural & Mechanical Colleges. Institutional members may not retaliate in any way against Complainants, witnesses, or committee members. Institutional members should immediately report any alleged or apparent retaliation against Complainants, witnesses, or committee members to the RIO, ~~in consultation with~~ who shall review the matter with the Deciding Official. The Deciding Official will determine what steps, if any, are needed regarding restoring reputation and/or mitigating retaliation. The RIO or other designee of the Deciding Official will be responsible for implementing any steps the Deciding Official approves by making all reasonable and practical efforts to counter any potential or actual retaliation and protect and restore the position and reputation of the person against whom the retaliation is directed.

3.07 Protecting the Respondent: As requested and as appropriate, the RIO and other institutional

officials ~~as appropriate, will appoint an~~ shall make all reasonable and practical efforts to protect or restore the reputation of persons alleged to have engaged in research misconduct but against whom no finding of research misconduct is made. During the research misconduct proceedings, the RIO is responsible for ensuring that Respondents receive all the notices and opportunities as may be required by the research sponsor and the policies and procedures of the institution.

3.08 Sequestration of Research Records: The RIO will promptly (i) take all reasonable and practicable steps to obtain all research records and other evidence; (ii) inventory the research records and other evidence obtained; and (iii) sequester them in a secure manner. The RIO may obtain copies of the research records and other evidence to satisfy the requirements of this paragraph so long as those copies are substantially equivalent in evidentiary value to the original research records or evidence needed to conduct the research misconduct proceeding. Whenever possible, the institution will obtain the research records or other evidence: (1) before or at the time the institution notifies the respondent of the allegation(s); and (2) whenever additional items become known or relevant to the Initial Inquiry ~~Committee as soon as is practical. The Inquiry~~ or Formal Investigation.

3.09 Access to Research Records: Where appropriate, the RIO will give the Respondent copies of, or reasonable supervised access to, the research records and other evidence that are sequestered in accordance with §3.08.

3.10 Multiple Respondents: When allegations involve research conducted at multiple institutions, the institutions may work together to conduct a joint research misconduct proceeding. Details for such joint proceedings will be worked through on a case-by-case basis.

3.11 Multiple Institutions: When allegations involve research conducted at multiple institutions, the institutions may work together to conduct a joint research misconduct proceeding. The institutions shall ensure that any such joint research misconduct proceeding is fair and complies with applicable institutional policies. OSU's obligations under this policy may be delegated to a lead institution in a joint research misconduct proceeding if appropriate under the circumstances.

3.12 Using a Committee ~~shall select one of its members to serve as Chair. The Initial Inquiry Committee must consist of three (3) tenured faculty members of the University who hold academic rank at least equal to the Respondent accused of research misconduct. These individuals should not have unresolved~~or Other Person for Research Misconduct Proceedings; Conflicts: The institution will address any potential, perceived, or actual personal, professional, or financial conflicts of interest between members of a committee and the Respondent, Complainant, or witnesses. The institution will ensure that all committees and institutional members acting on behalf of the institution conduct research misconduct proceedings in compliance with the requirements of this policy.

3.13 Reasonable Notice Efforts. The RIO shall make reasonable efforts in good faith to provide the notices required by this policy. If the individual or entity required to be notified cannot be found or is not responsive following the RIO's reasonable efforts in good faith, the research misconduct proceeding may continue without such individual or entity's participation.

PRELIMINARY ASSESSMENT

4.01 Purpose of Preliminary Assessment: The purpose of a Preliminary Assessment is to determine

whether an allegation warrants an Initial Inquiry.

4.02 Conducting the Preliminary Assessment: Upon receiving an allegation of research misconduct, the RIO will promptly assess the allegation to determine whether it meets the criteria for an Initial Inquiry. An Initial Inquiry must be conducted if RIO determines the allegation (1) falls within the definition of research misconduct; and (2) is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

4.03 Preliminary Assessment Outcomes: If the RIO determines that requirements for an Initial Inquiry are met in §4.02, the RIO must: (1) document the assessment; (2) promptly sequester all research records and other evidence as required by §3.08, and (3) promptly initiate the Initial Inquiry. If the RIO determines that requirements for an Initial Inquiry in §4.02 are not met, the RIO will keep sufficiently detailed documentation of the assessment to permit a later review of the reasons why the institution did not conduct an inquiry.

4.04 Time for Completion: The Preliminary Assessment period should be brief, preferably concluded within a week. In conducting the assessment, the RIO is not required to interview the Respondent, Complainant, or other witnesses, or gather information beyond any submitted with the allegation. However, the RIO may conduct interviews and gather information if it would assist in evaluating whether the requirements for an Initial Inquiry are met.

4.05 Allegations That Do Not Meet the Definition of Research Misconduct: During the Preliminary Assessment, if the RIO determines that the allegation is sufficiently credible and specific but does not fall within the definition of research misconduct, the RIO will discuss the allegation with the Deciding Official. If the Deciding Official concurs, the Deciding Official will direct the RIO to refer the individual or allegation to other institutional offices or officials with responsibility for addressing the allegation. This may result in a separate institutional investigation.

INITIAL INQUIRY

~~with those involved with the inquiry, and should~~

5.01 Criteria Warranting an Initial Inquiry: An Initial Inquiry is warranted if the allegation meets the following two criteria: (1) falls within the definition of research misconduct; and (2) is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

5.02 Purpose of the Initial Inquiry: The purpose of the Initial Inquiry is to conduct an initial review of the evidence to determine whether an allegation warrants a Formal Investigation. An Initial Inquiry does not require a full review of the evidence related to the allegation.

5.03 Notice to Respondent: At the time of or before beginning an Initial Inquiry, the RIO must notify the presumed Respondent in writing. If the Initial Inquiry subsequently identifies additional Respondents, the RIO must notify such additional Respondents in writing. Only allegations specific to a particular Respondent are to be included in the notification to that Respondent. If additional allegations are raised during the course of the research misconduct proceedings, the Respondent(s) must be notified in writing of the additional allegations raised against them.

5.04 Sequestration of Research Records: The RIO will obtain all research records and other evidence to conduct the research misconduct proceeding consistent with §3.08.

5.05 Notifying Research Sponsor, if Applicable: The RIO will notify the research sponsor of the decision to begin an Initial Inquiry if required by such sponsor.

5.06 Conducting the Initial Inquiry: An Initial Inquiry committee may be convened to conduct a review at the Initial Inquiry stage to determine whether a Formal Investigation is warranted. Alternatively, the Initial Inquiry review may be done by the RIO or another designated institutional official in lieu of a committee at the Deciding Official's discretion. The Initial Inquiry committee or the RIO, as applicable, may utilize one or more subject matter experts to assist them in the Initial Inquiry. Interviews with witnesses or Respondents that would provide additional information for the review may be conducted. An interview conducted during the Initial Inquiry may be used as evidence in the Formal Investigation if it was conducted according to the requirements for an investigatory interview in §6.13.

5.07 Initial Inquiry Outcomes: A Formal Investigation is warranted if (1) there is reasonable basis for concluding that the allegation falls within the definition of research misconduct; and (2) preliminary information-gathering and fact-finding from the Initial Inquiry indicates that the allegation may have substance. Findings of research misconduct, including the determination of whether the alleged misconduct is intentional, knowing, or reckless, cannot be made at the Initial Inquiry stage.

5.08 Elements of the Initial Inquiry Report: A written report will be prepared that meets the requirements of §5.13. If there is potential evidence of honest error or difference of opinion, this must be noted in the Initial Inquiry Report. The Respondent must be provided an opportunity to review and comment on the Initial Inquiry report; any comments received must be attached to the report.

5.09 Time for Completion: The Initial Inquiry must be completed within 90 days of its initiation unless circumstances warrant a longer period. If the Initial Inquiry takes longer than 90 days to complete, the Initial Inquiry report must document the reasons for exceeding the 90-day period.

5.10 Review by Institutional Counsel: University legal counsel may review the report for legal sufficiency. Modifications to the report may be made as appropriate in consultation with the RIO and Initial Inquiry Committee (if applicable).

5.11 Notification of the Results to Respondent: The RIO must notify the Respondent whether the Initial Inquiry found that a Formal Investigation is warranted. The notice must include ~~individuals with the appropriate researcha~~ copy of the Initial Inquiry report for comment and include a copy of or refer to this policy. Unless otherwise specified by the RIO, the Respondent will have ten days to provide any comments.

5.12 Notification to the Complainant: The RIO is not required to notify a Complainant whether the Initial Inquiry found that a Formal Investigation is warranted. The RIO may, but is not required to, provide relevant portions of the report to a Complainant for comment. If the RIO provides notice to one Complainant in a case, it must provide notice, to the extent possible, to all Complainants in the case. A confidentiality agreement may be a condition for access to the report. Unless otherwise specified by the RIO, the Complainant will have ten days to provide any comments.

5.13 Written Initial Inquiry Report: The Initial Inquiry report will include the following information:

a. The names, professional aliases, and positions of the Respondent; and Complainant;
b. A description of the allegation(s) of research misconduct;
c. The research sponsor support, including, for example, grant numbers, grant applications, contracts, and publications listing research sponsor support;
d. The composition of the Initial Inquiry committee, if used, including name(s), position(s), and subject matter expertise ~~to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the inquiry. The purpose of the Initial Inquiry Committee is to determine whether sufficient evidence exists to~~ ;
e. Inventory of sequestered research records and other evidence and description of how sequestration was conducted;
f. Transcripts of any transcribed interviews;
g. Timeline and procedural history;
h. Any scientific or forensic analyses conducted;

~~3.05~~ The basis for recommending that the allegation(s) warrant ~~the convening of a Formal Investigation.~~

~~3.06 The RIO will prepare a charge for the Initial Inquiry Committee which:~~

- ~~sets forth the time for completion of the inquiry;~~
- ~~describes the allegations and any related issues identified during the allegation assessment;~~
- ~~states the purpose of the inquiry is to conduct an initial review of the evidence, including the testimony of the Respondent, Complainant, and key witnesses, in order to determine whether an investigation is warranted, but not to determine whether research misconduct definitely occurred or who was responsible;~~
- ~~.~~i. ~~states~~ an investigation ~~is warranted if the committee determines:~~;
  - ~~there is a reasonable~~ The basis ~~for concluding the allegation falls within the definition of research misconduct, and~~
  - ~~the allegation may have substance, based~~ on ~~the committee's review during the inquiry.~~
- ~~informs the Inquiry Committee they are responsible for preparing or directing the preparation of a written report of the inquiry~~ which ~~meets the requirements of this policy.~~

~~3.07 At the committee's first meeting, the RIO will review the charge with the committee, discuss the allegations,~~ any ~~related issues, and the appropriate procedures for conducting the inquiry, assist the committee with organizing plans for the inquiry, and answer any questions raised by the committee. The RIO will be present or available throughout the inquiry to advise the committee as need.~~

- ~~.~~j. ~~The Initial Inquiry Committee will normally interview the Complainant, the Respondent, and key witnesses, as well as examine relevant research records and materials. The Initial Inquiry Committee will evaluate the evidence, including the testimony obtained during the inquiry. After consultation with the RIO, the committee members will decide whether a formal~~ allegation(s) do not merit an investigation ~~is warranted based on the criteria of this policy. The scope of the Initial Inquiry is not required to~~;

~~and does not normally include deciding whether misconduct definitely occurred, determining definitely who committed the research misconduct, or conducting exhaustive interviews and analyses. However, if an admission of research misconduct is made by the Respondent, misconduct may be determined at the Initial Inquiry stage.~~

k. ~~The Chair of~~Any comments on the Initial Inquiry report by the Respondent or the Complainant; and

l. Any institutional actions implemented, including communications with journals or research sponsors.

~~3.09~~ 5.14 Approval by the Deciding Official: The Initial Inquiry ~~Committee will prepare a formal written report regarding~~report must be provided to the ~~findings of~~Deciding Official for approval. If the Initial Inquiry~~.~~

~~3.10 The Initial Inquiry~~ report ~~shall contain, at a minimum:~~

- ~~a recitation of the evidence reviewed;~~
- ~~the identity of the persons interviewed;~~
- ~~a summary of the substance of such interviews;~~
- ~~findings of fact based upon such evidence and interviews; and~~
- ~~a recommendation to the RIO as to whether sufficient evidence exists to warrant conducting~~concludes that a Formal Investigation ~~into the allegations in question.~~

~~Unless admitted by the Respondent, the recommendation will not address the ultimate~~ is warranted, such determination ~~of whether research misconduct has occurred, but only if the matter should be processed further. The RIO is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies~~shall be final upon approval of the report by the Deciding Official.

5.15 Written Report to Research Sponsor, if Applicable: If applicable, the RIO will provide the research sponsor with a copy of the final written Initial Inquiry report within 30 days of the final determination that a Formal Investigation is warranted. The Initial Inquiry report may be provided to the research sponsor earlier if required by such sponsor. The RIO will also provide the following information to the research sponsor whenever requested: (1) institutional policies and procedures under which the Initial Inquiry was conducted; and (2) research records and other evidence reviewed, and copies of all relevant documents.

5.16 Retention of Initial Inquiry Documents: The institution will keep detailed documentation of Initial Inquiries to permit a later assessment by research sponsors of the reasons why the institution decided not to proceed to the Formal Investigation. Such documentation will be retained in accordance with §11.01.

FORMAL INVESTIGATION

~~4.01 The Formal Investigation must begin within thirty calendar days after the DO determines an investigation is warranted. The purpose of the Formal Investigation is to develop a factual record by exploring the allegations in detail and examining the evidence in depth, leading to recommended findings on whether research misconduct has been committed, by whom, and to what extent. The Formal Investigation will also determine whether there are additional instances of possible research misconduct which justify broadening the scope beyond the initial allegations.~~

~~This is particularly important where the alleged research misconduct involves clinical trials or potential harm to human subjects or the general public, or if it affects research which forms the basis for public policy, clinical practice, or public health practice.~~

~~On or before the date on which the investigation begins, the~~

6.01 Criteria Warranting Formal Investigation: A Formal Investigation is warranted if (1) there is reasonable basis for concluding that the allegation falls within the definition of research misconduct; and (2) preliminary information-gathering and fact-finding from the Initial Inquiry indicated that the allegation may have substance.

6.02 Purpose of the Formal Investigation: The purpose of the Formal Investigation is to conduct a formal review of the evidence to determine whether research misconduct occurred.

6.03 Timing: A Formal Investigation must begin within 30 days after the final determination that a Formal Investigation is warranted.

~~4.02~~ 6.04 Notifying the Respondent: The RIO must~~: (1) notify the Provost, the Vice President for Research, and the appropriate Academic Dean of the DO's decision to begin the Formal Investigation and provide a copy of the Initial Inquiry report; and (2)~~ notify the Respondent in writing of the ~~allegations to be investigated.~~allegation(s) within a reasonable amount of time after determining that a Formal Investigation is warranted, but before the Formal Investigation begins. The RIO must give the Respondent written notice of any ~~new allegations~~allegation(s) of research misconduct ~~within a reasonable amount of time of deciding to pursue allegations~~ not addressed during the Initial Inquiry or in the initial notice of ~~investigation.~~

~~4.03 Prior to notifying Respondent of the allegations, the RIO will take all reasonable and practical steps to obtain custody of and sequester in a secure manner all known research records and evidence needed to conduct the research misconduct proceeding not previously sequestered~~the Formal Investigation within a reasonable amount of time of deciding to pursue such allegation(s). If additional Respondents are identified during the Formal Investigation, a separate Initial Inquiry~~. The need for~~ may be conducted but is not required for each new Respondent. If any additional ~~sequestration of records for the investigation may occur for any number of reasons including the institution's decision to investigate additional~~

~~allegations not considered~~Respondents are identified during the ~~Initial Inquiry stage, or the identification of records during the Initial Inquiry process not previously secured. The procedures to be followed for sequestration during the investigation are the same procedures applied during the Initial Inquiry~~Formal Investigation, they must be notified of the allegation(s) and given an opportunity to respond. While an investigation into multiple Respondents can convene with the same Formal Investigation committee members, separate Formal Investigation reports and research misconduct determinations are required for each Respondent.

6.05 Notifying Institutional Administrators: On or before the date on which the Formal Investigation begins, the RIO must notify the Provost, the VPR, and the appropriate Dean(s), department head(s), and/or unit administrator(s) of the final determination that a Formal Investigation is warranted and provide a copy of the Initial Inquiry report. If the Respondent is a student, notice may also be provided to the student's program administrator, advisor, and/or college if applicable.

6.06 Notifying Research Sponsor, if Applicable: On or before the date on which the Formal Investigation begins, the RIO will notify the research sponsor of the decision to begin a Formal Investigation and provide the final Initial Inquiry report.

6.07 Sequestration of Research Records: The RIO will obtain all research records and other evidence needed to conduct the Formal Investigation, consistent with §3.08.

6.08 Appointment of the Formal Investigation Committee: The RIO, in consultation with other institutional officials as appropriate, will appoint a Formal Investigation ~~Committee~~committee and the committee chair as soon after the beginning of the ~~investigation~~ Formal Investigation as is practical. The Formal Investigation ~~Committee~~committee must consist of at least three (3) ~~tenured~~ faculty members of the University holding academic rank at least equal to the Respondent accused of research misconduct. ~~These individuals should not have unresolved personal, professional or financial conflicts of interest with those involved with the investigation, and should include individuals with appropriate research expertise to evaluate the evidence and issues related to the allegation, interview the Respondent and Complainant, and conduct the investigation~~The same committee members from the Initial Inquiry may be used for the Formal Investigation if they meet the requirements of this §6.08.

6.09 Ensuring a Fair Formal Investigation: The RIO and Formal Investigation committee will take reasonable steps to ensure an impartial and unbiased Formal Investigation to the maximum extent practicable, including participation of persons with appropriate scientific expertise who do not have unresolved personal, professional, or financial conflicts of interest relevant to the Formal Investigation.

6.10 Charge To the Formal Investigation Committee: The RIO will define the subject matter of the ~~investigation~~Formal Investigation in a written charge to the committee ~~which~~that:

- ~~.~~a. ~~describes~~Describes the allegations and related issues identified during the ~~inquiry~~Initial Inquiry;
- ~~.~~b. ~~identifies~~Identifies the Respondent;
- ~~.~~c. ~~informs~~Informs the committee it must conduct the ~~investigation~~Formal Investigation as prescribed in ~~Section 4.07~~this section;
- ~~.~~d. ~~defines~~Defines research misconduct according to this policy;
- ~~.~~e. ~~informs~~Informs the committee it must evaluate the evidence and testimony to determine whether, based on a preponderance of the evidence, research misconduct occurred and, if so, the type and extent of it, and who was responsible;
- ~~.~~f. ~~informs~~Informs the committee that in order to determine the Respondent committed research misconduct, it must find a preponderance of the evidence establishes that:
  - ~~(0)~~(1) research misconduct, as defined in this policy, occurred ~~(Respondent has the burden of proving by a preponderance of the evidence any affirmative defenses raised, including honest errors or a difference of opinion);~~; and
  - ~~(0)~~(2) the research misconduct is a significant departure from accepted practices of the relevant research community; and
  - ~~(0)~~(3) the Respondent committed the research misconduct intentionally, knowingly, or recklessly~~; and~~.
- ~~.~~g. ~~informs~~Informs the committee it must prepare or direct the preparation of a written

~~investigation~~ Formal Investigation report meeting the requirements of this policy.

6.11 First Meeting: The RIO will convene the first meeting of the Formal Investigation ~~Committee~~committee to review the charge, the ~~initial inquiry~~Initial Inquiry report, and the prescribed procedures and standards for ~~the conduct of the investigation~~conducting the Formal Investigation, including the necessity for confidentiality and for developing a specific investigation plan. The Formal Investigation ~~Committee~~committee will be provided with a copy of this statement of policy and procedures. The RIO will be present or available throughout the ~~investigation~~Formal Investigation to advise the committee as needed.

~~4.07~~ 6.12 Documentation: The RIO and Formal Investigation ~~Committee and the RIO must:~~ committee will use diligent efforts to ensure that the ~~investigation~~Formal Investigation is thorough and sufficiently documented and includes examination of all research records and other evidence relevant to reaching a decision on the merits of ~~each allegation;~~the allegations(s).

- ~~take reasonable steps to ensure an impartial and unbiased investigation to the maximum extent practical;~~

6.13 Interviews: The Formal Investigation committee must interview each Respondent, Complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the ~~investigation~~Formal Investigation, including witnesses identified by the Respondent~~,~~. Interviews during the investigation must be recorded and ~~record or transcribe each~~ transcribed. Any exhibits shown to the interviewee during the interview~~, provide the recording or~~ must be numbered and referred to by that number in the interview. The transcript of the interview must be made available to the relevant interviewee for correction~~, and include the recording or~~. The transcript ~~in the record of the investigation; and~~(s) with any corrections and numbered exhibits must be included in the institutional record of the Formal Investigation. The Respondent must not be present during the witnesses' interviews but must be provided a transcript of the interview.

6.14 Multiple Respondents, if Applicable: The Formal Investigation Committee will consider the prospect of additional researchers being responsible for the alleged research misconduct.

6.15 Multiple Institutions, if Applicable: A Formal Investigation involving multiple institutions will be conducted consistent with §3.11.

6.16 Pursue Leads: The Formal Investigation Committee will pursue diligently all significant issues and leads discovered that are determined relevant to the ~~investigation~~Formal Investigation, including any evidence of additional instances of possible research misconduct, and continue the ~~investigation to completion~~Formal Investigation to completion. If additional allegations are raised, the Respondent(s) must be notified in writing of the additional allegations raised against them as required by this policy.

~~The~~

6.17 Investigation Time Limits: All aspects of the Formal Investigation ~~is~~are to be completed within ~~120~~180 days of beginning it or the timeframe required by an applicable research sponsor, including conducting the ~~investigation~~Formal Investigation, preparing the draft report ~~of findings~~for each Respondent, providing the draft report to each Respondent for comment, and ~~sending~~transmitting the institutional record including the final investigation report ~~to the DO.~~and

decision by the Deciding Official to the research sponsor, if applicable. However, if the RIO determines that the ~~investigation~~Formal Investigation will not be completed ~~within this 120~~in the 180-day period, ~~he/she~~they will submit to the ~~DO~~Deciding Official and research sponsor, if applicable, a written request for an extension~~, setting forth the reasons for delay. The~~ that includes the circumstances or issues warranting additional time. If the request for an extension is granted, the RIO will ensure periodic progress reports are filed with the ~~DO if the request for an extension is granted and directs~~Deciding Official and research sponsor, if applicable, and the RIO will direct the filing of such reports. If the Formal Investigation takes longer than 180 days to complete, the Formal Investigation report must include the reasons for exceeding the 180-day period.

~~In order to meet the requirements of this section, all parties have a responsibility to respond in a timely manner.~~

Example Formal Investigation Timeline (Without Extensions)

Event	Day
Formal Investigation Begins	0
Formal Investigation conducted by committee	0-80
Initial draft report prepared by committee	80-110
Draft report provided to Office of Legal Counsel for review	110
Office of Legal provides comments for committee to consider	120
Committee updates draft report to address comments, if applicable	120-130
Draft Report provided to Respondent (and if applicable, Complainant)	130
Respondent's (and if applicable, Complainant's) deadline to provide comments	160
Committee updates Draft Report to address comments, if applicable	160-170
Final report provided to Deciding Official	170
Written decision of Deciding Official	180
Notice and institutional record provided to research sponsor, if applicable	180

THE FORMAL INVESTIGATION REPORT

7.01 Elements of the Formal Investigation Report: The Formal Investigation ~~Committee~~committee and the RIO are responsible for preparing a final written ~~draft report of the~~ investigation ~~which~~report for each Respondent that includes the following:

~~.~~a. ~~describes~~ Description of the nature of the allegation(s) of research misconduct, including ~~the identification of the Respondent~~any additional allegation(s) addressed during the research misconduct proceeding;

~~.~~b. ~~describes~~Description and ~~documents the~~documentation of any federal, state, private, and/or other sponsors of support, including, for example, ~~the~~any grant numbers ~~of any grants involved~~, grant applications, contracts, and publications listing the sponsor of support;

~~.~~c. ~~describes~~ Description of the specific ~~allegations~~allegation(s) of research misconduct ~~considered~~ for consideration in the ~~investigation~~Formal Investigation of the Respondent;

d. ~~identifies~~Composition of the Formal Investigation committee, including names, positions, and ~~summarizes the~~ subject matter expertise;

e. Inventory of sequestered research records and ~~evidence reviewed and identifies any evidence taken into custody~~other evidence, except records the institution did not consider or rely on; and a description of how any sequestration was conducted during the investigation. This inventory must include manuscripts and funding proposals that were considered or relied on

during the Formal Investigation;

f. Transcripts of all interviews conducted, as described in §6.11;

~~.~~g. Identification of the specific published papers, manuscripts submitted but not ~~reviewed; and~~accepted for publication (including online publication), external funding applications, progress reports, presentations, posters, or other research records that allegedly contained the falsified, fabricated, or plagiarized material;

h. ~~includes a~~Any scientific or forensic analyses conducted;

i. A copy of the University policies and procedures under which the Formal Investigation was conducted;

j. Any comments made by the Respondent and Complainant on the draft investigation report and the Formal Investigation Committee's consideration of those comments;

~~.~~k. A statement ~~of findings~~ for each ~~allegation~~separate allegation of whether the Formal Investigation Committee recommends a finding of research misconduct ~~identified during the investigation. Each statement of findings must:~~;

(1) ~~identify~~If the Formal Investigation committee recommends a finding of research misconduct for an allegation, the Formal Investigation committee must, for that allegation:

i. Identify the individual(s) who committed the research misconduct;

ii. Indicate whether the research misconduct was falsification, fabrication, and/or plagiarism~~, and~~;

~~.~~iii. Indicate whether ~~it~~the research misconduct was committed intentionally, knowingly, or recklessly;

iv. ~~summarize~~State whether the other requirements for a finding of research misconduct, as described in §3.01, have been met;

~~.~~v. Summarize the facts and the analysis which ~~supports~~support the conclusion and consider the merits of any ~~reasonable~~ explanation by the Respondent~~, including any effort by Respondent to establish by a preponderance of the evidence he/she did not engage in research misconduct because of honest error or a difference of opinion~~;

~~.~~vi. ~~identify~~Identify the specific sponsored support;

~~.~~vii. ~~identify~~Identify whether any publications or other materials need correction or retraction;

~~o identify the person(s) responsible for the misconduct; and~~

(2) ~~list~~If the Formal Investigation committee does not recommend a finding of research misconduct for an allegation, the Final Investigation report must provide a detailed rationale.

~~(1)~~(3) List of any current support or known applications or ~~proposals~~proposal for support that the Respondent has pending with funding agencies.

~~The~~ 7.02 Review by Institutional Counsel: University legal counsel may review the draft report for legal sufficiency. Modifications may be made as appropriate in consultation with the RIO ~~must give the~~ and Formal Investigation committee.

7.03 Respondent's Opportunity to Comment: The Respondent must receive a copy of the draft investigation report ~~for comment~~ and, concurrently, a copy of, or supervised access to, the research records and other evidence ~~on which the report is based.~~that the Formal Investigation Committee considered or relied on. The Respondent ~~will be allowed at least 30 days from the date he/she receives~~

~~the report to~~ must submit any comments on the draft report to the RIO~~.~~ within 30 days of receiving the draft investigation report. The ~~Respondent's~~ Formal Investigation committee must include and consider any comments ~~must be included and considered~~ made by the Respondent in the final report.

~~5.03 In distributing the draft report, or portions thereof, to the Respondent, the RIO will inform the recipient of the confidentiality under which the draft report is made available, and may establish reasonable conditions to ensure such confidentiality. For example, the RIO may require the recipient sign a confidentiality agreement.~~

~~5.04 The RIO will assist the Formal Investigation Committee in finalizing the draft investigation report, including ensuring the Respondent's comments are included and considered, and transmit the final investigation report to the DO. The DO will determine in writing: (1) whether the institution accepts the investigation report, its findings, and the recommended institutional actions; and (2) the appropriate institutional actions in response to the accepted findings of research misconduct to be recommended to the Provost. If this determination varies from the findings of the Formal Investigation Committee, the DO will, as part of his/her written determination, explain in detail the basis for rendering a decision different from the findings of the Formal Investigation Committee. Alternatively, the DO may return the report to the Formal Investigation Committee with a request for further fact-finding or analysis.~~

~~When a final decision on the case has been reached, the RIO will normally~~ 7.04 Complainant's Opportunity to Comment: The Complainant may receive a copy of the draft Formal Investigation report or relevant portions of that report. The comments of the Complainant, if any, must be submitted within 30 days of the date on which the Complainant received the draft report or relevant portions of it. The Formal Investigation committee must include and consider any comments made by the Complainant in the final report.

7.05 Transmission of the Final Formal Investigation Report to the Deciding Official: The RIO will assist the Formal Investigation committee in transmitting the final Formal Investigation report to the Deciding Official. The report must be provided to the Deciding Official with sufficient time for review and preparation of the written determination required by §7.06, normally 10 days prior to the completion deadline for the Formal Investigation.

7.06 Written Decision by the Deciding Official: The Deciding Official is responsible for making a final determination of research misconduct findings. This determination must be provided in a written decision that includes: (1) whether the institution found research misconduct and, if so, who committed the misconduct; and (2) a description of the relevant institutional actions taken or to be taken.

7.07 Notifying Relevant Parties: The RIO will notify ~~both~~ the Respondent and will normally notify the Complainant in writing~~. After informing the~~ of the final determination by the Deciding Official. In addition, the RIO will notify the institutional administrators that received notice under §6.05 as appropriate ~~officials, the DO~~. The Deciding Official will determine whether funding sources, law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports may have been published, collaborators of the Respondent in the work, or other relevant parties should be notified of the outcome of the case. ~~The RIO is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies.~~

APPEALS

6.01 If the sanctions involve the recommendation for termination of employment, the applicable academic termination procedures will be initiated. The faculty Respondent shall be notified in writing of the sanctions from the Provost or Dean and of the right of the faculty Respondent to appeal the imposition of sanctions as set forth in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University."

6.02 If the Respondent is a member of the administrative/professional or classified staff of the University, then the staff Respondent shall be notified in writing of the sanctions from the applicable Dean or Vice President and of the right of the staff Respondent to appeal the imposition of sanctions as set forth in the University Policies and Procedures regarding staff grievances.

6.03 If the Respondent is an undergraduate or graduate student, the student Respondent shall besubject to the Academic Integrity Policies and Procedures. If the Respondent is a graduate student, they could be subject to immediate dismissal from their program. Both undergraduate and graduate students have the right to appeal the imposition of sanctions through an academic integrity hearing, using the process outlined in the Academic Integrity Handbook.

NOTICE OF INSTITUTIONAL FINDINGS AND ACTIONS

7.01 Unless an extension has been granted, the RIO must, at their earliest convenience, submit the following to the DO:

- a copy of the final investigation report with all attachments and any appeal;
- a statement of whether the institution accepts the findings of the investigation report and the outcome of the appeal, if any;
- a statement of whether the institution found misconduct and, if so, who committed the misconduct; and
- a description of any pending or completed administrative actions against the Respondent.

MAINTAINING RECORDS FOR REVIEW 7.08 Notifying the Research Sponsor and Transmitting the Institutional Record: The RIO is responsible for ensuring the institution's compliance with all notification requirements of the research sponsor and applicable law. If required by the research sponsor and/or applicable law, the RIO will transmit the institutional record to the research sponsor. The institutional record will be consistent with §2.12 and logically organized.

8.01 The RIO must maintain and provide to DO upon request "records of research misconduct proceedings." Records of research misconduct proceedings must be maintained in a secure manner for seven (7) years after completion of the proceeding or the completion of any funding agency proceeding involving the research misconduct allegation. The RIO is also responsible for providing any information, documentation, research records, evidence, or clarification requested by the Formal Investigation Committee to carry out its review of an allegation of research misconduct or of the institution's handling of such an allegation.

COMPLETION OF CASES; REPORTING PREMATURE CLOSURES

8.01 Generally, all ~~inquiries~~Initial Inquiries and ~~investigations~~Formal Investigations will be carried through to completion, and all significant issues and credible allegations of research misconduct will be pursued diligently. The RIO ~~must~~will notify the ~~DO~~Deciding Official and research sponsor (if applicable) in advance if there are plans to close a ~~case at the initial inquiry, formal investigation~~research misconduct proceeding at the Preliminary Review, Initial Inquiry, Formal Investigation, or appeal stage on the basis that the Respondent has admitted ~~responsibility for a violation of the policy,~~to committing research misconduct or a settlement with the Respondent has been reached~~, or for any other reason, except: (1) closing~~.

8.02 Admissions. A Respondent's admission of ~~a case at the inquiry stage on the basis a formal investigation is not warranted; or (2) a finding of no misconduct at the investigation stage, which must be reported to the Public Health Service Office of Research Integrity (ORI), as prescribed in this policy~~research misconduct must be made in writing and signed by the Respondent. An admission must specify the falsification, fabrication, and/or plagiarism that occurred and which research records were affected. The admission statement must meet all elements required for a research misconduct finding under §3.01 and must be provided to the Deciding Official and research sponsor (if applicable) before the institution closes its research misconduct proceeding. If applicable, the RIO will also provide a statement to the research sponsor describing how it determined that the scope of the misconduct was fully addressed by the admission and confirmed the Respondent's culpability.

~~INSTITUTIONAL ADMINISTRATIVE ACTIONS~~

~~10.01 If the DO determines research misconduct is substantiated by the findings, he/she will recommend to the Provost appropriate actions to be taken. Oklahoma State University shall take appropriate administrative actions when an allegation of research misconduct has been substantiated. The administrative actions may include, but are not limited to the following:~~

- ~~withdrawal or correction of all pending or published abstracts, papers, reports or other materials emanating from the research where research misconduct was found;~~
- ~~removal of the responsible person from the particular project, letter of reprimand, special monitoring of future work, probation, suspension, expulsion, salary reduction, or initiation of steps leading to possible rank reduction or termination of employment;~~
- ~~restitution of funds to the grantor agency as appropriate; and~~
- ~~other action appropriate to the research misconduct;~~
- ~~classified, administrative, and professional staff are subject to corrective action up to and including termination.~~
- ~~undergraduate and graduate students are subject to sanctions in the Student Code of Conduct.~~

~~OTHER~~ CONSIDERATIONS

8.03 Termination Prior to Completing Initial Inquiry or Formal Investigation: The termination of the Respondent's institutional employment or student capacity by resignation, probation, expulsion, or otherwise, before or after an allegation of possible research misconduct has been reported, will not preclude or terminate the research misconduct proceeding or otherwise limit ~~any of~~ the institution's responsibilities under this policy.

8.04 Resignation Prior to Completing Initial Inquiry or Formal Investigation: If the Respondent, without admitting to the misconduct, elects to resign ~~his/her~~their position or withdraw as a student after the institution receives an allegation of research misconduct, the assessment of the allegation will proceed, as well as the ~~inquiry and investigation~~Initial Inquiry and Formal Investigation, as appropriate based on the outcome of the preceding steps. If the Respondent refuses to participate in the process after resignation, the RIO and any ~~inquiry or investigation committee~~Initial Inquiry or Formal Investigation Committee will use their best efforts to reach a conclusion concerning the allegations, noting in the report the Respondent's failure to cooperate and its effect on the evidence.

INSTITUTIONAL ACTIONS

9.01 Deciding Official Recommends Institutional Actions to Provost: If the Deciding Official determines that research misconduct occurred in accordance with §7.06, he/she will recommend to the Provost appropriate institutional actions to address the findings. The recommended actions may include administrative actions to protect institutional research and other actions to discipline the responsible party including, but not limited to expulsion, degree revocation, corrective actions, dismissal, suspensions, admonitions, sanctions, and/or termination in compliance with applicable institutional policies.

9.02 Administrative Actions to Protect Institutional Research: The institution may take appropriate administrative action to protect research. Specific examples of administrative actions that may be taken to protect the integrity of research at Oklahoma State University include, but are not limited to the following:

a. Withdrawal or correction of pending or published abstracts, proposals, applications, papers, reports, theses, or other materials emanating from the research where research misconduct was found;
b. Removal or suspension of the Respondent from participation in a research project, special monitoring of future research work, suspension or disbarment from research at the institution, advance institutional review of research proposals and publications, and termination or transfer of all or part of a research project; and
c. Restitution of funds to the research sponsor as appropriate.

The Respondent will be notified in writing of any such administrative actions to protect institutional research by the Deciding Official.

9.03 Institutional Actions Recommended by Committees. The Initial Inquiry committee and the Formal Investigation committee may recommend administrative actions and disciplinary actions in their respective reports, but such recommendations are not binding on the institution. The committees do not have authority to take administrative or disciplinary action on behalf of the institution.

9.04 Disciplinary Action for Faculty. If a Respondent is a member of the faculty, disciplinary actions stemming from a finding of research misconduct under this policy must comply with the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University" and any other applicable institution policies. The faculty Respondent shall be notified in writing of the disciplinary actions from the Provost, Deciding Official, and/or Dean and of the right of the faculty Respondent to appeal.

9.05 Disciplinary Action for Staff. If the Respondent is a member of the administrative/professional or classified staff of the institution, disciplinary actions stemming from a finding of research misconduct under this policy must comply with Oklahoma State University Policy 3-0720 "Corrective Actions and Dismissals for Staff" and any other applicable institution policies. The staff Respondent shall be notified in writing of the disciplinary actions from the Provost, Deciding Official, and/or applicable Dean and of the right of the staff Respondent to appeal the imposition of disciplinary action (if applicable) as set forth in the University Policy 3-0746, "Grievances and Complaints for Staff."

9.06 Disciplinary Action for Students. If the Respondent is an undergraduate or graduate student, the student Respondent shall be subject to the Academic Integrity Policies and Procedures and the Student Code of Conduct. Both undergraduate and graduate students may have the right to appeal the imposition of sanctions through the process in the applicable policy.

9.07 Research Sponsor's Findings. A research sponsor's investigation of an allegation of research misconduct is independent from the institution's research misconduct proceedings. Accordingly, a research sponsor's findings do not overturn the institution's research misconduct findings. If the research sponsor identifies additional evidence of misconduct and/or reaches a different finding from the institution, the Deciding Official may direct the Formal Investigation committee to reopen the Formal Investigation to consider such additional evidence and/or review or revise his/her earlier written determination.

9.08 Application of the Formal Investigation Report. If the applicable institutional policies identified §§9.04 – 9.06 require an investigation or similar proceeding prior to implementation of a disciplinary action, the Provost may determine whether the Formal Investigation completed under this policy can substitute for all or part of such requirement.

APPEALS; NOTIFYING THE RESEARCH SPONSOR OF APPEALS

10.01 Respondent's Notice of Intent to Appeal: Unless otherwise indicated in the written notice to Respondent, a Respondent shall have seven calendar days to provide notice to the RIO that they intend to file an appeal of a finding of research misconduct or resulting institutional action. The notice of intent to appeal must be in writing and identify the specific finding(s) and/or actions to be appealed and the grounds for the appeal. Following receipt of the notice of intent to appeal, an appropriate institutional official will identify the applicable appeals process under institutional policy and provide written notice to the Respondent.

10.02 Grounds for Appeal. Unless otherwise permitted by applicable law, regulation, research sponsor requirement, or institutional policy, the permitted grounds for appeal are limited to (i) a procedural irregularity that affected the outcome of the matter, (ii) new evidence that was not reasonably available during the Formal Investigation that could affect the outcome of the matter, (iii) a conflict of interest or bias that affected the outcome of the matter, or (iv) the institutional actions were not appropriate for the misconduct. The fact that a research sponsor reached a different finding than the institution is not a permitted basis for appeal.

10.03 Notification to Research Sponsor. If a Respondent appeals the institution's finding(s) of research misconduct or resulting institutional actions, the RIO will promptly notify the research

sponsor, if applicable.

10.04 If the RIO has not yet transmitted its institutional record to the research sponsor in accordance with §7.08 prior to the appeal, the RIO may ask for an extension from the research sponsor to permit the appeal to reach a conclusion and be incorporated into the institutional record prior to transmission. If the RIO has transmitted its institutional record to the research sponsor in accordance with §7.08 prior to the appeal or does not receive a requested extension, the RIO will provide the research sponsor a complete record of the appeal once the appeal is concluded.

10.05 Appeals Limited to Research Misconduct Finding. If a Respondent's appeal is limited in scope to the institution's finding of research misconduct and does not appeal any institutional actions so that another policy would apply, the appeal may be handled according to the following procedure: Respondent shall submit a written appeal to the RIO within 10 days of submitting Respondent's notice of intent to appeal. The appeal should specifically identify which findings are being appealed and provide a detailed explanation for the grounds of appeal and any supporting evidence. Within 10 days of receipt of the appeal, the RIO will consult with the Formal Investigation committee to prepare the committee's response. The Provost or his/her designee will have 15 days to review the appeal and the committee's response and provide a final written determination. The appeal, response, and final determination will be added to the institutional record and shared with the Respondent and, if applicable, the research sponsor.

RETENTION AND CUSTODY OF THE INSTITUTIONAL RECORD AND ALL SEQUESTERED EVIDENCE

11.01 Maintenance of Institutional Record and all Sequestered Evidence: The institution will maintain the institutional record and all sequestered evidence including physical objects (regardless of whether the evidence is part of the institutional record) in a secure manner for at least seven years after completion of the proceeding or the completion of any proceeding conducted by a research sponsor involving the research misconduct allegation, whichever is later, unless custody has been transferred to the research sponsor or the research sponsor advises otherwise in writing.

11.02 Provision for Research Sponsor Custody: On request, the institution will transfer custody or provide copies to the research sponsor of the institutional record or any component of the institutional record and any sequestered evidence (regardless of whether the evidence is included in the institutional record) for the research sponsor to conduct its oversight review, develop the administrative record, or present the administrative record in their proceeding.

11.03 Nothing herein shall prevent the institution from complying with its obligations under applicable record retention laws and regulations. Such laws include without limitation the Oklahoma Records Management Act.

OTHER CONSIDERATIONS

12.01 Restoration of the Respondent's Reputation: Following a final determination of no research misconduct, ~~including Office of Research Integrity (ORI) concurrence where required, the RIO must~~the RIO will, at the request of the Respondent, undertake all reasonable and practical efforts to restore the Respondent's reputation. Depending on the particular circumstances and the views of the

Respondent, the RIO should consider notifying those individuals aware of or involved in the ~~investigation~~Formal Investigation of the final outcome, publicizing the final outcome in any forum in which the allegation of research misconduct was previously publicized, and expunging all reference to the research misconduct allegation from the Respondent's personnel file, student records, etc. Any institutional actions to restore the Respondent's reputation ~~must~~will first be approved by the ~~DO~~Deciding Official.

12.02 Protection of the Complainant, Witnesses and Committee Members: During the research misconduct proceeding and upon its completion, regardless of whether the institution or ~~ORI~~the research sponsor, if applicable, determines research misconduct occurred, the RIO ~~must~~will undertake all reasonable and practical efforts to protect the position and reputation of, or to counter potential or actual retaliation against, any Complainant who made allegations of research misconduct in good faith and of any witnesses and committee members who ~~cooperate~~cooperated in good faith with the research misconduct proceeding (see Board of Regents' Policy 3.06, Non-Retaliation). The ~~DO~~Deciding Official will determine, after consulting with the RIO and with the Complainant, witnesses, or committee members, what steps, if any, are needed to restore their respective positions or reputations or to counter potential or actual retaliation against them. The RIO is responsible for implementing any steps the ~~DO~~Deciding Official approves.

12.03 Allegations Not Made in Good Faith: If relevant, the ~~DO~~Deciding Official will determine whether the Complainant's allegations of research misconduct were made in good faith or whether a witness or committee member acted in good faith. If the ~~DO~~Deciding Official determines there was an absence of good faith, he/she will, in consultation with the Provost, determine whether ~~administrative~~institutional action should be taken against the person or persons who failed to act in good faith.

Approved:
Faculty Council, May 1992 ~~President Campbell, May 1992 Board of Regents, May 1992~>
President Campbell, May 1992
Board of Regents, May 1992
Board of Regents, April 1993 Valid: July 1, 1992 to June 30, 1993
Board of Regents, March 2015
Faculty Council, August 2019
Council of Deans, September 2019
Associate Deans of Research, January 2020
E-Team, February 2020
Board of Regents, March 2020

Revised:
Updated to Federal Policy, November 2002
Updated to Federal Policy, June 2007
Updated to Federal Policy, August 2019
Updated to Federal Policy, November 2024

Oklahoma State University Policy and Procedures

COMPLAINTS OF RESEARCH MISCONDUCT	**4-0125** **RESEARCH** **March 2020** **Revisions: November 2024**

INTRODUCTION

1.01 As an institution dedicated to excellence in education, research, and outreach, Oklahoma State University (OSU) places a high value on research integrity. All institutional members will report observed, suspected, or apparent research misconduct to the Research Integrity Officer (RIO) appointed by the Provost and Senior Vice President of the University. Reports may be submitted to the RIO at RIO@okstate.edu or via the OSU/A&M EthicsPoint system. If an individual is unsure whether a suspected incident falls within the definition of research misconduct, he or she may meet with or contact the RIO to discuss the suspected research misconduct informally, which may include discussing it anonymously and/or hypothetically. If the circumstances described by the individual do not meet the definition of research misconduct, the RIO will refer the individual to other offices or officials with responsibility for addressing the alleged problem; please refer to §4.05.

1.02 This policy is adopted for Oklahoma State University (Institution), to include its main campus in Stillwater, and its branch campuses at Tulsa (OSU-Tulsa), Oklahoma City (OSU-OKC), and Okmulgee (OSU-Okmulgee). This policy applies to all graduate students, tenure-track faculty, and career/non-tenure track faculty as outlined in Section 1.5, Appointment for Non-Tenure-Track Faculty, in the *Policy to Govern Appointment, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University* in the OSU Faculty Handbook. This policy also applies to all administrative, professional, and classified staff at OSU. This policy may also apply to undergraduate students in the context of a sponsored program or published/disseminated research findings.

1.03 OSU policies may not conflict with state and federal laws. The procedures outlined in this policy may be adjusted to comply with current federal regulations, State of Oklahoma laws, and applicable sponsor requirements. If there is any conflict between this policy and the applicable law or regulation, the law or regulation shall prevail.

DEFINITIONS

2.01 "Complainant" means an individual or entity who in good faith makes an allegation of research misconduct.

2.02 “Day” means calendar day unless otherwise specified. If a policy deadline falls on a Saturday, Sunday, or OSU holiday or other closure (e.g., closure for inclement weather), the deadline will be extended to the next day that is not a Saturday, Sunday, or OSU closure unless the deadline is set by applicable law or regulation.

2.03 “Deciding Official” means the institutional official who makes final determinations on

allegations of research misconduct and makes recommendations of appropriate institutional actions to the Provost and Senior Vice President (Provost). This person will not be the same individual as the Research Integrity Officer. A Deciding Official's appointment of individuals to serve on an Initial Inquiry or Formal Investigation committee is not considered to be direct prior involvement. The Vice President for Research (VPR) or their designee will act as the Deciding Official.

2.04 "Evidence" means anything offered or obtained during a research misconduct proceeding that tends to prove or disprove the existence of an alleged fact. Evidence may include, without limitation, the research record, documents, whether in hard copy or electronic form, information, tangible items, and testimony.

2.05 "Fabrication" means making up data or results and recording or reporting them.

2.06 "Falsification" means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

2.07 "Formal Investigation" or "Investigation" means the formal development of a factual record and the examination of that record that meets the criteria and follows the procedures of §6.01 through §7.08.

2.08 "Good Faith" as applied to a Complainant or witness means having a belief in the truth of one's allegation or testimony based on the information known to the Complainant or witness at the time. An allegation or cooperation with a research misconduct proceeding is not in good faith if made with knowledge of or reckless disregard for information that would negate the allegation or testimony. Good faith as applied to an institutional or committee member means cooperating with the research misconduct proceeding by impartially carrying out the duties assigned for the purpose of helping the institution meet its responsibilities under this policy and applicable law. An institutional or committee member does not act in good faith if their acts or omissions during the research misconduct proceedings are dishonest or influenced by personal, professional, or financial conflicts of interest with those involved in the research misconduct proceeding.

2.09 "Initial Inquiry" or "Inquiry" means preliminary information-gathering and preliminary fact-finding that meets the criteria and follows the procedures of §5.01 through §5.16.

2.10 "Institutional Member or Members" means an individual (or individuals) who is employed by, is an agent of, or is affiliated by contract or agreement with the OSU or its governing Board of Regents. Institutional members may include, but are not limited to, officials, tenured and untenured faculty, teaching and support staff, researchers, research coordinators, graduate research assistants, and employees or agents of contractors, subcontractors, or sub-awardees.

2.11 "Intentionally" means to act with the aim of carrying out the act. This definition will apply unless an applicable research sponsor, law, or regulation requires a different definition.

2.12 "Institutional Record" comprises the records that the institution compiled or generated during the research misconduct proceeding, except records the institution did not consider or rely on. These records may include but are not limited to: (1) Documentation of the Preliminary Assessment as required by §4.03; (2) If an Initial Inquiry is conducted, the Initial Inquiry report and all records

(other than drafts of the report) considered or relied on during the inquiry, including, but not limited to, research records and the transcripts of any transcribed interviews conducted during the inquiry, information the Respondent provided to the institution, and the documentation of any decision not to investigate as required by §5.13; (3) If an Investigation is conducted, the Investigation report and all records (other than drafts of the report) considered or relied on during the investigation, including, but not limited to, research records, the transcripts of each interview conducted pursuant to §7.01, and information the respondent provided to the institution; (4) Decision(s) by the Institutional Deciding Official, such as the written decision from the Institutional Deciding Official under §7.06; and (5) The complete record of any institutional appeal.

2.13 "Knowingly" means to act with awareness of the act. This definition will apply unless an applicable research sponsor, law, or regulation requires a different definition.

2.14 "Plagiarism" means the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Plagiarism includes the unattributed verbatim or nearly verbatim copying of sentences and paragraphs from another's work that materially misleads the reader regarding the contributions of the author. It does not include the limited use of identical or nearly identical phrases that describe a commonly used methodology. Plagiarism does not include self-plagiarism, authorship disputes, or credit disputes, including without limitation, disputes among collaborators who participated jointly in the development or conduct of a research project. Self-plagiarism and authorship disputes do not meet the definition of research misconduct.

2.15 "Preliminary Assessment" means a consideration by the RIO of whether an allegation of research misconduct appears to fall within the definition of research misconduct and is sufficiently credible and specific so that potential evidence of research misconduct may be identified. The Preliminary Assessment only involves the review of readily accessible information relevant to the allegation.

2.16 "Preponderance of the Evidence" means proof by evidence that, compared with evidence opposing it, leads to the conclusion that that fact at issue is more likely true than not. This definition will apply unless an applicable sponsor, law, or regulation requires a different definition.

2.17 "Recklessly" means to propose, perform, or review research, or report research results, with indifference to known risk of fabrication, falsification, or plagiarism. This definition will apply unless an applicable research sponsor, law, or regulation requires a different definition.

2.18 "Research" is defined as all basic, applied, and demonstration research in all fields of science, engineering, and mathematics. This includes, but is not limited to, research in economics, education, linguistics, medicine, psychology, social sciences, statistics, and research involving human subjects or animals. This definition will apply unless an applicable research sponsor, law, or regulation requires a different definition.

2.19 "Research Integrity Officer (RIO)" means the institutional official responsible for: (1) assessing allegations of research misconduct to determine if they fall within the definition of research misconduct and warrant an Initial Inquiry on the basis that the allegation is sufficiently credible and specific so potential evidence of research misconduct may be identified; (2) overseeing Initial Inquiries and Formal Investigations; and (3) carrying out the other responsibilities described in this

policy.

2.20 "Research Misconduct" means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest errors or differences in opinion. It also does not include misconduct that would be deemed illegal outside of the research context (e.g., misappropriation of funds, discrimination based on a protected class, assault, etc.); allegations of those types of misconduct should be reported and addressed via the relevant authorities (e.g., law enforcement, Office of Equal Opportunity, etc.).

2.21 "Research Misconduct Proceeding" means any actions related to alleged research misconduct taken under this policy, including allegation Preliminary Assessments, Initial Inquiries, Formal Investigations, and appeals.

2.22 "Research Record" means the record of data or results that embody the facts resulting from scientific inquiry. Data or results may be in physical or electronic form. Examples of items, materials, or information that may be considered part of the research record include, but are not limited to, research proposals, raw data, processed data, clinical research records, laboratory records, study records, laboratory notebooks, progress reports, manuscripts, abstracts, theses, records of oral presentations, email and online content, written communication between scientists, lab meeting reports, and journal articles.

2.23 "Respondent" means the individual against whom an allegation of research misconduct is directed or who is the subject of a research misconduct proceeding.

GENERAL PRINCIPLES

3.01 Requirements for Findings of Research Misconduct: A finding of research misconduct made under this policy requires that:

a. There be a significant departure from accepted practices of the relevant research community which meets the definition of research misconduct under this policy; and
b. The misconduct be committed intentionally, knowingly, or recklessly; and
c. The allegation be proven by a preponderance of the evidence.

3.02 Time Limitations:

a. Six-Year Limitation: This policy applies only to research misconduct occurring (and/or alleged to have occurred) within six years of the date the institution receives an allegation of research misconduct.
b. Exceptions to the Six-Year Limitation: The six-year limit does not apply in the following instances: (1) Subsequent Use Exception. The Respondent continues or renews any incident of alleged research misconduct that occurred before the six-year limitation through the use of, republication of, or citation to the portion(s) of the research record (e.g., processed data, journal articles, funding proposal, data repositories) alleged to have been fabricated, falsified, or plagiarized for the potential benefit of the Respondent. When the Respondent uses, republishes, or cites to the portion(s) of the research record that is alleged to have been fabricated, falsified, or plagiarized, in submitted or published manuscripts, submitted grant applications, progress reports submitted to research sponsors, posters, presentations, or other

research records within six years of when the allegations were received by the institution, this exception applies. For research misconduct that *appears* subject to the subsequent use exception, the institution will document the determination that the subsequent use exception does not apply. Such documentation will be retained in accordance with §11.01; (2) Exception for the Health or Safety of the Public: If the institution, following consultation with a research sponsor (if applicable), determines that the alleged research misconduct, if it occurred, would possibly have a substantial adverse effect on the health or safety of the public, this exception applies; (3) if an applicable research sponsor, law, or regulation requires research misconduct proceedings be initiated for research misconduct occurring (and/or alleged to have occurred) longer than six years from the date the institution receives an allegation of research misconduct

3.03 Evidentiary Standards:

a. Standard of Proof: A finding of research misconduct must be proved by a preponderance of the evidence. This standard of proof will apply unless an applicable sponsor, law, or regulation requires a different standard of proof.
b. Burden of Proof: The institution has the burden of proof for making a finding of research misconduct. A Respondent's destruction of research records documenting the questioned research is evidence of research misconduct where the institution establishes by a preponderance of the evidence that the Respondent intentionally or knowingly destroyed records after being informed of the research misconduct allegations. A Respondent's failure to provide research records documenting the questioned research is evidence of research misconduct where the Respondent claims to possess the records but refuses to provide them upon request.

3.04 Confidentiality:

a. Disclosure of the identity of Respondents, Complainants, and witnesses while conducting the research misconduct proceedings is limited, to the extent possible, to those who need to know, as determined by the institution, consistent with a thorough, competent, objective, and fair research misconduct proceeding, and as allowed by law. Those who need to know may include institutional review boards, journal editors, publishers, co-authors, collaborating institutions, and research sponsors. This limitation on disclosure of the identity of Respondents, Complainants, and witnesses no longer applies once the institution has made a final determination of research misconduct findings. The institution, however, must disclose the identity of Respondents, Complainants, or other relevant persons to research sponsors if required by applicable law, regulation, or contract.
b. Except as may otherwise be prescribed by applicable law, confidentiality must be maintained for any records or evidence from which human research subjects might be identified.
c. This policy does not prohibit the institution from managing published data or acknowledging that data may be unreliable.

3.05 Cooperation with Research Misconduct Proceedings: All persons to whom this policy applies, including Respondent, are obligated to cooperate with all proceedings under this policy, as well as any subsequent investigations. Such cooperation includes providing Research Records, evidence, and other relevant information to the RIO. The institution will take all reasonable and practical steps to ensure such cooperation. While a Respondent shall have the duty to furnish Research Records and

other relevant information in his or her possession, the Respondent shall not be required to provide oral or written testimony (though Respondent's unwillingness to provide testimony may be noted).

3.06 Protecting Complainants, Witnesses, and Committee Members: Institutional members are responsible for compliance with *Policy 3.06: Non-Retaliation* of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges. Institutional members may not retaliate in any way against Complainants, witnesses, or committee members. Institutional members should immediately report any alleged or apparent retaliation against Complainants, witnesses, or committee members to the RIO, who shall review the matter with the Deciding Official. The Deciding Official will determine what steps, if any, are needed regarding restoring reputation and/or mitigating retaliation. The RIO or other designee of the Deciding Official will be responsible for implementing any steps the Deciding Official approves by making all reasonable and practical efforts to counter any potential or actual retaliation and protect and restore the position and reputation of the person against whom the retaliation is directed.

3.07 Protecting the Respondent: As requested and as appropriate, the RIO and other institutional officials shall make all reasonable and practical efforts to protect or restore the reputation of persons alleged to have engaged in research misconduct but against whom no finding of research misconduct is made. During the research misconduct proceedings, the RIO is responsible for ensuring that Respondents receive all the notices and opportunities as may be required by the research sponsor and the policies and procedures of the institution.

3.08 Sequestration of Research Records: The RIO will promptly (i) take all reasonable and practicable steps to obtain all research records and other evidence; (ii) inventory the research records and other evidence obtained; and (iii) sequester them in a secure manner. The RIO may obtain copies of the research records and other evidence to satisfy the requirements of this paragraph so long as those copies are substantially equivalent in evidentiary value to the original research records or evidence needed to conduct the research misconduct proceeding. Whenever possible, the institution will obtain the research records or other evidence: (1) before or at the time the institution notifies the respondent of the allegation(s); and (2) whenever additional items become known or relevant to the Initial Inquiry or Formal Investigation.

3.09 Access to Research Records: Where appropriate, the RIO will give the Respondent copies of, or reasonable supervised access to, the research records and other evidence that are sequestered in accordance with §3.08.

3.10 Multiple Respondents: When allegations involve research conducted at multiple institutions, the institutions may work together to conduct a joint research misconduct proceeding. Details for such joint proceedings will be worked through on a case-by-case basis.

3.11 Multiple Institutions: When allegations involve research conducted at multiple institutions, the institutions may work together to conduct a joint research misconduct proceeding. The institutions shall ensure that any such joint research misconduct proceeding is fair and complies with applicable institutional policies. OSU's obligations under this policy may be delegated to a lead institution in a joint research misconduct proceeding if appropriate under the circumstances.

3.12 Using a Committee or Other Person for Research Misconduct Proceedings; Conflicts: The

institution will address any potential, perceived, or actual personal, professional, or financial conflicts of interest between members of a committee and the Respondent, Complainant, or witnesses. The institution will ensure that all committees and institutional members acting on behalf of the institution conduct research misconduct proceedings in compliance with the requirements of this policy.

3.13 Reasonable Notice Efforts. The RIO shall make reasonable efforts in good faith to provide the notices required by this policy. If the individual or entity required to be notified cannot be found or is not responsive following the RIO's reasonable efforts in good faith, the research misconduct proceeding may continue without such individual or entity's participation.

PRELIMINARY ASSESSMENT

4.01 Purpose of Preliminary Assessment: The purpose of a Preliminary Assessment is to determine whether an allegation warrants an Initial Inquiry.

4.02 Conducting the Preliminary Assessment: Upon receiving an allegation of research misconduct, the RIO will promptly assess the allegation to determine whether it meets the criteria for an Initial Inquiry. An Initial Inquiry must be conducted if RIO determines the allegation (1) falls within the definition of research misconduct; and (2) is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

4.03 Preliminary Assessment Outcomes: If the RIO determines that requirements for an Initial Inquiry are met in §4.02, the RIO must: (1) document the assessment; (2) promptly sequester all research records and other evidence as required by §3.08, and (3) promptly initiate the Initial Inquiry. If the RIO determines that requirements for an Initial Inquiry in §4.02 are not met, the RIO will keep sufficiently detailed documentation of the assessment to permit a later review of the reasons why the institution did not conduct an inquiry.

4.04 Time for Completion: The Preliminary Assessment period should be brief, preferably concluded within a week. In conducting the assessment, the RIO is not required to interview the Respondent, Complainant, or other witnesses, or gather information beyond any submitted with the allegation. However, the RIO may conduct interviews and gather information if it would assist in evaluating whether the requirements for an Initial Inquiry are met.

4.05 Allegations That Do Not Meet the Definition of Research Misconduct: During the Preliminary Assessment, if the RIO determines that the allegation is sufficiently credible and specific but does not fall within the definition of research misconduct, the RIO will discuss the allegation with the Deciding Official. If the Deciding Official concurs, the Deciding Official will direct the RIO to refer the individual or allegation to other institutional offices or officials with responsibility for addressing the allegation. This may result in a separate institutional investigation.

INITIAL INQUIRY

5.01 Criteria Warranting an Initial Inquiry: An Initial Inquiry is warranted if the allegation meets the following two criteria: (1) falls within the definition of research misconduct; and (2) is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

5.02 Purpose of the Initial Inquiry: The purpose of the Initial Inquiry is to conduct an initial review of the evidence to determine whether an allegation warrants a Formal Investigation. An Initial Inquiry does not require a full review of the evidence related to the allegation.

5.03 Notice to Respondent: At the time of or before beginning an Initial Inquiry, the RIO must notify the presumed Respondent in writing. If the Initial Inquiry subsequently identifies additional Respondents, the RIO must notify such additional Respondents in writing. Only allegations specific to a particular Respondent are to be included in the notification to that Respondent. If additional allegations are raised during the course of the research misconduct proceedings, the Respondent(s) must be notified in writing of the additional allegations raised against them.

5.04 Sequestration of Research Records: The RIO will obtain all research records and other evidence to conduct the research misconduct proceeding consistent with §3.08.

5.05 Notifying Research Sponsor, if Applicable: The RIO will notify the research sponsor of the decision to begin an Initial Inquiry if required by such sponsor.

5.06 Conducting the Initial Inquiry: An Initial Inquiry committee may be convened to conduct a review at the Initial Inquiry stage to determine whether a Formal Investigation is warranted. Alternatively, the Initial Inquiry review may be done by the RIO or another designated institutional official in lieu of a committee at the Deciding Official's discretion. The Initial Inquiry committee or the RIO, as applicable, may utilize one or more subject matter experts to assist them in the Initial Inquiry. Interviews with witnesses or Respondents that would provide additional information for the review may be conducted. An interview conducted during the Initial Inquiry may be used as evidence in the Formal Investigation if it was conducted according to the requirements for an investigatory interview in §6.13.

5.07 Initial Inquiry Outcomes: A Formal Investigation is warranted if (1) there is reasonable basis for concluding that the allegation falls within the definition of research misconduct; and (2) preliminary information-gathering and fact-finding from the Initial Inquiry indicates that the allegation may have substance. Findings of research misconduct, including the determination of whether the alleged misconduct is intentional, knowing, or reckless, cannot be made at the Initial Inquiry stage.

5.08 Elements of the Initial Inquiry Report: A written report will be prepared that meets the requirements of §5.13. If there is potential evidence of honest error or difference of opinion, this must be noted in the Initial Inquiry Report. The Respondent must be provided an opportunity to review and comment on the Initial Inquiry report; any comments received must be attached to the report.

5.09 Time for Completion: The Initial Inquiry must be completed within 90 days of its initiation unless circumstances warrant a longer period. If the Initial Inquiry takes longer than 90 days to complete, the Initial Inquiry report must document the reasons for exceeding the 90-day period.

5.10 Review by Institutional Counsel: University legal counsel may review the report for legal sufficiency. Modifications to the report may be made as appropriate in consultation with the RIO and Initial Inquiry Committee (if applicable).

5.11 Notification of the Results to Respondent: The RIO must notify the Respondent whether the Initial Inquiry found that a Formal Investigation is warranted. The notice must include a copy of the Initial Inquiry report for comment and include a copy of or refer to this policy. Unless otherwise specified by the RIO, the Respondent will have ten days to provide any comments.

5.12 Notification to the Complainant: The RIO is not required to notify a Complainant whether the Initial Inquiry found that a Formal Investigation is warranted. The RIO may, but is not required to, provide relevant portions of the report to a Complainant for comment. If the RIO provides notice to one Complainant in a case, it must provide notice, to the extent possible, to all Complainants in the case. A confidentiality agreement may be a condition for access to the report. Unless otherwise specified by the RIO, the Complainant will have ten days to provide any comments.

5.13 Written Initial Inquiry Report: The Initial Inquiry report will include the following information:

a. The names, professional aliases, and positions of the Respondent; and Complainant;
b. A description of the allegation(s) of research misconduct;
c. The research sponsor support, including, for example, grant numbers, grant applications, contracts, and publications listing research sponsor support;
d. The composition of the Initial Inquiry committee, if used, including name(s), position(s), and subject matter expertise;
e. Inventory of sequestered research records and other evidence and description of how sequestration was conducted;
f. Transcripts of any transcribed interviews;
g. Timeline and procedural history;
h. Any scientific or forensic analyses conducted;
i. The basis for recommending that the allegation(s) warrant an investigation;
j. The basis on which any allegation(s) do not merit an investigation;
k. Any comments on the Initial Inquiry report by the Respondent or the Complainant; and
l. Any institutional actions implemented, including communications with journals or research sponsors.

5.14 Approval by the Deciding Official: The Initial Inquiry report must be provided to the Deciding Official for approval. If the Initial Inquiry report concludes that a Formal Investigation is warranted, such determination shall be final upon approval of the report by the Deciding Official.

5.15 Written Report to Research Sponsor, if Applicable: If applicable, the RIO will provide the research sponsor with a copy of the final written Initial Inquiry report within 30 days of the final determination that a Formal Investigation is warranted. The Initial Inquiry report may be provided to the research sponsor earlier if required by such sponsor. The RIO will also provide the following information to the research sponsor whenever requested: (1) institutional policies and procedures under which the Initial Inquiry was conducted; and (2) research records and other evidence reviewed, and copies of all relevant documents.

5.16 Retention of Initial Inquiry Documents: The institution will keep detailed documentation of Initial Inquiries to permit a later assessment by research sponsors of the reasons why the institution decided not to proceed to the Formal Investigation. Such documentation will be retained in accordance with §11.01.

FORMAL INVESTIGATION

6.01 Criteria Warranting Formal Investigation: A Formal Investigation is warranted if (1) there is reasonable basis for concluding that the allegation falls within the definition of research misconduct; and (2) preliminary information-gathering and fact-finding from the Initial Inquiry indicated that the allegation may have substance.

6.02 Purpose of the Formal Investigation: The purpose of the Formal Investigation is to conduct a formal review of the evidence to determine whether research misconduct occurred.

6.03 Timing: A Formal Investigation must begin within 30 days after the final determination that a Formal Investigation is warranted.

6.04 Notifying the Respondent: The RIO must notify the Respondent in writing of the allegation(s) within a reasonable amount of time after determining that a Formal Investigation is warranted, but before the Formal Investigation begins. The RIO must give the Respondent written notice of any allegation(s) of research misconduct not addressed during the Initial Inquiry or in the initial notice of the Formal Investigation within a reasonable amount of time of deciding to pursue such allegation(s). If additional Respondents are identified during the Formal Investigation, a separate Initial Inquiry may be conducted but is not required for each new Respondent. If any additional Respondents are identified during the Formal Investigation, they must be notified of the allegation(s) and given an opportunity to respond. While an investigation into multiple Respondents can convene with the same Formal Investigation committee members, separate Formal Investigation reports and research misconduct determinations are required for each Respondent.

6.05 Notifying Institutional Administrators: On or before the date on which the Formal Investigation begins, the RIO must notify the Provost, the VPR, and the appropriate Dean(s), department head(s), and/or unit administrator(s) of the final determination that a Formal Investigation is warranted and provide a copy of the Initial Inquiry report. If the Respondent is a student, notice may also be provided to the student's program administrator, advisor, and/or college if applicable.

6.06 Notifying Research Sponsor, if Applicable: On or before the date on which the Formal Investigation begins, the RIO will notify the research sponsor of the decision to begin a Formal Investigation and provide the final Initial Inquiry report.

6.07 Sequestration of Research Records: The RIO will obtain all research records and other evidence needed to conduct the Formal Investigation, consistent with §3.08.

6.08 Appointment of the Formal Investigation Committee: The RIO, in consultation with other institutional officials as appropriate, will appoint a Formal Investigation committee and the committee chair as soon after the beginning of the Formal Investigation as is practical. The Formal Investigation committee must consist of at least three (3) faculty members of the University holding academic rank at least equal to the Respondent accused of research misconduct. The same committee members from the Initial Inquiry may be used for the Formal Investigation if they meet the requirements of this §6.08.

6.09 Ensuring a Fair Formal Investigation: The RIO and Formal Investigation committee will take reasonable steps to ensure an impartial and unbiased Formal Investigation to the maximum extent practicable, including participation of persons with appropriate scientific expertise who do not have unresolved personal, professional, or financial conflicts of interest relevant to the Formal Investigation.

6.10 Charge To the Formal Investigation Committee: The RIO will define the subject matter of the Formal Investigation in a written charge to the committee that:

a. Describes the allegations and related issues identified during the Initial Inquiry;
b. Identifies the Respondent;
c. Informs the committee it must conduct the Formal Investigation as prescribed in this section;
d. Defines research misconduct according to this policy;
e. Informs the committee it must evaluate the evidence and testimony to determine whether, based on a preponderance of the evidence, research misconduct occurred and, if so, the type and extent of it, and who was responsible;
f. Informs the committee that in order to determine the Respondent committed research misconduct, it must find a preponderance of the evidence establishes that:
    (1) research misconduct, as defined in this policy, occurred; and
    (2) the research misconduct is a significant departure from accepted practices of the relevant research community; and
    (3) the Respondent committed the research misconduct intentionally, knowingly, or recklessly.
g. Informs the committee it must prepare or direct the preparation of a written Formal Investigation report meeting the requirements of this policy.

6.11 First Meeting: The RIO will convene the first meeting of the Formal Investigation committee to review the charge, the Initial Inquiry report, and the prescribed procedures and standards for conducting the Formal Investigation, including the necessity for confidentiality and for developing a specific investigation plan. The Formal Investigation committee will be provided with a copy of this statement of policy and procedures. The RIO will be present or available throughout the Formal Investigation to advise the committee as needed.

6.12 Documentation: The RIO and Formal Investigation committee will use diligent efforts to ensure that the Formal Investigation is thorough and sufficiently documented and includes examination of all research records and other evidence relevant to reaching a decision on the merits of the allegations(s).

6.13 Interviews: The Formal Investigation committee must interview each Respondent, Complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the Formal Investigation, including witnesses identified by the Respondent. Interviews during the investigation must be recorded and transcribed. Any exhibits shown to the interviewee during the interview must be numbered and referred to by that number in the interview. The transcript of the interview must be made available to the relevant interviewee for correction. The transcript(s) with any corrections and numbered exhibits must be included in the institutional record of the Formal Investigation. The Respondent must not be present during the witnesses' interviews but must be provided a transcript of the interview.

6.14 Multiple Respondents, if Applicable: The Formal Investigation Committee will consider the prospect of additional researchers being responsible for the alleged research misconduct.

6.15 Multiple Institutions, if Applicable: A Formal Investigation involving multiple institutions will be conducted consistent with §3.11.

6.16 Pursue Leads: The Formal Investigation Committee will pursue diligently all significant issues and leads discovered that are determined relevant to the Formal Investigation, including any evidence of additional instances of possible research misconduct, and continue the Formal Investigation to completion. If additional allegations are raised, the Respondent(s) must be notified in writing of the additional allegations raised against them as required by this policy.

6.17 Investigation Time Limits: All aspects of the Formal Investigation are to be completed within 180 days of beginning it or the timeframe required by an applicable research sponsor, including conducting the Formal Investigation, preparing the draft report for each Respondent, providing the draft report to each Respondent for comment, and transmitting the institutional record including the final investigation report and decision by the Deciding Official to the research sponsor, if applicable. However, if the RIO determines that the Formal Investigation will not be completed in the 180-day period, they will submit to the Deciding Official and research sponsor, if applicable, a written request for an extension that includes the circumstances or issues warranting additional time. If the request for an extension is granted, the RIO will ensure periodic progress reports are filed with the Deciding Official and research sponsor, if applicable, and the RIO will direct the filing of such reports. If the Formal Investigation takes longer than 180 days to complete, the Formal Investigation report must include the reasons for exceeding the 180-day period.

Example Formal Investigation Timeline (Without Extensions)

Event	Day
Formal Investigation Begins	0
Formal Investigation conducted by committee	0-80
Initial draft report prepared by committee	80-110
Draft report provided to Office of Legal Counsel for review	110
Office of Legal provides comments for committee to consider	120
Committee updates draft report to address comments, if applicable	120-130
Draft Report provided to Respondent (and if applicable, Complainant)	130
Respondent's (and if applicable, Complainant's) deadline to provide comments	160
Committee updates Draft Report to address comments, if applicable	160-170
Final report provided to Deciding Official	170
Written decision of Deciding Official	180
Notice and institutional record provided to research sponsor, if applicable	180

THE FORMAL INVESTIGATION REPORT

7.01 Elements of the Formal Investigation Report: The Formal Investigation committee and the RIO are responsible for preparing a final written investigation report for each Respondent that includes the following:

a. Description of the nature of the allegation(s) of research misconduct, including any additional

allegation(s) addressed during the research misconduct proceeding;

b. Description and documentation of any federal, state, private, and/or other sponsors of support, including, for example, any grant numbers, grant applications, contracts, and publications listing the sponsor of support;
c. Description of the specific allegation(s) of research misconduct for consideration in the Formal Investigation of the Respondent;
d. Composition of the Formal Investigation committee, including names, positions, and subject matter expertise;
e. Inventory of sequestered research records and other evidence, except records the institution did not consider or rely on; and a description of how any sequestration was conducted during the investigation. This inventory must include manuscripts and funding proposals that were considered or relied on during the Formal Investigation;
f. Transcripts of all interviews conducted, as described in §6.11;
g. Identification of the specific published papers, manuscripts submitted but not accepted for publication (including online publication), external funding applications, progress reports, presentations, posters, or other research records that allegedly contained the falsified, fabricated, or plagiarized material;
h. Any scientific or forensic analyses conducted;
i. A copy of the University policies and procedures under which the Formal Investigation was conducted;
j. Any comments made by the Respondent and Complainant on the draft investigation report and the Formal Investigation Committee's consideration of those comments;
k. A statement for each separate allegation of whether the Formal Investigation Committee recommends a finding of research misconduct;
    (1) If the Formal Investigation committee recommends a finding of research misconduct for an allegation, the Formal Investigation committee must, for that allegation:
        i. Identify the individual(s) who committed the research misconduct;
        ii. Indicate whether the research misconduct was falsification, fabrication, and/or plagiarism;
        iii. Indicate whether the research misconduct was committed intentionally, knowingly, or recklessly;
        iv. State whether the other requirements for a finding of research misconduct, as described in §3.01, have been met;
        v. Summarize the facts and the analysis which support the conclusion and consider the merits of any explanation by the Respondent;
        vi. Identify the specific sponsored support;
        vii. Identify whether any publications or other materials need correction or retraction;
    (2) If the Formal Investigation committee does not recommend a finding of research misconduct for an allegation, the Final Investigation report must provide a detailed rationale.
    (3) List of any current support or known applications or proposal for support that the Respondent has pending with funding agencies.

7.02 Review by Institutional Counsel: University legal counsel may review the draft report for legal sufficiency. Modifications may be made as appropriate in consultation with the RIO and Formal Investigation committee.

7.03 Respondent's Opportunity to Comment: The Respondent must receive a copy of the draft investigation report and, concurrently, a copy of, or supervised access to, the research records and other evidence that the Formal Investigation Committee considered or relied on. The Respondent must submit any comments on the draft report to the RIO within 30 days of receiving the draft investigation report. The Formal Investigation committee must include and consider any comments made by the Respondent in the final report.

7.04 Complainant's Opportunity to Comment: The Complainant may receive a copy of the draft Formal Investigation report or relevant portions of that report. The comments of the Complainant, if any, must be submitted within 30 days of the date on which the Complainant received the draft report or relevant portions of it. The Formal Investigation committee must include and consider any comments made by the Complainant in the final report.

7.05 Transmission of the Final Formal Investigation Report to the Deciding Official: The RIO will assist the Formal Investigation committee in transmitting the final Formal Investigation report to the Deciding Official. The report must be provided to the Deciding Official with sufficient time for review and preparation of the written determination required by §7.06, normally 10 days prior to the completion deadline for the Formal Investigation.

7.06 Written Decision by the Deciding Official: The Deciding Official is responsible for making a final determination of research misconduct findings. This determination must be provided in a written decision that includes: (1) whether the institution found research misconduct and, if so, who committed the misconduct; and (2) a description of the relevant institutional actions taken or to be taken.

7.07 Notifying Relevant Parties: The RIO will notify the Respondent and will normally notify the Complainant in writing of the final determination by the Deciding Official. In addition, the RIO will notify the institutional administrators that received notice under §6.05 as appropriate. The Deciding Official will determine whether funding sources, law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports may have been published, collaborators of the Respondent in the work, or other relevant parties should be notified of the outcome of the case.

7.08 Notifying the Research Sponsor and Transmitting the Institutional Record: The RIO is responsible for ensuring the institution's compliance with all notification requirements of the research sponsor and applicable law. If required by the research sponsor and/or applicable law, the RIO will transmit the institutional record to the research sponsor. The institutional record will be consistent with §2.12 and logically organized.

COMPLETION OF CASES; REPORTING PREMATURE CLOSURES

8.01 Generally, all Initial Inquiries and Formal Investigations will be carried through to completion, and all significant issues and credible allegations of research misconduct will be pursued diligently. The RIO will notify the Deciding Official and research sponsor (if applicable) in advance if there are plans to close a research misconduct proceeding at the Preliminary Review, Initial Inquiry, Formal Investigation, or appeal stage on the basis that the Respondent has admitted to committing

research misconduct or a settlement with the Respondent has been reached.

8.02 Admissions. A Respondent's admission of research misconduct must be made in writing and signed by the Respondent. An admission must specify the falsification, fabrication, and/or plagiarism that occurred and which research records were affected. The admission statement must meet all elements required for a research misconduct finding under §3.01 and must be provided to the Deciding Official and research sponsor (if applicable) before the institution closes its research misconduct proceeding. If applicable, the RIO will also provide a statement to the research sponsor describing how it determined that the scope of the misconduct was fully addressed by the admission and confirmed the Respondent's culpability.

8.03 Termination Prior to Completing Initial Inquiry or Formal Investigation: The termination of the Respondent's institutional employment or student capacity by resignation, probation, expulsion, or otherwise, before or after an allegation of possible research misconduct has been reported, will not preclude or terminate the research misconduct proceeding or otherwise limit the institution's responsibilities under this policy.

8.04 Resignation Prior to Completing Initial Inquiry or Formal Investigation: If the Respondent, without admitting to the misconduct, elects to resign their position or withdraw as a student after the institution receives an allegation of research misconduct, the assessment of the allegation will proceed, as well as the Initial Inquiry and Formal Investigation, as appropriate based on the outcome of the preceding steps. If the Respondent refuses to participate in the process after resignation, the RIO and any Initial Inquiry or Formal Investigation Committee will use their best efforts to reach a conclusion concerning the allegations, noting in the report the Respondent's failure to cooperate and its effect on the evidence.

INSTITUTIONAL ACTIONS

9.01 Deciding Official Recommends Institutional Actions to Provost: If the Deciding Official determines that research misconduct occurred in accordance with §7.06, he/she will recommend to the Provost appropriate institutional actions to address the findings. The recommended actions may include administrative actions to protect institutional research and other actions to discipline the responsible party including, but not limited to expulsion, degree revocation, corrective actions, dismissal, suspensions, admonitions, sanctions, and/or termination in compliance with applicable institutional policies.

9.02 Administrative Actions to Protect Institutional Research: The institution may take appropriate administrative action to protect research. Specific examples of administrative actions that may be taken to protect the integrity of research at Oklahoma State University include, but are not limited to the following:

a. Withdrawal or correction of pending or published abstracts, proposals, applications, papers, reports, theses, or other materials emanating from the research where research misconduct was found;
b. Removal or suspension of the Respondent from participation in a research project, special monitoring of future research work, suspension or disbarment from research at the institution, advance institutional review of research proposals and publications, and termination or

transfer of all or part of a research project; and

c. Restitution of funds to the research sponsor as appropriate.

The Respondent will be notified in writing of any such administrative actions to protect institutional research by the Deciding Official.

9.03 Institutional Actions Recommended by Committees. The Initial Inquiry committee and the Formal Investigation committee may recommend administrative actions and disciplinary actions in their respective reports, but such recommendations are not binding on the institution. The committees do not have authority to take administrative or disciplinary action on behalf of the institution.

9.04 Disciplinary Action for Faculty. If a Respondent is a member of the faculty, disciplinary actions stemming from a finding of research misconduct under this policy must comply with the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University" and any other applicable institution policies. The faculty Respondent shall be notified in writing of the disciplinary actions from the Provost, Deciding Official, and/or Dean and of the right of the faculty Respondent to appeal.

9.05 Disciplinary Action for Staff. If the Respondent is a member of the administrative/professional or classified staff of the institution, disciplinary actions stemming from a finding of research misconduct under this policy must comply with Oklahoma State University Policy 3-0720 "Corrective Actions and Dismissals for Staff" and any other applicable institution policies. The staff Respondent shall be notified in writing of the disciplinary actions from the Provost, Deciding Official, and/or applicable Dean and of the right of the staff Respondent to appeal the imposition of disciplinary action (if applicable) as set forth in the University Policy 3-0746, "Grievances and Complaints for Staff."

9.06 Disciplinary Action for Students. If the Respondent is an undergraduate or graduate student, the student Respondent shall be subject to the Academic Integrity Policies and Procedures and the Student Code of Conduct. Both undergraduate and graduate students may have the right to appeal the imposition of sanctions through the process in the applicable policy.

9.07 Research Sponsor's Findings. A research sponsor's investigation of an allegation of research misconduct is independent from the institution's research misconduct proceedings. Accordingly, a research sponsor's findings do not overturn the institution's research misconduct findings. If the research sponsor identifies additional evidence of misconduct and/or reaches a different finding from the institution, the Deciding Official may direct the Formal Investigation committee to reopen the Formal Investigation to consider such additional evidence and/or review or revise his/her earlier written determination.

9.08 Application of the Formal Investigation Report. If the applicable institutional policies identified §§9.04 – 9.06 require an investigation or similar proceeding prior to implementation of a disciplinary action, the Provost may determine whether the Formal Investigation completed under this policy can substitute for all or part of such requirement.

APPEALS; NOTIFYING THE RESEARCH SPONSOR OF APPEALS

10.01 Respondent's Notice of Intent to Appeal: Unless otherwise indicated in the written notice to

Respondent, a Respondent shall have seven calendar days to provide notice to the RIO that they intend to file an appeal of a finding of research misconduct or resulting institutional action. The notice of intent to appeal must be in writing and identify the specific finding(s) and/or actions to be appealed and the grounds for the appeal. Following receipt of the notice of intent to appeal, an appropriate institutional official will identify the applicable appeals process under institutional policy and provide written notice to the Respondent.

10.02 Grounds for Appeal. Unless otherwise permitted by applicable law, regulation, research sponsor requirement, or institutional policy, the permitted grounds for appeal are limited to (i) a procedural irregularity that affected the outcome of the matter, (ii) new evidence that was not reasonably available during the Formal Investigation that could affect the outcome of the matter, (iii) a conflict of interest or bias that affected the outcome of the matter, or (iv) the institutional actions were not appropriate for the misconduct. The fact that a research sponsor reached a different finding than the institution is not a permitted basis for appeal.

10.03 Notification to Research Sponsor. If a Respondent appeals the institution's finding(s) of research misconduct or resulting institutional actions, the RIO will promptly notify the research sponsor, if applicable.

10.04 If the RIO has not yet transmitted its institutional record to the research sponsor in accordance with §7.08 prior to the appeal, the RIO may ask for an extension from the research sponsor to permit the appeal to reach a conclusion and be incorporated into the institutional record prior to transmission. If the RIO has transmitted its institutional record to the research sponsor in accordance with §7.08 prior to the appeal or does not receive a requested extension, the RIO will provide the research sponsor a complete record of the appeal once the appeal is concluded.

10.05 Appeals Limited to Research Misconduct Finding. If a Respondent's appeal is limited in scope to the institution's finding of research misconduct and does not appeal any institutional actions so that another policy would apply, the appeal may be handled according to the following procedure: Respondent shall submit a written appeal to the RIO within 10 days of submitting Respondent's notice of intent to appeal. The appeal should specifically identify which findings are being appealed and provide a detailed explanation for the grounds of appeal and any supporting evidence. Within 10 days of receipt of the appeal, the RIO will consult with the Formal Investigation committee to prepare the committee's response. The Provost or his/her designee will have 15 days to review the appeal and the committee's response and provide a final written determination. The appeal, response, and final determination will be added to the institutional record and shared with the Respondent and, if applicable, the research sponsor.

RETENTION AND CUSTODY OF THE INSTITUTIONAL RECORD AND ALL SEQUESTERED EVIDENCE

11.01 Maintenance of Institutional Record and all Sequestered Evidence: The institution will maintain the institutional record and all sequestered evidence including physical objects (regardless of whether the evidence is part of the institutional record) in a secure manner for at least seven years after completion of the proceeding or the completion of any proceeding conducted by a research sponsor involving the research misconduct allegation, whichever is later, unless custody has been transferred to the research sponsor or the research sponsor advises otherwise in writing.

11.02 Provision for Research Sponsor Custody: On request, the institution will transfer custody or provide copies to the research sponsor of the institutional record or any component of the institutional record and any sequestered evidence (regardless of whether the evidence is included in the institutional record) for the research sponsor to conduct its oversight review, develop the administrative record, or present the administrative record in their proceeding.

11.03 Nothing herein shall prevent the institution from complying with its obligations under applicable record retention laws and regulations. Such laws include without limitation the Oklahoma Records Management Act.

OTHER CONSIDERATIONS

12.01 Restoration of the Respondent's Reputation: Following a final determination of no research misconduct, the RIO will, at the request of the Respondent, undertake all reasonable and practical efforts to restore the Respondent's reputation. Depending on the particular circumstances and the views of the Respondent, the RIO should consider notifying those individuals aware of or involved in the Formal Investigation of the final outcome, publicizing the final outcome in any forum in which the allegation of research misconduct was previously publicized, and expunging all reference to the research misconduct allegation from the Respondent's personnel file, student records, etc. Any institutional actions to restore the Respondent's reputation will first be approved by the Deciding Official.

12.02 Protection of the Complainant, Witnesses and Committee Members: During the research misconduct proceeding and upon its completion, regardless of whether the institution or the research sponsor, if applicable, determines research misconduct occurred, the RIO will undertake all reasonable and practical efforts to protect the position and reputation of, or to counter potential or actual retaliation against, any Complainant who made allegations of research misconduct in good faith and of any witnesses and committee members who cooperated in good faith with the research misconduct proceeding (see Board of Regents' Policy 3.06, Non-Retaliation). The Deciding Official will determine, after consulting with the RIO and with the Complainant, witnesses, or committee members, what steps, if any, are needed to restore their respective positions or reputations or to counter potential or actual retaliation against them. The RIO is responsible for implementing any steps the Deciding Official approves.

12.03 Allegations Not Made in Good Faith: If relevant, the Deciding Official will determine whether the Complainant's allegations of research misconduct were made in good faith or whether a witness or committee member acted in good faith. If the Deciding Official determines there was an absence of good faith, he/she will, in consultation with the Provost, determine whether institutional action should be taken against the person or persons who failed to act in good faith.

Approved:
Faculty Council, May 1992
President Campbell, May 1992
Board of Regents, May 1992
Board of Regents, April 1993 Valid: July 1, 1992 to June 30, 1993

Board of Regents, March 2015
Faculty Council, August 2019
Council of Deans, September 2019
Associate Deans of Research, January 2020
E-Team, February 2020
Board of Regents, March 2020

Revised:
Updated to Federal Policy, November 2002
Updated to Federal Policy, June 2007
Updated to Federal Policy, August 2019
Updated to Federal Policy, November 2024

Request Ratification of Interim Approval Request

Ratification of Interim Approval received from the Board CEO on July 18, 2025. Ratification is requested for the approval of the Academic Standards Handbook for the OSU College of Osteopathic Medicine. The handbook is approved annually at the General Faculty meeting in May. The handbook is for the 2025-2026 academic year.

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Oklahoma State University Center for Health Sciences

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

The Academic Standards Handbook governs academic actions for the OSU College of Osteopathic Medicine. The handbook is approved annually at the General Faculty meeting in May. That leaves only a short period of time for it to make it to the Board of Regents for approval. The handbook applies to the following academic year, which begins on July 1 annually.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

OSU-COM is requesting that it obtain interim approval to adopt the Academic Standards Handbook so that it may apply to students at the beginning of the academic year on July 1, 2025.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 0

4. Identify the fund or funds to be used in covering the cost stated above. n/a

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. n/a

6.

Jeffrey B. Hackler
2025.06.23 14:44:06 -05'00'

(Optional) Signature of Requesting Administrator

6/23/2025
Date

Digitally signed by James D. Hess
Date: 2025.07.14 17:40:27 -05'00'

(Required) Signature of President

7/14/2025
Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-07-18 20:55 UTC

Signature of the Chief Executive Officer or
his designated representative

Date

OKLAHOMA STATE UNIVERSITY
CENTER FOR HEALTH SCIENCES

College of Osteopathic Medicine

Academic Standards Handbook
2025 – 2026

TABLE OF CONTENTS

TABLE OF CONTENTS **2**

INTRODUCTION **4**

1.0 ACADEMIC GRADING SYSTEM **5**

1.1 Grades 6
1.2 Grade Book and Records 9
1.3 Course/Instructor Evaluation 9

2.0 NON-COGNITIVE GRADES AND ACADEMIC SANCTIONS **9**

2.1 General Provisions 9
2.2 Criteria 10
2.3 Guidelines for Assigning and Reviewing "N" Non-Cognitive Grades and Academic Sanctions 11
2.4 Appeal from an "N" Grade, Probation, Suspension, or Dismissal Resulting from Non-Cognitive Criteria 16

3.0 EXAMINATIONS **17**

3.1 Examination Procedures 17
3.2 Scheduling and Administration of Examinations 17
3.3. Academic Counseling After Earned "D" and "F" Examination Scores 17
3.4 Makeup Examinations 17
3.5 Final Examinations 18

4.0 GRADE REPORTS **18**

5.0 CORRECTING GRADES REPORTED IN ERROR **19**

6.0 GRADE APPEALS **19**

7.0 ATTENDANCE POLICY **19**

8.0 CORRECTING ACADEMIC DEFICIENCIES **19**

8.1 Remediation Guidelines – Preclinical 20
8.2 Remediation Guidelines – Clinical 22

9.0 ACADEMIC DISHONESTY AND MISCONDUCT **23**

9.1 Academic Dishonesty 23
9.2 Academic Misconduct 25
9.3 Procedures for Alleging Academic Dishonesty or Misconduct 25
9.4 ASC Review of Allegation of Academic Dishonesty or Misconduct 27
9.5 Appeals Process 31

10.0 POLICIES CONCERNING PROMOTION, PROBATION, AND DISMISSAL **31**

10.1 General Provisions 31
10.2 Promotion 31
10.3 Probation 32

10.4 Failure to Comply with Conditions of Probation 33
10.5 Removal from Probation 33
10.6 Dismissal 33

11.0 POLICIES CONCERNING NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS (NBOME) 34

11.1 Comprehensive Osteopathic Medical Licensing Examination Level 1 (COMLEX Level 1) 34
11.2 Clinical Comprehensive Osteopathic Medical Achievement Test (COMAT) 37
11.3 Comprehensive Osteopathic Medical Licensing Examination Level 2 – Cognitive Evaluation (COMLEX Level 2-CE) 37

12.0 POLICIES CONCERNING THE OBJECTIVE STRUCTURED COMPREHENSIVE EXAMINATION (OSCE) 38

12.1 OSCE Summary 38
12.2 Capstone OSCE 39
12.3 Repeated Capstone OSCE Failures 39

13.0 SUSPENSION AND INTERIM SUSPENSION 40

13.1 Suspension 40
13.2 Interim Suspension 40

14.0 REQUIREMENTS FOR GRADUATION 40

14.1 General Provisions 40

INTRODUCTION

The Academic Standards Handbook ("Handbook") is designed to be used by students and faculty as a resource for academic standards required by the Oklahoma State University College of Osteopathic Medicine (OSU-COM). The purpose of this handbook is to state, clarify and explain the rules and guidelines governing the academic environment of OSU-COM. In addition, OSU-COM will make every effort to ensure that due process in all academic matters is extended to all our students.

Administration, faculty, staff and students of OSU-COM adhere to the American Osteopathic Association's Code of Ethics adopted by OSU-COM in 2008. As student members of the osteopathic profession, OSU-COM requires its students to comply with the AOA Code of Ethics, which can be found at
https://medicine.okstate.edu/com/code-of-ethics.html

This Handbook is normally revised in between academic years, but may be revised during the academic year for good cause upon advance notice to the students of OSU-COM.

Approved 7/17/1991
Revised 7/22/1994
Revised 2/10/1995
Revised 5/16/1996
Revised 8/1/1997
Revised 5/5/1999
Revised 5/1/2003
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Revised 5/14/2015
Revised 5/16/2016
Revised 6/30/2017
Revised 6/28/2018
Revised 6/26/2019
Revised 8/6/2020
Revised 8/30/2021
Revised 6/6/2022
Revised 05/12/2023
Revised 05/10/2024
Revised 05/08/2025

1.0 Academic Grading System

The evaluation standard for all required first-year and second-year OSU-COM courses will be an alpha/numerical system. The numerical system ranges from 0 to 100%, with 69.50% as the lowest passing grade. A grade of 64.50%-69.49% is defined as a marginal (D) grade and requires remediation. A grade of 64.49% or less is defined as a failing (F or "Fail") grade and requires remediation. Letter grades will be determined from rounded numerical grades according to Section 1.1 below. Course Directors must report percentage grades to the Registrar to at least the hundredth.

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

Required clerkship rotations will issue ratings of Pass, Fail, and Honors. Pass and Fail grades for OSU-COM are defined below. Grades will be awarded based upon the student's class/clerkship rotation preparation, class/clerkship rotation attendance and participation, and scores made on examinations and other assignments. Honors criteria are defined in each department's grading criteria and can be found in each department's clerkship syllabus.

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

A clerkship rotation Pass grade is issued when a student passes the Evaluation and COMAT (when applicable).

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

The Course Director will assign the final grade for each course/clerkship. Once a grade has been entered on a student record, it can only be changed by the Course Director.

A cumulative grade point average (GPA) shall be maintained for each student and shall be used to determine a student's academic performance. The GPA is calculated by multiplying the course grade points (A = 4; B = 3; C = 2; D = 1; F = 0) by the credit hours to give the course points. The sum of the points earned divided by the total number of credit hours will determine the GPA for the period. Final class rank is calculated at the end of the student's OMS-II year due to the Pass, Fail, and Honors grading system during clerkship rotations.

If a student is required to repeat a year or a clerkship rotation and does so successfully, the original grade remains unchanged on the transcript, and a second entry of that course number will show the new grade. Only the new grades will be used to compute GPA and class rank.

In addition to the grades described above, students will receive a professionalism grade (hereinafter referred to as a "non-cognitive" grade) of Satisfactory (S) or Needs Improvement (N) for each course/clerkship rotation based on performance with regard to OSU-COM non-cognitive academic standards. A non-cognitive grade of "S" is implied for each student in each course unless a Course Director submits an "N" grade for a student. Non-cognitive grades are not included in determining a student's GPA. All "N" grades will be reported using the non-cognitive grade referral form that will include a written statement describing the deficiency that led to the grade and the non-cognitive criterion or criteria for which the student was deficient. See *2.3 Guidelines for Assigning and Reviewing Non-cognitive Academic Grades*.

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

1.1 Grades

A - Excellent (Numerical range 89.50-100%)

B - Good (Numerical range 79.50-89.49%)

C - Satisfactory (Numerical range 69.50-79.49%)

D - Marginal (Numerical range 64.50-69.49%)

F - Fail (Numerical range 64.49% and below)

P – A clerkship "Pass" grade will be assigned for required clerkship rotations when a student passes the Evaluation and COMAT (when applicable) and for elective clerkship rotations when the student's score is 69.50% or better on the Evaluation.

F – A clerkship "Fail" grade will be assigned for required clerkship rotations when a student meets two or more Evaluation failure criteria (see the Clerkship Rotation Handbook and/or clerkship syllabus for Evaluation failure criteria) and for elective clerkship rotations if the student scores below a 69.50% on the Evaluation.

H – A clerkship "Honors" grade may be considered at the discretion of each department for required clerkship rotations.

AU - Audit

W - Withdrawn

WP - Withdrawal, in good academic standing

WU - Withdrawal, not in good academic standing

I - Incomplete

Non-cognitive grades:

S - Satisfactory

N - Needs Improvement

Definitions:

AU - Audit indicates participation in a course without a grade.

A student may enroll or remain in a course on an audit basis with permission from the Course Director and the Dean or designee. Audit indicates participation only, and is not utilized to determine grade point average, hours attempted, or hours earned. Auditing is not an avenue for eligibility for credit by examination. Auditing requires the same fees for enrollment as taking a course for credit unless the ASC recommends the audit.

W - Withdrawal indicates withdrawal from OSU-COM.

A student may request to withdraw from OSU-COM. A request for withdrawal from OSU-COM must be submitted in compliance with the *Leave of Absence and Withdrawal Policy* administered by the Office of Enrollment Management.

Withdrawal grades may be given based on the time in the semester and the student's academic standing at the time of withdrawal:

- Withdrawal (W), based on the published academic calendar allowed withdrawal date;
- Withdrawal in good academic standing (WP); and/or
- Withdrawal not in good academic standing (WU).

If withdrawal is approved, the Course Director will assign a "W," "WP," or "WU" grade as appropriate for submission to the Registrar. If a student

withdraws from a course, re-enrollment and successful completion of the course is required to receive credit.

I - Incomplete indicates unfinished course requirements.

An “I” may be awarded only in unique circumstances (e.g., illness) that results in non-completion of a course segment, and may be awarded only when the student is officially registered in the course, has completed a major graded segment of the course, and is passing the course.

Students who receive an “I” must contact the Course Director immediately to determine the specific objectives to be accomplished and the final date for completion. The required objectives must be completed within the stated time period, which cannot exceed four (4) weeks after the end of the semester. In rare and extenuating circumstances, the Dean or designee may approve students to complete the required objectives beyond this four (4) week deadline.

When a Course Director determines that a student is eligible for an incomplete (I) grade, he or she will also specify a default grade, based on all graded segments of the course, (e.g., “A,” “B,” “C,” “D,” “F,” “P,” “F,” or “H”), including those the student has not completed. If the student fails to complete the required objectives by the stated deadline, the “I” grade will be replaced by the default letter grade (e.g., “A,” “B,” “C,” “D,” “F,” “P,” “F,” or “H”) that was calculated by the Course Director at the time the original composite "I” grade was posted.

An “I” will not be utilized in the determination of grade point average or class rank within a semester. An incomplete grade may be used at the Course Director’s discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an “F.”

S - Satisfactory (Non-Cognitive grade)

A “S” grade denotes a student’s satisfactory demonstration of non-cognitive academic standards and is described in *Section 2.0: Non-Cognitive Grades and Academic Sanctions*.” An “S” grade is implied unless a student receives an “N” grade.

N - Needs Improvement (Non-Cognitive grade)

An “N” grade denotes a student needs improvement with respect to one or more non-cognitive academic standards. “N” grades are further described in S*ection 2.3: Guidelines for Assigning and Reviewing Non-Cognitive Grades and Academic Sanctions*.

1.2 Grade Book and Records

It is the responsibility of the Course Director to ensure the existence of student grade records and materials the Course Director uses to conduct the course and evaluate student performance. Copies of syllabi, course policy statements, and examinations must be maintained. Results of student examinations, projects, presentations, and other items that count toward final grades must be maintained in accordance with *OSU Policy and Procedures 2-0214: Retention of Grade Books and Records* regarding the length of time that these documents must be maintained.

1.3 Course/Instructor Evaluation

Each student has a responsibility as a professional to provide constructive evaluation of each course, clerkship rotation, and instructor in the curriculum. This responsibility will be met by participation in the course evaluations routinely administered by the Office of Educational Development.

2.0 Non-Cognitive Grades and Academic Sanctions

2.1 General Provisions

Students matriculating at OSU-COM are considered student members of the osteopathic medical profession. As such, students are required to conduct themselves in a manner consistent with the standards of the osteopathic medical profession. This requirement is embodied in the OSU-COM Requirements for Graduation, which state, in part, that a student may be awarded the Doctor of Osteopathic Medicine (D.O.) degree provided the student has exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine.

Students are required to comply with all OSU-COM policies, contracts, and agreements as well as the American Osteopathic Association's Code of Ethics. Failure to do so may result in referral to the academic standards process as further described herein. Action may also be taken for any violation of local ordinances, state, or federal law, on or off campus that adversely affects the OSU-COM community or the pursuit of OSU-COM's lawful educational mission, process, or function.

The criteria listed in Section 2.2 herein describe, in part, the characteristics required of OSU-COM students. Each criterion is followed by descriptions of conduct that fulfills that criterion. It is not possible to enumerate all forms of conduct that a student might or might not engage in to meet a particular criterion. Therefore, the descriptions within each category are not exhaustive.

Conduct inconsistent with that described for each criterion is inappropriate and might indicate a student's inability or unwillingness to exhibit appropriate

conduct in professional circumstances. Students deemed unable or unwilling to exhibit appropriate conduct in professional circumstances will be subject to academic sanctions as described in this Academic Standards Handbook.

Additionally, any Dean at OSU-COM may refer a student to the ASC when the Dean believes a student's conduct or performance necessitates a meeting with the ASC. This referral will be for conduct that does not rise to the level of issuing the student a Non-Cognitive Grade, but does prompt academic review by the ASC.

2.2 Criteria

2.2.1 Reliability and Responsibility

Examples:

- Can be depended on to do his or her duty;
- Accepts responsibility for assignments;
- Arrives on time for class, clinic, rounds, etc.; and/or
- Completes assigned tasks in a timely manner.

2.2.2 Maturity

Examples:

- Accepts responsibility for mistakes;
- Does not make inappropriate demands;
- Engages in realistic self-appraisal;
- Takes steps to correct shortcomings; and/or
- Accepts and responds appropriately to supervision**.**

2.2.3 Judgment

Examples:

- Consistently shows appropriate reasoning and decision-making in academic and clinical situations;
- Does not place others or self at needless or excessive risk for negative consequences;
- Does not participate in academic or clinical endeavors while under the influence of alcohol, controlled substances, or illicit drugs;
- In clinical settings, performs consistently with his or her level of training under the supervision of physician educator;
- Gets approval of supervising physician before implementing diagnostic and therapeutic decisions; and/or
- Does not exceed level of training in clinical activity.

2.2.4 Respectful Behavior

Examples:

- Demonstrates empathic behavior;
- Responds to needs of others;
- Is considerate of others;
- Speaks and behaves respectfully;
- Maintains appropriate confidentiality;
- Does not threaten, harass, or abuse others; and/or
- Addresses patients appropriately.

2.2.5 Honesty and Integrity

Examples:

- Adheres to professional and/or ethical standards;
- Is honest;
- Acknowledges and corrects own errors;
- Speaks truthfully; and
- Does not cheat on academic assignments, exams, or performance evaluations.

2.2.6 Emotional Stability

Examples:

- Shows appropriate emotional responses warranted by the situation; and
- Does not allow excessive or inappropriate emotional responses or personal beliefs to adversely affect decision-making or performance.

2.3 Guidelines for Assigning and Reviewing "N" Non-Cognitive Grades and Academic Sanctions

2.3.1 Faculty Members

2.3.1.1 For each course and clerkship rotation in the curriculum, a faculty member, generally the Course Director, may issue a referral for a "N" non-cognitive grade to the ASC if the student needs improvement with respect to the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine.

2.3.1.2 Student conduct not consistent with OSU-COM non-cognitive and academic standards policy may also occur outside of a course setting. Faculty members are also permitted to submit a non-cognitive "N" grade referral to the ASC for conduct occurring outside a course setting.

2.3.1.3 Issuance of a grade referral of "N" represents a good faith professional judgment that a student "needs improvement" with regard to a specific non-cognitive standard. The need for improvement is indicated by the student's inappropriate conduct in a professional situation, which must be described in the note accompanying the grade referral.

2.3.1.4 Faculty members must use professional judgment in assigning "N" grade referrals. Faculty members may consider the seriousness and frequency of inappropriate conduct, as well as the student's acknowledgment that the conduct was inappropriate and the student's efforts to remediate deficiencies. Faculty members may ask other Faculty members, including preceptors, involved in the course or activity giving rise to the non-cognitive grade to evaluate student performance with regard to these standards and may use this information in assigning non-cognitive grade referrals. Faculty members may consult with colleagues before issuing a grade referral of "N."

2.3.1.5 Ordinarily, Faculty members will warn students before issuing a grade referral of "N" for any non-cognitive standard. Such a warning may consist of a verbal or written statement of the conduct observed or reported, an explanation of how the conduct is inconsistent with OSU-COM standards for non-cognitive academic performance, and an indication that repetition will result in issuance of a grade referral of "N." In addition, at his/her discretion, the Faculty member may refer the student to the student's faculty mentor, the Associate Dean for Enrollment Management, or take other appropriate actions intended to assist the student in fulfilling OSU-COM non-cognitive academic standards. This guideline does not preclude a Faculty member from issuing a grade referral of "N" either without a warning or after only one instance of inappropriate conduct of a serious nature.

2.3.2 Staff and Students

2.3.2.1 OSU-COM staff or students may report incidents of student conduct not consistent with OSU-COM non-cognitive and academic standards to the Associate Dean for Enrollment Management.

2.3.2.2 Upon receiving such reports, the Associate Dean for Enrollment Management shall inform the student, investigate the occurrence, and shall determine whether a grade referral of "N" is appropriate. If the Associate Dean for Enrollment Management issues a "N" grade referral, the student shall be referred to the Academic Standards Committee (ASC).

2.3.3 Review by the Academic Standards Committee

2.3.3.1 The ASC will review the circumstances that resulted in the referral to the ASC. The review will determine what action, if any, the ASC will recommend to the Dean or designee. As part of the review, the ASC will meet with the student subject to the review and may interview or consult with the faculty, staff, or student who reported the conduct, the Associate Dean for Enrollment Management, and any other individual who may have relevant information or advice. The ASC may request documentation from the student subject to the review or from any other person consulted by the ASC.

2.3.3.2 In determining its recommendation for action, the ASC may consider the frequency and seriousness of inappropriate conduct, the number of non-cognitive standards of concern, the number of faculty, staff, and/or students reporting inappropriate conduct, the non-cognitive academic performance of the student in or out of other courses in current or previous semesters, the history and outcome of previous recommendations for remedial activity by the student, the student's acknowledgment of the problem and willingness to take remedial action, and other relevant information or advice.

2.3.3.3 During the process of reviewing "N" grade referrals and Academic Sanctions, the student has the right to:

2.3.3.3.1 A written notice of the alleged violation(s), including the" N" grade referral(s);

2.3.3.3.2 An explanation of the ASC review process upon request;

2.3.3.3.3 Have no violation assumed;

2.3.3.3.4 A timely meeting with the ASC, including an opportunity to be heard;

2.3.3.3.5 Advanced access to information and documents to be presented at the ASC meeting;

2.3.3.3.6 Ask questions the ASC deems relevant to any participant or witness present, either directly or indirectly;

2.3.3.3.7 Present material witnesses with firsthand knowledge of conduct giving rise to the "N" grade referral. The student is responsible for contacting and arranging for the attendance of their own witnesses in all cases; and

2.3.3.3.8 Receive a written notification of the outcome of the process.

2.3.3.4 After its review, the ASC may recommend any one or more of the following to the Dean or designee:

2.3.3.4.1 Take no further action;

2.3.3.4.2 Assign a "N" grade;

2.3.3.4.3 Decline to assign a "N" grade;

2.3.3.4.4 Counsel the student regarding the consequences of receiving an additional "N" grade(s);

2.3.3.4.5 Suggest voluntary actions be taken by the student to avoid recurrences of the problem;

2.3.3.4.6 Place the student on probation with or without a requirement to successfully complete specific remedial activities within a specified period of time;

2.3.3.4.7 Suspend the student;

2.3.3.4.8 Report the "N" grade to the Registrar for record keeping;

2.3.3.4.9 Report the "N" grade on the student's transcript and/or Medical Student Performance Evaluation (MSPE);

2.3.3.4.10 Dismiss the student from OSU-COM; and/or

2.3.3.4.11 Under special circumstances, take other actions appropriate to the nature of the student's inappropriate conduct.

2.3.3.5 In making its recommendation to the Dean or designee, the ASC will be most concerned with a pattern of recurring inappropriate conduct indicated by the previous assignment of the "N" grade(s). This Section does not preclude the ASC from recommending any action after only one instance of inappropriate conduct of a serious nature.

2.3.3.6 Recommendations for suspension or dismissal from OSU-COM will be reserved ordinarily for students who refuse to participate in recommended remedial activities, or who, after completing recommended remedial activities, continue to fail to act in accordance with the non-cognitive academic standards, as evidenced by assignment of additional "N" grades. This Section does not preclude the ASC from recommending suspension or dismissal without opportunity for remedial activity if warranted by the circumstances.

2.2.3.7 The ASC shall submit its recommendations to the Dean or designee, who may:

2.3.3.7.1 Accept and implement the recommendations of the ASC;

2.3.3.7.2 Modify the recommendations of the ASC, but shall not implement measures more severe than those recommended by the ASC; or

2.3.3.7.3 Decline to implement the recommendations of the ASC and implement other measures, including no measures.

The decision of the Dean or designee shall be communicated to the student in writing.

2.4 Appeal from an "N" Grade, Probation, Suspension, or Dismissal Resulting from Non-Cognitive Criteria

2.4.1 A student who receives an "N" grade, is placed on probation, is suspended, or dismissed from OSU-COM due to a violation of a non-cognitive academic standard shall have the right of due process and appeal as delineated herein. Students who are placed on probation, suspended, or dismissed not as a result of an "N" grade or violation of a non-cognitive criteria are not entitled to the rights delineated in this section. No disciplinary action may be carried out while a case is being appealed. The student must follow the Appeal Policy and Procedures available on the OSU-COM website (academic policy number) for submitting an appeal or contact the Associate Dean for Enrollment Management for information on how to file an appeal. The deadline for filing appeals is no later than six (6) weeks from the date of a disciplinary letter from the Dean or designee.

2.4.2 The grounds on which a student may base an appeal under this section include:

2.4.2.1 A failure to follow policies and procedures included and/or referenced herein that affected the outcome of the matter;

2.4.2.2 New evidence that was not reasonably available at the time the ASC recommendation was made that could affect the outcome of the matter; and/or

2.4.2.3 The Dean or an ASC member had a conflict of interest or bias against the student that affected the outcome of the matter.

2.4.3 If the Academic Appeals Board (AAB) finds there is no merit to any of the grounds cited in the appeal, it will issue a finding as such, and that decision will be final. If the AAB finds there was a procedural irregularity that affected the outcome of the matter, the matter shall be remanded for a new ASC meeting. If the AAB finds new evidence exists that was not reasonably available that could affect the outcome, the matter shall be remanded to the ASC. If the AAB finds that the Associate Dean for Enrollment Management or an ASC member had a conflict of interest or bias against the student (generally, or specifically in this matter) that affected the outcome of the matter, the case shall be remanded for a new ASC meeting.

2.4.3.1 If the matter is remanded to the ASC, the ASC shall review the matter, including justification and all supporting documentation, including new documentation and witness testimony raised during the appeal, and make a recommendation regarding disciplinary action to the Dean or designee. The Dean or

designee shall be responsible for the final decision and implementation regarding disciplinary action.

3.0 Examinations

3.1 Examination Procedures

3.1.1 The type, content, and frequency of examinations will be stated in the course syllabus.

3.1.2 Changes in the examination policy (e.g., type, content, frequency, and percentage of total grade) will not be made after the syllabus is distributed at the beginning of the course, except when the Course Director deems it absolutely necessary. Any changes must have prior approval of the Dean or designee. Notification of any changes shall be made in writing (hard copy or OSU email) to the students at least five (5) college working days prior to the examination date(s).

3.1.3 The Course Director will preview questions for examinations to assure conformity of the examination format.

3.2 Scheduling and Administration of Examinations

3.2.1 The examination times and dates will be stated in the course syllabus. Only the Course Director may initiate a change in the examination schedule. Any changes must have prior approval of the Dean or designee. If natural elements intervene immediately before or during the administration of a scheduled examination (e.g., interruption of electrical service), the examination shall be rescheduled by the Course Director in coordination with the Associate Dean of Curriculum .

3.2.2 An effort will be made whenever possible to schedule examinations so there is minimal conflict with other courses.

3.3. Academic Counseling After Earned “D” and “F” Examination Scores

Any student who earns a “D” or “F” examination score shall contact the Course Director within five (5) college working days following notification of such scores for academic counseling in the course. Student compliance will weigh heavily in determining the possibility of course deficiency corrections.

3.4 Makeup Examinations

3.4.1 Permission to make up an examination is a privilege granted by the Associate Dean of Curriculum who retains the right to deny permission to make up an examination based on available evidence. Permission to

make up an examination will be communicated by the Associate Dean of Curriculum to the Course Director as soon as possible.

3.4.2 A student may be granted the privilege to take a makeup examination when the Associate Dean of Curriculum determines the student has a valid reason for missing a scheduled examination.

3.4.3 Requirements for being granted a makeup examination:

3.4.3.1 If a student anticipates an absence, the student shall submit to the Associate Dean of Curriculum, no later than two (2) working days before the examination date, a written (letter or OSU email) statement of the reason(s) for missing the examination and must request permission to take a makeup examination.

3.4.3.2 A student missing an examination for an unanticipated reason must submit to the Associate Dean of Curriculum a written (letter or OSU email) statement of reason(s) for missing the examination no later than twenty-four (24) hours after the examination and should request permission to make up the examination.

3.4.3.3 The Associate Dean of Curriculum may require a statement from the student's treating health care provider when a student requests permission to make up an examination due to illness.

3.4.4 The Associate Dean of Curriculum is solely responsible for determining whether the reason(s) is/are valid and shall notify the student of the decision in writing (letter or OSU email). If permission is granted, the time, date, and location of the makeup exam will be stated in the writing. If permission is denied, the reasons for the denial will be stated in the writing.

3.4.5 The scheduling of the makeup examination will be the prerogative of the Associate Dean of Curriculum.

3.5 Final Examinations

No student will be exempt from taking a final examination. No final examination may be given early or late, except in unusual circumstances and with approval from the Associate Dean of Curriculum.

4.0 Grade Reports

Course grades for OMS-I and OMS-II courses are compiled after the end of each course by the Course Director. Within two weeks of the course ending, the Course

Director must report grades to the Chair of the ASC, the Associate Dean of Academic Affairs, the Associate Dean of Curriculum, and the Office of the Registrar. Course Directors must consistently report letter and percentage grades to the OSU-COM learning management system and ensure those grades are accessible to students and student advisors within the two-week deadline. Course grades for OMS-III and OMS-IV courses are specified in the Clerkship Rotation Handbook.

5.0 Correcting Grades Reported in Error

A Course Director who reports an incorrect grade to the Office of the Registrar must submit a grade change request form to the Office of the Registrar, which must be signed by the Associate Dean of Curriculum and the Associate Dean for Clinical Education. The Associate Dean of Curriculum must also sign grade change request forms due to remediation. In no case will a grade be lowered after a student has graduated.

6.0 Grade Appeals

A student may appeal a grade if the student believes the grade awarded is inconsistent with the announced grading policy. The student must follow the Grade Appeal Policy and Procedures available on the OSU-COM website (academic policy number COM2-0205a) when submitting an appeal. If the student has questions concerning the filing of an appeal, the student should contact the Associate Dean for Enrollment Management.

7.0 Attendance Policy

Students shall attend each didactic course, including labs, in accordance with the attendance policy set forth in the course syllabus. Notwithstanding any absence, a student who misses class is responsible for knowing the subject materials presented during the student's absence. For clerkship rotations, students must abide by attendance requirements set forth in the *Clerkship Handbook*.

8.0 Correcting Academic Deficiencies

The opportunity to correct academic deficiencies is a privilege that must be earned by the student. Decisions regarding remedial work or corrective programs will be made on an individual basis after considering all pertinent information pertaining to the student's performance in a course or courses. Decisions will be made by the Dean or designee after receiving a recommendation from the ASC, and when appropriate, Deans, Course Directors, and the student involved.

Students who earn one or more "D" or "F" grades in a semester must meet with the ASC. The ASC will review the student's academic record and speak with the student to discuss factors that contributed to the student's unsatisfactory academic performance. The ASC will then make a recommendation to the Dean or designee,

who will decide what course of action to take. No student can graduate from OSU-COM with a "D," "F," or "I" grade. Additionally, all "I" grades must be replaced in accordance with the policy described under *Section 1.1* of this Handbook.

The educational objectives for remedial coursework will be the same as the educational objectives for regular courses in the curriculum. However, different teaching methods and evaluation procedures may be used, and these methods may vary from course to course and department to department.

A student who completes a preclinical course may not take a leave of absence until the final grade is issued and, if the student earns a "D" or "F" grade in the course, the student has met with the ASC and received a letter from the Dean or designee with a decision regarding the course of action.

8.1 Remediation Guidelines – Preclinical

Students earning one or more "D" or "F" grades are required to meet with the ASC prior to participating in course remediation. OMS-I and OMS-II students may attempt remediation in no more than six (6) total credit hours or no more than three courses in an academic year, and no more than ten (10) total credit hours in the preclinical years. The following table summarizes the ASC recommendation based on the number of hours with a "D" or "F" per academic year:

ASC Recommendation per Academic Year

# of Credit Hours with a "D" or "F"	ASC Recommendation
> 0 to 6	Remediate failed course(s)
> 6 to 10	Repeat the year
> 10	Dismissal

8.1.1 Students earning "D" or "F" grades will meet with the ASC. The ASC's purpose will be to consider the student's academic record and any factors that contributed to the student's academic performance. Students will be given ample opportunity to explain their academic difficulties and the factors that led to their current academic situation. After meeting with the student, the ASC may recommend any of the following to the Dean or designee:

8.1.1.1 The student be placed on probation.

8.1.1.2 The student remediate the course or courses.

The ASC may recommend this option for a student if the student can demonstrate extenuating circumstances that affected their academic performance. This option allows the student to remediate the course or courses in which they earned a "D" or

"F" grade. Policies regarding course remediation are described later in this section.

8.1.1.3 The student repeat the year.

This option allows the student to return to OSU-COM with the following class to repeat the entire curriculum for the year in which the academic deficiencies occurred. When a student repeats the year, the student will repeat all courses (failed and passed courses). Course waivers are not permitted.

Repeating students must adhere to academic standards set forth in their probation as delineated in this Handbook and by the Dean or designee in consultation with the ASC. Because this is the student's second opportunity to participate in the curriculum, and because of previous academic difficulties, all students who are required to repeat a year will be placed on probation. Probationary status may be lifted following the successful completion of the repeated year; however, continued adherence to the *Terms of Probation* is mandatory until the student passes the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1. . When a student is required to repeat an academic year, the student will be dismissed if the student earns a "D" or "F" grade in any course that the student previously earned a "D" or "F" grade. Additionally, the student will be dismissed if the student earns a "D" or "F" grade in more than one course after beginning the repeated year. Only in extenuating circumstances will there be any exceptions to this policy.

8.1.1.4 The student be dismissed from OSU-COM.

Exceeding the allowed number of credit hours/courses with "D" or "F" grades results in dismissal from OSU-COM (i.e., more than ten (10) total credit hours in the preclinical years).

Once dismissed from OSU-COM, a student can return to OSU-COM only by repeating the entire admissions process. There is no guarantee that the student will be re-admitted. It is expected that a student who wishes to reapply will seek to improve her/his ability to satisfactorily compete in OSU-COM's academic environment.

8.1.1.5 Other actions it deems appropriate based on the circumstances.

8.1.2 If the Dean or designee decides a student shall remediate, the Course Director shall provide a written plan and timeframe for remediation to the Associate Dean of Curriculum. The written plan and timeline for remediation will be sent from the Course Director to the Associate Dean of Curriculum within one week of receipt of the letter from the ASC. After the Associate Dean of Curriculum approves the written plan and timeline for remediation, the Course Director will communicate that information in writing to the student.

8.1.3 Unless otherwise specified by the Dean or designee, OMS-I students must complete summer remedial assignments by July 15, and OMS-II students must complete remedial assignments before July 15 and before taking the Comprehensive Osteopathic Medical Licensing Examination ("COMLEX") Level 1.

8.1.4 The Course Director of a subsequent course will recommend whether a student who earned a “D” or “F” grade in a prerequisite or in one of a series of courses will be allowed to take the subsequent course before remediating the prior course deficiency. The approval must be written (letter or OSU email) and submitted to the ASC, which will consider the recommendation and make its own recommendation to the Dean or designee. The Dean or designee will make the final decision regarding the recommendation.

8.1.5 Students must earn a “C” grade or better when remediating a “D” or “F” grade. A “C” grade will be the highest final grade recorded for courses the student successfully remediates. The highest percentage submitted for remedial coursework will be 70.00%, regardless of the actual percentage attained during remediation.

8.1.6 Students who are unsuccessful in remediating a “D” or “F” grade are subject to dismissal.

8.2 Remediation Guidelines – Clinical

A student who earns a “F” grade in a clerkship rotation will be referred to ASC, which will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the clerkship rotation. If the Dean decides remediation is appropriate, the Dean or designee may consult with the Course Director, Associate Dean for Clinical Education, and/or the ASC to decide what remediation shall take place and communicate that to the student. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation.

OMS-III and OMS-IV students may attempt remediation in no more than two (2) clerkship rotations. OMS-III and OMS-IV students who earn more than two

(2) "F" grades will be dismissed from OSU-COM, but a student may be dismissed after only one "F" grade. Any student who earns an "F" grade in a remediated clerkship rotation will be dismissed from OSU-COM.

Clerkship rotation deficiencies may be remediated by one of the following:

8.2.1 Repeat a portion or section(s) of a clerkship rotation (this may be done at the original site or a new site if deemed necessary by the Course Director and/or the ASC); or

8.2.2 Repeat the entire clerkship rotation (this may be done at the original site or at a new site if deemed necessary by the Course Director and/or the ASC).

A student who receives an "I" grade will not be permitted to begin the next clerkship rotation following the issuance of the "I" grade until the deficiency is removed or a plan for completion is in place.

9.0 Academic Dishonesty and Misconduct

9.1 Academic Dishonesty

9.1.1 Academic dishonesty is prohibited at OSU-COM.

9.1.2 Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. It includes, but is not necessarily limited to, the following types of cases:

9.1.2.1 Plagiarism

Plagiarism is the representation of ideas that are not one's own. Where the content, data, designs, etc. of a source other than oneself, including the use of Artificial Intelligence, are being used in a paper, report, oral presentation, or other academic effort, this fact must be made explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one's own work. For instance, it would be plagiarism to credit someone else with the content of only one paragraph in a paper, when in fact one is borrowing two pages of the paper from this source. One must not suppose that only verbatim copying requires crediting. Paraphrasing someone else's ideas is still using someone else's ideas and must be acknowledged. Students should refer to course syllabi for additional Artificial Intelligence requirements.

9.1.2.2 Unauthorized Collaboration on Out-of-Class Projects

The representation of work as solely one's own when in fact it is the result of a joint effort.

9.1.2.3 Cheating on In-Class Examinations or Evaluations

The covert gathering of information from other students, the use of unauthorized notes and/or aids, recording examination items, etc. It is the responsibility of the Course Director to make clear what aids, if any, are authorized for use during an examination or evaluation.

9.1.2.4 Unauthorized Advance Access to an Exam

The representation of materials prepared at leisure, as a result of unauthorized advance access (however obtained), as if it were prepared under the rigors of the exam setting. This misrepresentation is dishonest, even if there are no compounding factors such as unauthorized use of books or notes. (Note: Access to an exam given in a previous semester and routinely returned to a previous student is not unauthorized access. Nor is it unauthorized access for a student to discuss an exam taken by a student in an earlier section. It is the obligation of the Course Director to ensure that such access does not become an unfair advantage for some students.)

9.1.2.5 Fraudulent Alteration or Misrepresentation of Transcripts, Clinical Evaluation Forms, or Other Academic Documents

Alterations of graded papers, research data, course withdrawal slips, falsifying and altering clinical evaluation forms, or any other academic material to receive undeserved credit or advantage.

9.1.2.6 Known Cooperation with Another Person in an Academically Dishonest Undertaking

Failure by a student to prevent misuse of his/her work by others. Care must be taken that exam answers are not seen by others, that term papers or projects are not plagiarized or otherwise misused by others, etc. Even passive cooperation in a dishonest enterprise is unacceptable. This must not, however, be understood to require that a student inform on another student. That is, a student must actively protect his/her own work, but

he/she is not obliged to report cheating or attempted cheating to anyone.

9.1.2.7 Misuse of Patient Data or Breach of Patient Confidentiality

9.2 Academic Misconduct

9.2.1 Academic Misconduct is prohibited at OSU-COM. Academic misconduct is academically unacceptable behavior that is distinguished from academic dishonesty in that the intent to obtain undeserved intellectual credit or advantage by fraudulent means is absent. Misconduct includes, but is not necessarily limited, to the following types of cases:

9.2.1.1 Failure to observe the rules governing the conduct of examinations or evaluations through ignorance, carelessness, preoccupation, or psychological stress. Examples could include bringing study notes into a closed-book examination but without the intent or act of consulting them during the examination or evaluation, failure to stop when time is called at the end of an examination or evaluation, etc.

9.2.1.2 Failure to observe strict requirements for the proper identification and citation of courses and supporting ideas in reports and essays. Examples could include inadvertently incomplete or erroneous attribution of ideas to bibliographically identifiable sources, etc.

9.2.1.3 Excessive reliance upon and borrowing of the ideas and work of others in a group effort. Examples could include uncritical acceptance of calculations, perhaps erroneous, in joint laboratory reports in which it is understood that the reports will be prepared jointly, etc.

9.3 Procedures for Alleging Academic Dishonesty or Misconduct

9.3.1 An allegation(s) of academic dishonesty or misconduct may come from faculty, staff, or students.

9.3.1.1 Course Director

9.3.1.1.1 In instances where the Course Director believes a student engaged in academic dishonesty or misconduct, the following procedures shall be used.

9.3.1.1.2 The Course Director shall discuss the situation as soon as possible with the student, explaining the allegation of either dishonesty or misconduct, the reasons for it, and shall give the student the opportunity to respond to the allegation.

9.3.1.1.3 After the student has had an opportunity to respond to the allegation, if the Course Director believes the student engaged in academic dishonesty or misconduct, the Course Director should refer the case to the ASC for review. The Course Director should communicate to the student the disciplinary action(s) the Course Director will recommend to the ASC.

9.3.1.1.4 Other faculty members who are participating in a course, such as in team-taught courses or clinical faculty on clerkship rotations and/or teaching assistants, are also expected to participate in an appropriate way in assessing any recommendations of penalties for misconduct or dishonesty. In no case should a faculty member base an allegation of academic dishonesty or misconduct on an allegation by a single student that cannot be corroborated by other evidence. When an allegation of academic dishonesty or misconduct is alleged by two or more students, the Course Director may take action, including:

9.3.1.1.4.1 Deferring resolution of the matter to the Peer Review Committee; and/or

9.3.1.1.4.2 Issuing a Non-Cognitive Grade.

9.3.1.2 Other Faculty and Staff

9.3.1.2.1 Faculty and staff who reasonably believe a student engaged in academic dishonesty or misconduct shall send the allegation in writing to the Associate Dean of Curriculum or the Associate Dean for Enrollment Management. The Associate Dean of Curriculum or the Associate Dean for Enrollment Management will review the allegation, conduct an investigation of the allegation, and refer the matter to the ASC if there is reasonable evidence to support the claim.

9.3.1.3 Students

9.3.1.3.1 A student who reasonably believes another student engaged in academic dishonesty or misconduct shall discuss the matter with the Course Director and send the allegation in writing to the chair of the Peer Review Committee. The Peer Review Committee shall review the matter in accordance with the Student Handbook and draft a report including recommendations for any discipline it deems appropriate. The Peer Review Committee shall send said report to the Associate Dean for Enrollment Management, who shall forward the report to the ASC for review.

9.4 ASC Review of Allegation of Academic Dishonesty or Misconduct

9.4.1 Burden of Proof for Allegations of Academic Dishonesty: In the case of an academic dishonesty allegation which is disputed by the student, the burden of proof rests with the Course Director to demonstrate by clear and convincing evidence that the alleged act(s) of academic dishonesty occurred. Clear and convincing evidence is a level of proof, which may be said to be midway between preponderance of the evidence and beyond reasonable doubt.

9.4.2 Evidentiary Materials Supporting Allegations of Academic Dishonesty

9.4.2.1 In most circumstances, evidence supporting the faculty member's assertion of academic dishonesty should be presented in the form of documentary evidence and/or corroborating testimony from other OSU-COM faculty, administration, staff, or students.

9.4.2.2 Only in instances in which no other supporting evidence is available should other students in a class be utilized to testify in support of an allegation of academic dishonesty.

9.4.2.3 Because the student accused of academic dishonesty has the right to cross-examine the witnesses against him/her, written statements by persons not present at the ASC meeting normally will not be considered by the ASC. If a majority of the ASC concludes that such written statements are necessary, the record of the meeting shall include the reasons for the conclusion.

9.4.2.4 Examples of documentary evidence found acceptable in past cases include:

9.4.2.4.1 Examination papers with identical or highly similar answers, particularly when the answer on one or both

examinations is incorrect, and when the faculty member can demonstrate that the papers were produced by students seated in close proximity to one another during an examination;

9.4.2.4.2 Written work submitted by the student in which plagiarism is charged when the faculty member can produce the original source(s) from which the work is alleged to have been taken;

9.4.2.4.3 Improper source materials such as notes taken from a student during the course of an examination for which no such notes were allowed; and

9.4.2.4.4 Text materials improperly in possession of a student during the examination.

In these situations, the documentary evidence should be retained by the faculty member. It strengthens the faculty member's case to have another witness to the presence of improper materials during the examination, particularly if there is a dispute as to the presence of the materials.

9.4.2.5 Academic dishonesty requires intent to deceive. The fact that intent is a state of mind rather than an externally observable phenomenon does not present insuperable evidential difficulties. A person's actions in context can provide clear and convincing evidence of his/her intentions.

9.4.3 The examples listed above in no way may be taken to be an exhaustive list of the types of documentary evidence that may be submitted to the ASC; rather, they are provided by way of illustration.

9.4.4 Burden of Proof and Procedures for Allegations of Academic Misconduct: In the case of an academic misconduct allegation, the burden of proof rests with the Course Director, to demonstrate by clear and convincing evidence that the alleged act(s) of academic dishonesty occurred. Clear and convincing evidence is a level of proof, which may be said to be midway between preponderance of the evidence and beyond reasonable doubt.

9.4.5 The ASC shall review the alleged instance of academic dishonesty or misconduct and determine whether they believe the Course Director met the required burden of proof. The ASC will also recommend disciplinary action, if any, to the Dean or designee for final decision and implementation. As part of the review, the ASC will meet with the student subject to the review, and may interview or consult with the

faculty, staff, or student who reported the conduct, the Associate Dean for Enrollment Management, and any other individual who may have relevant information or advice. The ASC may request documentation from the student subject to review or from any other person consulted by the ASC.

9.4.6 During the review process for academic dishonesty or misconduct, the student has the right to:

9.4.6.1 Written notice of the alleged violation(s);

9.4.6.2 An explanation of the academic dishonesty and misconduct process upon request;

9.4.6.3 Have no violation assumed;

9.4.6.4 A timely meeting with the ASC, including an opportunity to be heard;

9.4.6.5 Have access to the information and documents to be presented at the ASC meeting in advance;

9.4.6.6 Ask questions the ASC deems relevant to any participant or witness present, either directly or indirectly;

9.4.6.7 Present material witnesses with firsthand knowledge of the incident. The student is responsible for contacting and arranging for the attendance of their own witnesses in all cases; and

9.4.6.8 Receive a written notification of the outcome of the process.

9.4.7 After its review, the ASC may recommend any one or more of the following to the Dean or designee:

9.4.7.1 Take no further action;

9.4.7.2 Require the student to complete a substitute assignment, examination, course, or clerkship rotation;

9.4.7.3 Award a grade of “Zero” or “F” for the assignment, examination, or clerkship rotation;

9.4.7.4 Award a reduced grade for the assignment, examination, course, or clerkship rotation;

9.4.7.5 Assign a "N" grade;

9.4.7.6 Decline to assign a "N" grade;

9.4.7.7 Counsel the student regarding the consequences of engaging in further acts of academic dishonesty or misconduct;

9.4.7.8 Suggest voluntary actions be taken by the student to avoid recurrences of the problem;

9.4.7.9 Place the student on academic probation with or without a requirement to successfully complete specific remedial activities within a specified period of time;

9.4.7.10 Suspend the student;

9.4.7.11 Report the "N" grade to the Registrar for record keeping;

9.4.7.12 Report the "N" grade on the student's transcript and/or Medical Student Performance Evaluation ("MSPE");

9.4.7.13 Dismiss the student from OSU-COM; and/or

9.4.7.14 Under special circumstances, take other actions appropriate to the nature of the student's inappropriate conduct.

9.4.8 Appeal

A student found to have engaged in academic dishonesty or misconduct shall have the right of due process and appeal as delineated in the Appeal Policy. No disciplinary action may be carried out while a case is being appealed nor may the student who has been found to have committed academic dishonesty or misconduct withdraw from the course while the accusation is pending. The deadline for filing appeals is no later than six (6) weeks from the date of the letter from the Dean or Designee.

The grounds on which a student may base an appeal under this section include:

9.4.8.1 A failure to follow policies and procedures included and/or referenced herein that affected the outcome of the matter;

9.4.8.2 New evidence that was not reasonably available at the time the ASC recommendation was made that could affect the outcome of the matter; or

9.4.8.3 The Dean or an ASC member had a conflict of interest or bias against the student that affected the outcome of the matter.

9.5 Appeals Process

9.5.1 The Academic Appeals Board (AAB) is authorized by the Dean or designee to review academic appeals as well as appeals of alleged academic dishonesty and misconduct. The student must follow the Appeal Policy and Procedures available on the OSU-COM website for submitting an appeal. If the student has questions concerning the filing of an appeal, the student should contact the Associate Dean for Enrollment Management for information on how to file an appeal.

10.0 Policies Concerning Promotion, Probation, and Dismissal

10.1 General Provisions

Normal progression through the curriculum requires that there be no "D," "F," or "I" grades. Achievement of this standard in each academic year is therefore required for promotion to the next academic year. This standard must also be met before OMS-III students can begin clerkship rotations and OMS-IV students can graduate.

The academic standards for successful completion of each course and clerkship rotation are determined by the Course Director. The student has the primary responsibility for acquiring knowledge and clinical proficiency, and for meeting the academic standards set for each course and clerkship rotation. OSU-COM does not guarantee that any student will achieve any level of academic accomplishment.

The ASC will review each student's academic progress throughout each year. Review of students' progress by the ASC is necessary to ensure that students meet the minimum OSU-COM standards.

10.2 Promotion

Promotion is defined as progression from one academic year to the next.

10.2.1 A student will be recommended for promotion to the Dean or designee by the ASC.

10.2.2 A student will not be recommended for promotion if they have academic deficiencies or "D," "F," or "I" grades.

10.2.3 A student may not be promoted to the third year of study without passing the COMLEX Level 1. As some exam results are not available until after the start of the third year, OMS-II students will receive provisional

promotion to the third year to allow for third year clerkship rotations to begin. Upon receipt of a passing COMLEX Level 1 score, a student will be formally promoted to the OMS-III year and may begin patient-facing clerkship rotations. In limited circumstances, students who take COMLEX Level 1 prior to Transition Week may not receive a score prior to beginning clerkship rotations. In those cases, the Dean or designee may approve an exception to this policy to allow such students to begin one patient-facing clerkship rotation prior to receiving their COMLEX Level 1 scores.

10.3 Probation

Probation represents an official sanction by OSU-COM for unacceptable academic or non-cognitive standard performance. Probation is a period of time during which the student's progress will be closely monitored by the Office of Academic Success, the ASC, and the Dean or designee.

A student placed on probation will be notified in writing by the Dean or designee and the reasons will be stated. The notification will be delivered to the student by U.S. mail or email. Copies of the letter will be placed in the student's permanent file and distributed to the Chair of the ASC. The Dean or designee will determine the duration of probation.

10.3.1 Terms of Probation

A student on probation will not be allowed to participate in extra-curricular activities, including university-sponsored activities, wellness activities, continuing education, and/or professional extracurricular activities more than three (3) hours per week. A student on probation will not be allowed to participate in student government or student clubs in any leadership/officer or organizational role. Students on probation are allowed to attend activities that are course requirements (such as attendance in externships for tracks of study) and activities that take place entirely outside the student's period of enrollment during the academic year (such as summer research). Attendance at other activities is subject to approval from the Dean or designee.

OMS-I and OMS-II students on probation must follow the *Terms of Probation* and the *Probation Protocol* as developed by the Office of Academic Success (https://medicine.okstate.edu/site-files/documents/com/policy-terms-of-probation.pdf and https://medicine.okstate.edu/site-files/documents/com/probation-protocol.pdf, respectively). The student will meet with his/her faculty advisor or the Course Director, if needed, on a monthly basis.

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

10.3.1.1 Earning a “D” grade in any course;

10.3.1.2 Earning an “F” grade in a course or clerkship rotation;

10.3.1.3 Earning an “N” grade;

10.3.1.4 Failing COMLEX Level 1 or Level 2-CE;

10.3.1.5 Failing the Capstone Objective Structured Clinical Examination (OSCE); and/or

10.3.1.6 A student may be placed on probation for other academic or non-cognitive performance the Dean or designee deems deficient.

10.4 Failure to Comply with Conditions of Probation

10.4.1 If it is determined that any of the conditions of probation have not been met by a student, an “N,” non-cognitive grade, can be issued by the ASC in consultation with other parties as deemed necessary by the ASC.

10.4.2 Students who fail to comply with the conditions of probation will meet with the ASC for determination of further action.

10.4.3 For students receiving Veterans Administration (VA) benefits, the Registrar’s Office will promptly notify the VA upon determination that a student fails to meet any of the conditions of probation (including, but not limited, to remediation guidelines), and VA benefits will be terminated if so determined by the VA.

10.5 Removal from Probation

A student will be removed from probation if and when the student satisfies all conditions of probation.

10.6 Dismissal

The ASC may recommend dismissal of a student from OSU-COM for any of the following reasons:

10.6.1 Earning a “D” grade in more than one course;

10.6.2 Earning a “F” grade in one or more courses or clerkship rotations;

10.6.3 Earning a “F” grade while on probation;

10.6.4 Earning an "N" grade;

10.6.5 Demonstrating unethical or unprofessional behavior;

10.6.6 Meeting criteria for being placed on probation more than once;

10.6.7 Failure to satisfy conditions of probation; and/or

10.6.8. For any other reason specified in this Handbook

11.0 Policies Concerning National Board of Osteopathic Medical Examiners (NBOME)

All students must follow the NBOME requirements listed in this Handbook. In the case of failure of any of the NBOME examinations, the student must follow the course of action delineated by the Dean or designee. The course of action is mailed to the student by U.S. mail or email as soon as reasonably possible after meeting with the ASC.

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

Passing the COMLEX Level 1 is required for full promotion to the OMS-III year. Students who do not pass the COMLEX Level 1 are only provisionally promoted until they pass the examination.

11.1.1 The Office of Academic Success will conduct an academic performance review to assess each student's overall academic performance following a timed and proctored school-administered COMSAE in April. The Office of Academic Success will review pre-clinical academic data, including, but not limited to, course grades, class rank, and COMSAE performance. Based on these variables, students who are determined to be at high risk of not passing COMLEX Level 1 must meet with the ASC.

Based upon a review of the student's pre-clinical academic record and COMSAE performance, the ASC will make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations the ASC can make include, but are not limited to:

11.1.1.1 The student be placed on probation;

11.1.1.2 The student engages in a structured study plan in coordination with the Office of Academic Success;

11.1.1.3 The student enrolls in and completes an external board preparation course;

11.1.1.4 The student takes a leave of absence from OSU-COM; and/or

11.1.1.5 The student be dismissed.

11.1.2 Students will not be allowed to take COMLEX Level 1 if they meet any of the following criteria:

11.1.2.1 The student failed to successfully remediate a failed course(s).

11.1.2.2 The student was referred to ASC by the Office of Academic Success for being at significant risk of failing COMLEX Level 1, and the student has not completed the requirements from the Dean.

11.1.2.3 The student has failed to achieve a threshold score on a COMSAE as determined by the Office of Academic Success.

11.1.2.3.1 Students who do not achieve the threshold score on the April COMSAE will be given one attempt at the COMSAE per month (with the exception of either May or June, depending on the year as determined by the Associate Dean of Curriculum, in which they are allowed two attempts) until October of the same calendar year (unless an attempt would result in a score being returned after the completion of clerkship rotation 4).

11.1.2.4 The student is on a leave of absence for medical reasons.

11.1.3 Students who receive a passing COMLEX Level 1 score prior to the start of clerkship rotation 1 may begin a patient-facing clerkship rotation for clerkship rotation 1. Students who have not received a passing COMLEX Level 1 score, but who have sat for a COMLEX Level 1 prior to the start of clerkship rotation 1, may begin a maximum of two (2) non-patient-facing clerkship rotations (Research and/or Wellness I elective clerkship rotation). In limited circumstances, students who take COMLEX Level 1 prior to Transition Week may not receive a score prior to beginning clerkship rotations. In those cases, the Dean or designee may approve an exception to this policy to allow such students to begin one patient-facing clerkship rotation prior to receiving their COMLEX Level 1 scores.

Students who have not received a passing COMLEX Level 1 score and who have not sat for a COMLEX Level 1 prior to the start of clerkship rotation 1 may begin a maximum of two (2) non-patient-facing clerkship rotations (Study or Wellness I elective clinical rotation for clerkship rotation 1 with the option of a Research elective clerkship rotation for clerkship rotation 2 if the student has sat for COMLEX Level 1 prior to the start of clerkship rotation 2).

11.1.4 Any student who has not received a passing COMLEX Level 1 score by the end of clerkship rotation 2 may request a leave of absence for a maximum of two clerkship rotation blocks (through the end of clerkship rotation 4). If the student elects to request a leave of absence, the student may only reenroll in OSU-COM after the student has passed COMLEX Level 1. Any student who has not received a passing COMLEX Level 1 score before the end of clerkship rotation 4 will be dismissed from OSU-COM. Because students must receive a passing COMLEX Level 1 score before the end of clerkship rotation 4, they must be mindful of when they will receive their COMLEX Level 1 results based on the examination date for which they register. Students are solely responsible for ensuring they receive their COMLEX Level 1 results before the end of clerkship rotation 4.

11.1.5 Students who fail a COMLEX will be required to meet with the ASC and be placed on probation. This requirement applies to any failure of COMLEX Level 1 or Level 2-CE (i.e., first, second, or third failure). The ASC will review the student's academic record and speak with the student to discuss the factors that contributed to failing COMLEX. The ASC will then make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations the ASC can make include, but are not limited to:

11.1.5.1 The student be placed on probation;

11.1.5.2 The student engages in a structured study plan in coordination with the Office of Academic Success;

11.1.5.3 The student enrolls in and completes an external board preparation course;

11.1.5.4 The student takes a leave of absence from OSU-COM; and/or

11.1.5.5 The student be dismissed.

11.1.6 A student may have no more than three attempts at COMLEX Level 1 or three attempts at Level 2-CE. A student may have no more than five

cumulative attempts across COMLEX Level 1 and Level 2-CE. A student who does not pass COMLEX Level 1 or Level 2-CE within the maximum number of attempts will be dismissed from OSU-COM. A student is not entitled to reach the maximum number of attempts before the ASC and/or the Dean or designee may take action, up to and including dismissal.

11.2 Clinical Comprehensive Osteopathic Medical Achievement Test (COMAT)

A Clinical COMAT is given following required clerkship rotations. Students must pass each COMAT with a minimum standard score of 90 to pass the clerkship rotation.

11.2.1 If a student does not pass the COMAT, the Course Director for the clerkship rotation must contact the student within 10 days of being notified of the student's failure. The Course Director will schedule a meeting with the student to discuss the results of the COMAT and plan for formal remediation.

11.2.2 Within two weeks of receiving a notice of a student failing a COMAT, the Course Director will submit to the Associate Dean of Clinical Education and the Associate Dean of Curriculum the details of the student's formal remediation process, which shall include plans on scheduling to re-take the COMAT.

11.2.3 Any student who receives a failing grade on any COMAT after receipt of a failing grade on a prior COMAT must meet with the ASC (the COMATs may be associated with different clinical rotations). The ASC will forward a recommended corrective action to the Dean or designee for decision and implementation.

11.2.4 Each student must pass each Clinical COMAT with a minimum standard score of 90 before taking COMLEX Level 2-CE, unless the Dean or designee grants an exception upon a student's request. The only exception to this policy is for the Emergency Medicine (EM) COMAT: Students who have not completed their EM rotation before taking the COMLEX Level 2-CE do not need to pass the EM COMAT before they may take the COMLEX Level 2-CE.

11.3 Comprehensive Osteopathic Medical Licensing Examination Level 2 – Cognitive Evaluation (COMLEX Level 2-CE)

Passing Comprehensive Osteopathic Medical Licensing Examination Level 2 – Cognitive Evaluation (COMLEX Level 2-CE) is required for graduation. Before taking COMLEX Level 2-CE, a student must demonstrate a minimum

score as determined by the Office of Academic Success on a timed and proctored school-administered Level 2 COMSAE.

11.3.1 A student may have no more than three attempts at COMLEX Level 1 and three attempts at Level 2-CE. A student may have no more than five cumulative attempts across COMLEX Level 1 and Level 2-CE. A student who does not pass COMLEX Level 1 or Level 2-CE within the maximum number of attempts will be dismissed from OSU-COM. A student is not entitled to reach the maximum number of attempts before the ASC and/or the Dean or designee may take action, up to and including dismissal.

11.3.2 Students who fail a COMLEX must meet with the ASC. This requirement applies to any failure of any COMLEX Level 1 or Level 2-CE. The ASC will then make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations that the ASC can make include, but are not limited to:

11.3.2.1 The student be placed on probation;

11.3.2.2 The student engages in a structured study plan in coordination with the Office of Academic Success;

11.3.2.3 The student takes a leave of absence from OSU-COM;

11.3.2.4 The student enrolls in and completes an external board preparation course; and/or

11.3.2.5 The student be dismissed.

11.3.3 A student who has failed COMLEX Level 2-CE cannot retake COMLEX Level 2-CE until approved by the Office of Academic Success.

11.3.4 A student who has not received a passing COMLEX Level 2-CE score by December 31 of the student's OMS-IV year may be dismissed from OSU-COM. Students not scheduled to graduate by May of the OMS-IV year may receive a different deadline as recommended by ASC in consultation with other parties it deems relevant. The Dean or designee may adopt or reject the ASC's recommendation.

12.0 Policies Concerning the Objective Structured Comprehensive Examination (OSCE)

12.1 OSCE Summary

The OSCE is a summative assessment of clinical skills to determine a student's readiness for graduation and residency training. Students will take a Capstone OSCE in the OMS-III year.

12.2 Capstone OSCE

Passing the Capstone OSCE is required for graduation (see *Section 14.0: Requirements for Graduation*). If a student fails the Capstone OSCE, the student will be referred to the ASC, which will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the OSCE. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation. The recommendations that the ASC can make include, but are not limited to:

12.3.1 The student be placed on probation;

12.3.2 The student complete remediation as directed by the Course Director;

12.3.3 The student take a leave of absence from OSU-COM; and/or

12.3.4 The student be dismissed from OSU-COM.

12.3 Repeated Capstone OSCE Failures

If a student is allowed to remediate, successfully passes remediation, and fails the Capstone OSCE again, the student will be referred to the ASC. The ASC will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the OSCE again. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation. The recommendations that the ASC can make include, but are not limited to:

12.4.1 The student be placed on probation;

12.4.2 The student complete remediation as directed by the Course Director;

12.4.3 The student take a leave of absence from OSU-COM; and/or

12.4.4 The student be dismissed from OSU-COM.

If a student becomes off-cycle prior to completing the Capstone OSCE, the student must successfully pass the Practice OSCE and Capstone OSCE before the student will be promoted to the fourth year.

13.0 Suspension and Interim Suspension

13.1 Suspension

Suspension is a forced absence from OSU-COM. It is a temporary solution imposed by the Dean or designee when a student is having an academic, professional, or personal situation that requires additional time for OSU-COM to gather information concerning this matter. The student is not allowed to attend classes or clerkship rotations until the suspension is removed.

13.2 Interim Suspension

In cases where a student's acts and/or omissions are reasonably believed to jeopardize a person's health and/or safety, the Dean or designee, in consultation with the President of OSU-COM, or designee, may suspend a student for the period of time required to allow a thorough investigation and an opportunity for a hearing. Students who are so suspended are not permitted on campus or in college buildings, facilities, or to physically participate in activities at any time for any reason during the period of the interim suspension, unless otherwise permitted in writing by the Dean or designee.

14.0 Requirements for Graduation

14.1 General Provisions

A Doctor of Osteopathic Medicine (D.O.) student shall have no more than six (6) years following matriculation to complete the requirements for graduation. The Dean or designee, in consultation with the ASC, the Registrar, and the Associate Dean for Enrollment Management, will ensure that each qualified D.O. student completes the D.O. degree within 150% of the standard time to achieve the degree (six years following matriculation). Students in a dual degree program may be granted additional time to complete all D.O. degree requirements. Requests for additional time must be approved by the Dean or designee. A student who has satisfactorily completed all academic requirements and who has been recommended by OSU-COM faculty may be awarded the D.O. degree, provided the student has:

14.1.1 No un-remediated "D," or "F" grades, and no grades of "I;"

14.1.2 Passed all clerkship rotations;

14.1.3 Passed the Capstone OSCE;

14.1.4 Complied with all legal and financial requirements of OSU-COM;

14.1.5 Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine;

14.1.6 Demonstrated acceptable competence in the knowledge, skills, and attitudes required of an osteopathic physician;

14.1.7 Passed COMLEX Level 1 and Level 2-CE;

14.1.8 Been recommended for graduation by the appropriate OSU-COM bodies;

14.1.9 Attended the commencement ceremony (only in unusual circumstances, and with prior approval of the Dean or designee, will a degree be awarded in absentia); and

14.1.10 Met the graduation requirements listed in the Catalog.

OKLAHOMA STATE UNIVERSITY
CENTER FOR HEALTH SCIENCES

College of Osteopathic Medicine

Academic Standards Handbook
20254 – 20265

TABLE OF CONTENTS

TABLE OF CONTENTS **2**

INTRODUCTION **4**

1.0 ACADEMIC GRADING SYSTEM **5**

1.1 Grades 6
1.2 Grade Book and Records 9
1.3 Course/Instructor Evaluation 9

2.0 NON-COGNITIVE GRADES AND ACADEMIC SANCTIONS **9**

2.1 General Provisions 9
2.2 Criteria 10
2.3 Guidelines for Assigning and Reviewing "N" Non-Cognitive Grades and Academic Sanctions 11
2.4 Appeal from an "N" Grade, Probation, Suspension, or Dismissal Resulting from Non-Cognitive Criteria ..... 16~~15~~

3.0 EXAMINATIONS ..... **17~~16~~**

3.1 Examination Procedures ..... 17~~16~~
3.2 Scheduling and Administration of Examinations 17
3.3. Academic Counseling After Earned "D" and "F" Examination Scores 17
3.4 Makeup Examinations 17
3.5 Final Examinations 18

4.0 GRADE REPORTS **18**

5.0 CORRECTING GRADES REPORTED IN ERROR **19**

6.0 GRADE APPEALS **19**

7.0 ATTENDANCE POLICY **19**

8.0 CORRECTING ACADEMIC DEFICIENCIES **19**

8.1 Remediation Guidelines – Preclinical 20
8.2 Remediation Guidelines – Clinical 22

9.0 ACADEMIC DISHONESTY AND MISCONDUCT **23**

9.1 Academic Dishonesty 23
9.2 Academic Misconduct ..... 25~~24~~
9.3 Procedures for Alleging Academic Dishonesty or Misconduct ..... 26~~25~~
9.4 ASC Review of Allegation of Academic Dishonesty or Misconduct ..... 27~~26~~
9.5 Appeals Process ..... 31~~30~~

10.0 POLICIES CONCERNING PROMOTION, PROBATION, AND DISMISSAL ..... **31~~30~~**

10.1 General Provisions ..... 31~~30~~
10.2 Promotion ..... 32~~31~~
10.3 Probation ..... 32~~31~~

DRAFT

10.4 Failure to Comply with Conditions of Probation 3332
10.5 Removal from Probation 3433
10.6 Dismissal 3433

11.0 POLICIES CONCERNING NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS (NBOME) 3433

11.1 Comprehensive Osteopathic Medical Licensing Examination Level 1 (COMLEX Level 1) 3433
11.2 Clinical Comprehensive Osteopathic Medical Achievement Test (COMAT) 3736
11.3 Comprehensive Osteopathic Medical Licensing Examination Level 2 – Cognitive Evaluation (COMLEX Level 2-CE) 3837

12.0 POLICIES CONCERNING THE OBJECTIVE STRUCTURED COMPREHENSIVE EXAMINATION (OSCE) 3938

12.1 OSCE Summary 3938
12.2 Practice OSCE 3938
12.3 Capstone OSCE 3938
12.4 Repeated Capstone OSCE Failures 4038

13.0 SUSPENSION AND INTERIM SUSPENSION 4039

13.1 Suspension 4039
13.2 Interim Suspension 4039

14.0 REQUIREMENTS FOR GRADUATION 4139

14.1 General Provisions 4139

DRAFT

INTRODUCTION

The Academic Standards Handbook ("Handbook") is designed to be used by students and faculty as a resource for academic standards required by the Oklahoma State University College of Osteopathic Medicine (OSU-COM). The purpose of this handbook is to state, clarify and explain the rules and guidelines governing the academic environment of OSU-COM. In addition, OSU-COM will make every effort to ensure that due process in all academic matters is extended to all our students.

Administration, faculty, staff and students of OSU-COM adhere to the American Osteopathic Association's Code of Ethics adopted by OSU-COM in 2008. As student members of the osteopathic profession, OSU-COM requires its students to comply with the AOA Code of Ethics, which can be found at
https://medicine.okstate.edu/com/code-of-ethics.html

This Handbook is normally revised in between academic years, but may be revised during the academic year for good cause upon advance notice to the students of OSU-COM.

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1.0 Academic Grading System

The evaluation standard for all required first-year and second-year OSU-COM courses will be an alpha/numerical system. The numerical system ranges from 0 to 100%, with 69.50% as the lowest passing grade. A grade of 64.50%-69.49% is defined as a marginal (D) grade and requires remediation. A grade of 64.49% or less is defined as a failing (F or "Fail") grade and requires remediation. Letter grades will be determined from rounded numerical grades according to Section 1.1 below. Course Directors must report percentage grades to the Registrar to at least the hundredth.

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

Required clerkship rotations will issue ratings of Pass, Fail, and Honors. Pass and Fail grades for OSU-COM are defined below. Grades will be awarded based upon the student's class/clerkship rotation preparation, class/clerkship rotation attendance and participation, and scores made on examinations and other assignments. Honors criteria are defined in each department's grading criteria and can be found in each department's clerkship syllabus.

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

A clerkship rotation Pass grade is issued when a student passes the Evaluation and COMAT (when applicable).

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

The Course Director will assign the final grade for each course/clerkship. Once a grade has been entered on a student record, it can only be changed by the Course Director.

A cumulative grade point average (GPA) shall be maintained for each student and shall be used to determine a student's academic performance. The GPA is calculated by multiplying the course grade points (A = 4; B = 3; C = 2; D = 1; F = 0) by the credit hours to give the course points. The sum of the points earned divided by the total number of credit hours will determine the GPA for the period. Final class rank is calculated at the end of the student's OMS-II year due to the Pass, Fail, and Honors grading system during clerkship rotations.

If a student is required to repeat a year or a clerkship rotation and does so successfully, the original grade remains unchanged on the transcript, and a second entry of that course number will show the new grade. Only the new grades will be used to compute GPA and class rank.

In addition to the grades described above, students will receive a professionalism grade (hereinafter referred to as a "non-cognitive" grade) of Satisfactory (S) or Needs Improvement (N) for each course/clerkship rotation based on performance with regard to OSU-COM non-cognitive academic standards. A non-cognitive grade of "S" is implied for each student in each course unless a Course Director submits an "N" grade for a student. Non-cognitive grades are not included in determining a student's GPA. All "N" grades will be reported using the non-cognitive grade referral form that will include a written statement describing the deficiency that led to the grade and the non-cognitive criterion or criteria for which the student was deficient. See *2.3 Guidelines for Assigning and Reviewing Non-cognitive Academic Grades*.

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

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1.1 Grades

A - Excellent (Numerical range 89.50-100%)

B - Good (Numerical range 79.50-89.49%)

C - Satisfactory (Numerical range 69.50-79.49%)

D - Marginal (Numerical range 64.50-69.49%)

F - Fail (Numerical range 64.49% and below)

P – A clerkship "Pass" grade will be assigned for required clerkship rotations when a student passes the Evaluation and COMAT (when applicable) and for elective clerkship rotations when the student's score is 69.50% or better on the Evaluation.

F – A clerkship "Fail" grade will be assigned for required clerkship rotations when a student meets two or more Evaluation failure criteria (see the Clerkship Rotation Handbook and/or clerkship syllabus for Evaluation failure criteria) and for elective clerkship rotations if the student scores below a 69.50% on the Evaluation.

H – A clerkship "Honors" grade may be considered at the discretion of each department for required clerkship rotations.

AU - Audit

W - Withdrawn

WP - Withdrawal, in good academic standing

WU - Withdrawal, not in good academic standing

I - Incomplete

Non-cognitive grades:

S - Satisfactory

N - Needs Improvement

Definitions:

AU - Audit indicates participation in a course without a grade.

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A student may enroll or remain in a course on an audit basis with permission from the Course Director and the Dean or designee. Audit indicates participation only, and is not utilized to determine grade point average, hours attempted, or hours earned. Auditing is not an avenue for eligibility for credit by examination. Auditing requires the same fees for enrollment as taking a course for credit unless the ASC recommends the audit.

W - Withdrawal indicates withdrawal from OSU-COM.

A student may request to withdraw from OSU-COM. A request for withdrawal from OSU-COM must be submitted in compliance with the *Leave of Absence and Withdrawal Policy* administered by the Office of Enrollment Management.

Withdrawal grades may be given based on the time in the semester and the student's academic standing at the time of withdrawal:

- Withdrawal (W), based on the published academic calendar allowed withdrawal date;
- Withdrawal in good academic standing (WP); and/or
- Withdrawal not in good academic standing (WU).

If withdrawal is approved, the Course Director will assign a "W," "WP," or "WU" grade as appropriate for submission to the Registrar. If a student

withdraws from a course, re-enrollment and successful completion of the course is required to receive credit.

I - Incomplete indicates unfinished course requirements.

An “I” may be awarded only in unique circumstances (e.g., illness) that results in non-completion of a course segment, and may be awarded only when the student is officially registered in the course, has completed a major graded segment of the course, and is passing the course.

Students who receive an “I” must contact the Course Director immediately to determine the specific objectives to be accomplished and the final date for completion. The required objectives must be completed within the stated time period, which cannot exceed four (4) weeks after the end of the semester. In rare and extenuating circumstances, the Dean or designee may approve students to complete the required objectives beyond this four (4) week deadline.

When a Course Director determines that a student is eligible for an incomplete (I) grade, he or she will also specify a default grade, based on all graded segments of the course, (e.g., “A,” “B,” “C,” “D,” “F,” “P,” “F,” or “H”), including those the student has not completed. If the student fails to complete the required objectives by the stated deadline, the “I” grade will be replaced by the default letter grade (e.g., “A,” “B,” “C,” “D,” “F,” “P,” “F,” or “H”) that was calculated by the Course Director at the time the original composite "I” grade was posted.

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An “I” will not be utilized in the determination of grade point average or class rank within a semester. An incomplete grade may be used at the Course Director’s discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an “F.”

S - Satisfactory (Non-Cognitive grade)

A “S” grade denotes a student’s satisfactory demonstration of non-cognitive academic standards and is described in *Section 2.0: Non-Cognitive Grades and Academic Sanctions*.” An “S” grade is implied unless a student receives an “N” grade.

N - Needs Improvement (Non-Cognitive grade)

An “N” grade denotes a student needs improvement with respect to one or more non-cognitive academic standards. “N” grades are further described in S*ection 2.3: Guidelines for Assigning and Reviewing Non-Cognitive Grades and Academic Sanctions*.

1.2 Grade Book and Records

It is the responsibility of the Course Director to ensure the existence of student grade records and materials the Course Director uses to conduct the course and evaluate student performance. Copies of syllabi, course policy statements, and examinations must be maintained. Results of student examinations, projects, presentations, and other items that count toward final grades must be maintained in accordance with *OSU Policy and Procedures 2-0214: Retention of Grade Books and Records* regarding the length of time that these documents must be maintained.

1.3 Course/Instructor Evaluation

Each student has a responsibility as a professional to provide constructive evaluation of each course, clerkship rotation, and instructor in the curriculum. This responsibility will be met by participation in the course evaluations routinely administered by the Office of Educational Development.

2.0 Non-Cognitive Grades and Academic Sanctions

2.1 General Provisions

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Students matriculating at OSU-COM are considered student members of the osteopathic medical profession. As such, students are required to conduct themselves in a manner consistent with the standards of the osteopathic medical profession. This requirement is embodied in the OSU-COM Requirements for Graduation, which state, in part, that a student may be awarded the Doctor of Osteopathic Medicine (D.O.) degree provided the student has exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine.

Students are required to comply with all OSU-COM policies, contracts, and agreements as well as the American Osteopathic Association's Code of Ethics. Failure to do so may result in referral to the academic standards process as further described herein. Action may also be taken for any violation of local ordinances, state, or federal law, on or off campus that adversely affects the OSU-COM community or the pursuit of OSU-COM's lawful educational mission, process, or function.

The criteria listed in Section 2.2 herein describe, in part, the characteristics required of OSU-COM students. Each criterion is followed by descriptions of conduct that fulfills that criterion. It is not possible to enumerate all forms of conduct that a student might or might not engage in to meet a particular criterion. Therefore, the descriptions within each category are not exhaustive.

Conduct inconsistent with that described for each criterion is inappropriate and might indicate a student's inability or unwillingness to exhibit appropriate

conduct in professional circumstances. Students deemed unable or unwilling to exhibit appropriate conduct in professional circumstances will be subject to academic sanctions as described in this Academic Standards Handbook.

Additionally, any Dean at OSU-COM may refer a student to the ASC when the Dean believes a student's conduct or performance necessitates a meeting with the ASC. This referral will be for conduct that does not rise to the level of issuing the student a Non-Cognitive Grade, but does prompt academic review by the ASC.

2.2 Criteria

2.2.1 Reliability and Responsibility

Examples:

- Can be depended on to do his or her duty;
- Accepts responsibility for assignments;
- Arrives on time for class, clinic, rounds, etc.; and/or
- Completes assigned tasks in a timely manner.

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2.2.2 Maturity

Examples:

- Accepts responsibility for mistakes;
- Does not make inappropriate demands;
- Engages in realistic self-appraisal;
- Takes steps to correct shortcomings; and/or
- Accepts and responds appropriately to supervision.

2.2.3 Judgment

Examples:

- Consistently shows appropriate reasoning and decision-making in academic and clinical situations;
- Does not place others or self at needless or excessive risk for negative consequences;
- Does not participate in academic or clinical endeavors while under the influence of alcohol, controlled substances, or illicit drugs;
- In clinical settings, performs consistently with his or her level of training under the supervision of physician educator;
- Gets approval of supervising physician before implementing diagnostic and therapeutic decisions; and/or
- Does not exceed level of training in clinical activity.

2.2.4 Respectful Behavior

Examples:

- Demonstrates empathic behavior;
- Responds to needs of others;
- Is considerate of others;
- Speaks and behaves respectfully;
- Maintains appropriate confidentiality;
- Does not threaten, harass, or abuse others; and/or
- Addresses patients appropriately.

2.2.5 Honesty and Integrity

Examples:

- Adheres to professional and/or ethical standards;
- Is honest;
- Acknowledges and corrects own errors;
- Speaks truthfully; and
- Does not cheat on academic assignments, exams, or performance evaluations.

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2.2.6 Emotional Stability

Examples:

- Shows appropriate emotional responses warranted by the situation; and
- Does not allow excessive or inappropriate emotional responses or personal beliefs to adversely affect decision-making or performance.

2.3 Guidelines for Assigning and Reviewing "N" Non-Cognitive Grades and Academic Sanctions

2.3.1 Faculty Members

2.3.1.1 For each course and clerkship rotation in the curriculum, a faculty member, generally the Course Director, may issue a referral for a "N" non-cognitive grade to the ASC if the student needs improvement with respect to the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine.

2.3.1.2 Student conduct not consistent with OSU-COM non-cognitive and academic standards policy may also occur outside of a course setting. Faculty members are also

permitted to submit a non-cognitive "N" grade referral to the ASC for conduct occurring outside a course setting.

2.3.1.3 Issuance of a grade referral of "N" represents a good faith professional judgment that a student "needs improvement" with regard to a specific non-cognitive standard. The need for improvement is indicated by the student's inappropriate conduct in a professional situation, which must be described in the note accompanying the grade referral.

2.3.1.4 Faculty members must use professional judgment in assigning "N" grade referrals. Faculty members may consider the seriousness and frequency of inappropriate conduct, as well as the student's acknowledgment that the conduct was inappropriate and the student's efforts to remediate deficiencies. Faculty members may ask other Faculty members including ~~(~~preceptors~~)~~ involved in the course or activity giving rise to the non-cognitive grade to evaluate student performance with regard to these standards and may use this information in assigning non-cognitive grade referrals. Faculty members may consult with colleagues before issuing a grade referral of "N."

2.3.1.5 Ordinarily, Faculty members will warn students before issuing a grade referral of "N" for any non-cognitive standard. Such a warning may consist of a verbal or written statement of the conduct observed or reported, an explanation of how the conduct is inconsistent with OSU-COM standards for non-cognitive academic performance, and an indication that repetition will result in issuance of a grade referral of "N." In addition, at his/her discretion, the Faculty member may refer the student to the student's faculty mentor, the Associate Dean for Enrollment Management, or take other appropriate actions intended to assist the student in fulfilling OSU-COM non-cognitive academic standards. This guideline does not preclude a Faculty member from issuing a grade referral of "N" either without a warning or after only one instance of inappropriate conduct of a serious nature.

2.3.2 Staff and Students

2.3.2.1 OSU-COM staff or students may report incidents of student conduct not consistent with OSU-COM non-cognitive and academic standards to the Associate Dean for Enrollment Management.

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2.3.2.2 Upon receiving such reports, the Associate Dean for Enrollment Management shall inform the student, investigate the occurrence, and shall determine whether a grade referral of "N" is appropriate. If the Associate Dean for Enrollment Management issues a "N" grade referral, the student shall be referred to the Academic Standards Committee (ASC).

2.3.3 Review by the Academic Standards Committee

2.3.3.1 The ASC will review the circumstances that resulted in the referral to the ASC. The review will determine what action, if any, the ASC will recommend to the Dean or designee. As part of the review, the ASC will meet with the student subject to the review and may interview or consult with the faculty, staff, or student who reported the conduct, the Associate Dean for Enrollment Management, and any other individual who may have relevant information or advice. The ASC may request documentation from the student subject to the review or from any other person consulted by the ASC.

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2.3.3.2 In determining its recommendation for action, the ASC may consider the frequency and seriousness of inappropriate conduct, the number of non-cognitive standards of concern, the number of faculty, staff, and/or students reporting inappropriate conduct, the non-cognitive academic performance of the student in or out of other courses in current or previous semesters, the history and outcome of previous recommendations for remedial activity by the student, the student's acknowledgment of the problem and willingness to take remedial action, and other relevant information or advice.

2.3.3.3 During the process of reviewing "N" grade referrals and Academic Sanctions, the student has the right to:

2.3.3.3.1 A written notice of the alleged violation(s), including the" N" grade referral(s);

2.3.3.3.2 An explanation of the ASC review process upon request;

2.3.3.3.3 Have no violation assumed;

2.3.3.3.4 A timely meeting with the ASC, including an opportunity to be heard;

2.3.3.3.5 Advanced access to information and documents to be presented at the ASC meeting;

2.3.3.3.6 Ask questions the ASC deems relevant to any participant or witness present, either directly or indirectly;

2.3.3.3.7 Present material witnesses with firsthand knowledge of conduct giving rise to the "N" grade referral. The student is responsible for contacting and arranging for the attendance of their own witnesses in all cases; and

2.3.3.3.8 Receive a written notification of the outcome of the process.

2.3.3.4 After its review, the ASC may recommend any one or more of the following to the Dean or designee:

2.3.3.4.1 Take no further action;

2.3.3.4.2 Assign a "N" grade;

2.3.3.4.3 Decline to assign a "N" grade;

2.3.3.4.4 Counsel the student regarding the consequences of receiving an additional "N" grade(s);

2.3.3.4.5 Suggest voluntary actions be taken by the student to avoid recurrences of the problem;

2.3.3.4.6 Place the student on probation with or without a requirement to successfully complete specific remedial activities within a specified period of time;

2.3.3.4.7 Suspend the student;

2.3.3.4.8 Report the "N" grade to the Registrar for record keeping;

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2.3.3.4.9 Report the "N" grade on the student's transcript and/or Medical Student Performance Evaluation (MSPE);

2.3.3.4.10 Dismiss the student from OSU-COM; and/or

2.3.3.4.11 Under special circumstances, take other actions appropriate to the nature of the student's inappropriate conduct.

2.3.3.5 In making its recommendation to the Dean or designee, the ASC will be most concerned with a pattern of recurring inappropriate conduct indicated by the previous assignment of the "N" grade(s). This Section does not preclude the ASC from recommending any action after only one instance of inappropriate conduct of a serious nature.

2.3.3.6 Recommendations for suspension or dismissal from OSU-COM will be reserved ordinarily for students who refuse to participate in recommended remedial activities, or who, after completing recommended remedial activities, continue to fail to act in accordance with the non-cognitive academic standards, as evidenced by assignment of additional "N" grades. This Section does not preclude the ASC from recommending suspension or dismissal without opportunity for remedial activity if warranted by the circumstances.

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2.2.3.7 The ASC shall submit its recommendations to the Dean or designee, who may:

2.3.3.7.1 Accept and implement the recommendations of the ASC;

2.3.3.7.2 Modify the recommendations of the ASC, but shall not implement measures more severe than those recommended by the ASC; or

2.3.3.7.3 Decline to implement the recommendations of the ASC and implement other measures, including no measures.

The decision of the Dean or designee shall be communicated to the student in writing.

2.4 Appeal from an "N" Grade, Probation, Suspension, or Dismissal Resulting from Non-Cognitive Criteria

2.4.1 A student who receives an "N" grade, is placed on probation, is suspended, or dismissed from OSU-COM due to a violation of a non-cognitive academic standard shall have the right of due process and appeal as delineated herein. Students who are placed on probation, suspended, or dismissed not as a result of an "N" grade or violation of a non-cognitive criteria are not entitled to the rights delineated in this section. No disciplinary action may be carried out while a case is being appealed. The student must follow the Appeal Policy and Procedures available on the OSU-COM website (academic policy number) for submitting an appeal or contact the Associate Dean for Enrollment Management for information on how to file an appeal. The deadline for filing appeals is no later than six (6) weeks from the date of a disciplinary letter from the Dean or designee.

2.4.2 The grounds on which a student may base an appeal under this section include:

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2.4.2.1 A failure to follow policies and procedures included and/or referenced herein that affected the outcome of the matter;

2.4.2.2 New evidence that was not reasonably available at the time the ASC recommendation was made that could affect the outcome of the matter; and/or

2.4.2.3 The Dean or an ASC member had a conflict of interest or bias against the student that affected the outcome of the matter.

2.4.3 If the Academic Appeals Board (AAB) finds there is no merit to any of the grounds cited in the appeal, it will issue a finding as such, and that decision will be final. If the AAB finds there was a procedural irregularity that affected the outcome of the matter, the matter shall be remanded for a new ASC meeting. If the AAB finds new evidence exists that was not reasonably available that could affect the outcome, the matter shall be remanded to the ASC. If the AAB finds that the Associate Dean for Enrollment Management or an ASC member had a conflict of interest or bias against the student (generally, or specifically in this matter) that affected the outcome of the matter, the case shall be remanded for a new ASC meeting.

2.4.3.1 If the matter is remanded to the ASC, the ASC shall review the matter, including justification and all supporting documentation, including new documentation and witness testimony raised during the appeal, and make a recommendation regarding disciplinary action to the Dean or designee. The Dean or

designee shall be responsible for the final decision and implementation regarding disciplinary action.

3.0 Examinations

3.1 Examination Procedures

3.1.1 The type, content, and frequency of examinations will be stated in the course syllabus.

3.1.2 Changes in the examination policy (e.g., type, content, frequency, and percentage of total grade) will not be made after the syllabus is distributed at the beginning of the course, except when the Course Director deems it absolutely necessary. Any changes must have prior approval of the Dean or designee. Notification of any changes shall be made in writing (hard copy or OSU email) to the students at least five (5) college working days prior to the examination date(s).

3.1.3 The Course Director will preview questions for examinations to assure conformity of the examination format.

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3.2 Scheduling and Administration of Examinations

3.2.1 The examination times and dates will be stated in the course syllabus. Only the Course Director may initiate a change in the examination schedule. Any changes must have prior approval of the Dean or designee. If natural elements intervene immediately before or during the administration of a scheduled examination (e.g., interruption of electrical service), the examination shall be rescheduled by the Course Director in coordination with the Associate Dean of Curriculum .

3.2.2 An effort will be made whenever possible to schedule examinations so there is minimal conflict with other courses.

3.3. Academic Counseling After Earned “D” and “F” Examination Scores

Any student who earns a “D” or “F” examination score shall contact the Course Director within five (5) college working days following notification of such scores for academic counseling in the course. Student compliance will weigh heavily in determining the possibility of course deficiency corrections.

3.4 Makeup Examinations

3.4.1 Permission to make up an examination is a privilege granted by the Associate Dean of Curriculum who retains the right to deny permission to make up an examination based on available evidence. Permission to

make up an examination will be communicated by the Associate Dean of Curriculum to the Course Director as soon as possible.

3.4.2 A student may be granted the privilege to take a makeup examination when the Associate Dean of Curriculum determines the student has a valid reason for missing a scheduled examination.

3.4.3 Requirements for being granted a makeup examination:

3.4.3.1 If a student anticipates an absence, the student shall submit to the Associate Dean of Curriculum, no later than two (2) working days before the examination date, a written (letter or OSU email) statement of the reason(s) for missing the examination and must request permission to take a makeup examination.

3.4.3.2 A student missing an examination for an unanticipated reason must submit to the Associate Dean of Curriculum a written (letter or OSU email) statement of reason(s) for missing the examination no later than twenty-four (24) hours after the examination and should request permission to make up the examination.

3.4.3.3 The Associate Dean of Curriculum may require a statement from the student's treating health care provider when a student requests permission to make up an examination due to illness.

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3.4.4 The Associate Dean of Curriculum is solely responsible for determining whether the reason(s) is/are valid and shall notify the student of the decision in writing (letter or OSU email). If permission is granted, the time, date, and location of the makeup exam will be stated in the writing. If permission is denied, the reasons for the denial will be stated in the writing.

3.4.5 The scheduling of the makeup examination will be the prerogative of the Associate Dean of Curriculum.

3.5 Final Examinations

No student will be exempt from taking a final examination. No final examination may be given early or late, except in unusual circumstances and with approval from the Associate Dean of Curriculum.

4.0 Grade Reports

Course grades for OMS-I and OMS-II courses are compiled after the end of each course by the Course Director. Within two weeks of the course ending, the Course

Director must report grades to the Chair of the ASC, the Associate Dean of Academic Affairs, the Associate Dean of Curriculum, and the Office of the Registrar. Course Directors must consistently report letter and percentage grades to the~~across all~~ OSU-COM ~~endorsed platforms~~ learning management system and ensure those grades are accessible to students and student advisors within the two-week deadline. Course grades for OMS-III and OMS-IV courses are specified in the Clerkship Rotation Handbook.

5.0 Correcting Grades Reported in Error

A Course Director who reports an incorrect grade to the Office of the Registrar must submit a grade change request form to the Office of the Registrar, which must be signed by the Associate Dean of Curriculum and the Associate Dean for Clinical Education. The Associate Dean of Curriculum must also sign grade change request forms due to remediation. In no case will a grade be lowered after a student has graduated.

6.0 Grade Appeals

A student may appeal a grade if the student believes the grade awarded is inconsistent with the announced grading policy. The student must follow the Grade Appeal Policy and Procedures available on the OSU-COM website (academic policy number COM2-0205a) when submitting an appeal. If the student has questions concerning the filing of an appeal, the student should contact the Associate Dean for Enrollment Management.

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7.0 Attendance Policy

Students shall attend each didactic course, including labs, in accordance with the attendance policy set forth in the course syllabus. Notwithstanding any absence, a student who misses class is responsible for knowing the subject materials presented during the student's absence. For clerkship rotations, students must abide by attendance requirements set forth in the *Clerkship ~~Rotation~~ Handbook*.

8.0 Correcting Academic Deficiencies

The opportunity to correct academic deficiencies is a privilege that must be earned by the student. Decisions regarding remedial work or corrective programs will be made on an individual basis after considering all pertinent information pertaining to the student's performance in a course or courses. Decisions will be made by the Dean or designee after receiving a recommendation from the ASC, and when appropriate, Deans, Course Directors, and the student involved.

Students who earn one or more "D" or "F" grades in a semester must meet with the ASC. The ASC will review the student's academic record and speak with the student to discuss factors that contributed to the student's unsatisfactory academic

performance. The ASC will then make a recommendation to the Dean or designee, who will decide what course of action to take.

No student can graduate from OSU-COM with a "D," "F," or "I" grade. Additionally, all "I" grades must be replaced in accordance with the policy described under *Section 1.1* of this Handbook.

The educational objectives for remedial coursework will be the same as the educational objectives for regular courses in the curriculum. However, different teaching methods and evaluation procedures may be used, and these methods may vary from course to course and department to department.

A student who completes a preclinical course may not take a leave of absence until the final grade is issued and, if the student earns a "D" or "F" grade in the course, the student has met with the ASC and received a letter from the Dean or designee with a decision regarding the course of action.

8.1 Remediation Guidelines – Preclinical

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Students earning one or more "D" or "F" grades are required to meet with the ASC prior to participating in course remediation. OMS-I and OMS-II students may attempt remediation in no more than six (6) total credit hours or no more than three courses in an academic year, and no more than ten (10) total credit hours in the preclinical years. The following table summarizes the ASC recommendation based on the number of hours with a "D" or "F" per academic year:~~Students earning one or more "D" or "F" grades are required to meet with the ASC prior to participating in course remediation.~~

ASC Recommendation per Academic Year

# of Credit Hours with a "D" or "F"	ASC Recommendation
> 0 to 6	Remediate failed course(s)
> 6 to 10	Repeat the year
> 10	Dismissal

8.1.1 Students earning "D" or "F" grades will meet with the ASC. The ASC's purpose will be to consider the student's academic record and any factors that contributed to the student's academic performance. Students will be given ample opportunity to explain their academic difficulties and the factors that led to their current academic situation. After meeting with the student, the ASC ~~will~~ may recommend any~~one~~ of the following to the Dean or designee:

8.1.1.1 The student be placed on probation.

8.1.1.2 The student remediate the course or courses.

The ASC may recommend this option for a student if the student can demonstrate extenuating circumstances that affected their academic performance. This option allows the student to remediate the course or courses in which they earned a "D" or "F" grade. Policies regarding course remediation are described later in this section.

8.1.1.3 The student repeat the year.

This option allows the student to return to OSU-COM with the following class to repeat the entire curriculum for the year in which the academic deficiencies occurred. When a student repeats the year, the student will repeat all courses (failed and passed courses). Course waivers are not permitted.

Repeating students must adhere to academic standards set forth in their probation as delineated in this Handbook and by the Dean or designee in consultation with the ASC. Because this is the student's second opportunity to participate in the curriculum, and because of previous academic difficulties, all students who are required to repeat a year will be placed on probation. Probationary status may be lifted following the successful completion of the repeated year; h. ~~H~~However, continued adherence to the Terms of ~~p~~Probation ~~requirements~~ is mandatory until the student passes the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1. ~~until they have passed the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1~~. When a student is required to repeat an academic year, the student will be dismissed if the student earns a "D" or "F" grade in any course that the student previously earned a "D" or "F" grade. Additionally, the student will be dismissed if the student earns a "D" or "F" grade in more than one course after beginning the repeated year. Only in extenuating circumstances will there be any exceptions to this policy.

8.1.1.4 The student be dismissed from OSU-COM.

Exceeding the allowed number of credit hours/courses with "D" or "F" grades results in dismissal from OSU-COM (i.e., more than ~~six (6) total credit hours or more than three courses in an academic year, or more than~~ ten (10) total credit hours in the preclinical years).

Once dismissed from OSU-COM, a student can return to OSU-COM only by repeating the entire admissions process. There is

DRAFT

no guarantee that the student will be re-admitted. It is expected that a student who wishes to reapply will seek to improve her/his ability to satisfactorily compete in OSU-COM's academic environment.

8.1.1.5 Other actions it deems appropriate based on the circumstances.

8.1.2 If the Dean or designee decides a student shall remediate, the ~~ASC will request the Course Director to provide a written plan and timeframe for remediation for the student~~Course Director shall provide a written plan and timeframe for remediation to the Associate Dean of Curriculum. ~~The Course Director shall determine the form and time of remedial work. Remedial work may take the form of a single examination or set of examinations under the direction of the Course Director.~~ The written plan and timeline for remediation will be sent from the Course Director to the Associate Dean of Curriculum within one week of receipt of the letter from the ASC. After the Associate Dean of Curriculum approves the written plan and timeline for remediation, the Course Director will communicate that information in writing to the student.

DRAFT

8.1.3 Unless otherwise specified by the Dean or designee, OMS-I students must complete summer remedial assignments by July 15, and OMS-II students must complete remedial assignments before July 15 and before taking the Comprehensive Osteopathic Medical Licensing Examination ("COMLEX") Level 1.

8.1.4 The Course Director of a subsequent course will recommend whether a student who earned a "D" or "F" grade in a prerequisite or in one of a series of courses will be allowed to take the subsequent course before remediating the prior course deficiency. The approval must be written (letter or OSU email) and submitted to the ASC, which will consider the recommendation and make its own recommendation to the Dean or designee. The Dean or designee will make the final decision regarding the recommendation.

8.1.5 Students must earn a "C" grade or better when remediating a "D" or "F" grade. A "C" grade will be the highest final grade recorded for courses the student successfully remediates. The highest percentage submitted for remedial coursework will be 70.00%, regardless of the actual percentage attained during remediation.

8.1.6 Students who are unsuccessful in remediating a "D" or "F" grade are subject to dismissal.

8.2 Remediation Guidelines – Clinical

A student who earns a "F" grade in a clerkship rotation will be referred to ASC, which will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the clerkship rotation. If the Dean decides remediation is appropriate, the Dean or designee may consult with the Course Director, Associate Dean for Clinical Education, and/or the ASC to decide what remediation shall take place and communicate that to the student. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation.

OMS-III and OMS-IV students may attempt remediation in no more than two (2) clerkship rotations. OMS-III and OMS-IV students who earn more than two (2) "F" grades will be dismissed from OSU-COM, but a student may be dismissed after only one "F" grade. Any student who earns an "F" grade in a remediated clerkship rotation will be dismissed from OSU-COM.

Clerkship rotation deficiencies may be remediated by one of the following:

8.2.1 Repeat a portion or section(s) of a clerkship rotation (this may be done at the original site or a new site if deemed necessary by the Course Director and/or the ASC); or

8.2.2 Repeat the entire clerkship rotation (this may be done at the original site or at a new site if deemed necessary by the Course Director and/or the ASC).

DRAFT

A student who receives an "I" grade will not be permitted to begin the next clerkship rotation following the issuance of the "I" grade until the deficiency is removed or a plan for completion is in place.

9.0 Academic Dishonesty and Misconduct

9.1 Academic Dishonesty

9.1.1 Academic dishonesty is prohibited at OSU-COM.

9.1.2 Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. It includes, but is not necessarily limited to, the following types of cases:

9.1.2.1 Plagiarism

Plagiarism is t~~T~~he representation of ~~someone else's~~ ideas ~~as if they~~that are not one's own. Where the ~~arguments~~content, data, designs, etc.~~,~~ of ~~someone else~~a source other than oneself,~~—~~ including ~~generative~~ the use of Artificial Intelligence~~—~~, ~~–~~are

being used in a paper, report, oral presentation, or ~~similar~~ other academic ~~project~~effort, this fact must be made explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one's own work. For instance, it would be plagiarism to credit someone else with the content of only one paragraph in a paper, when in fact one is borrowing two pages of the paper from this source. One must not suppose that only verbatim copying requires crediting. Paraphrasing someone else's ideas is still using someone else's ideas and must be acknowledged. Students should refer to course syllabi for additional Artificial Intelligence requirements.

9.1.2.2 Unauthorized Collaboration on Out-of-Class Projects

The representation of work as solely one's own when in fact it is the result of a joint effort.

9.1.2.3 Cheating on In-Class Examinations or Evaluations

The covert gathering of information from other students, the use of unauthorized notes and/or aids, recording examination items, etc. It is the responsibility of the Course Director to make clear what aids, if any, are authorized for use during an examination or evaluation.

DRAFT

9.1.2.4 Unauthorized Advance Access to an Exam

The representation of materials prepared at leisure, as a result of unauthorized advance access (however obtained), as if it were prepared under the rigors of the exam setting. This misrepresentation is dishonest, even if there are no compounding factors such as unauthorized use of books or notes. (Note: Access to an exam given in a previous semester and routinely returned to a previous student is not unauthorized access. Nor is it unauthorized access for a student to discuss an exam taken by a student in an earlier section. It is the obligation of the Course Director to ensure that such access does not become an unfair advantage for some students.)

9.1.2.5 Fraudulent Alteration or Misrepresentation of Transcripts, Clinical Evaluation Forms, or Other Academic Documents

Alterations of graded papers, research data, course withdrawal slips, falsifying and altering clinical evaluation forms, or any

other academic material to receive undeserved credit or advantage.

9.1.2.6 Known Cooperation with Another Person in an Academically Dishonest Undertaking

Failure by a student to prevent misuse of his/her work by others. Care must be taken that exam answers are not seen by others, that term papers or projects are not plagiarized or otherwise misused by others, etc. Even passive cooperation in a dishonest enterprise is unacceptable. This must not, however, be understood to require that a student inform on another student. That is, a student must actively protect his/her own work, but he/she is not obliged to report cheating or attempted cheating to anyone.

9.1.2.7 Misuse of Patient Data or Breach of Patient Confidentiality

9.2 Academic Misconduct

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9.2.1 Academic Misconduct is prohibited at OSU-COM. Academic misconduct is academically unacceptable behavior that is distinguished from academic dishonesty in that the intent to obtain undeserved intellectual credit or advantage by fraudulent means is absent. Misconduct includes, but is not necessarily limited, to the following types of cases:

9.2.1.1 Failure to observe the rules governing the conduct of examinations or evaluations through ignorance, carelessness, preoccupation, or psychological stress. Examples could include bringing study notes into a closed-book examination but without the intent or act of consulting them during the examination or evaluation, failure to stop when time is called at the end of an examination or evaluation, etc.

9.2.1.2 Failure to observe strict requirements for the proper identification and citation of courses and supporting ideas in reports and essays. Examples could include inadvertently incomplete or erroneous attribution of ideas to bibliographically identifiable sources, etc.

9.2.1.3 Excessive reliance upon and borrowing of the ideas and work of others in a group effort. Examples could include uncritical acceptance of calculations, perhaps erroneous, in joint laboratory reports in which it is understood that the reports will be prepared jointly, etc.

9.3 Procedures for Alleging Academic Dishonesty or Misconduct

9.3.1 An allegation(s) of academic dishonesty or misconduct may come from faculty, staff, or students.

9.3.1.1 Course Director

9.3.1.1.1 In instances where the Course Director believes a student engaged in academic dishonesty or misconduct, the following procedures shall be used.

9.3.1.1.2 The Course Director shall discuss the situation as soon as possible with the student, explaining the allegation of either dishonesty or misconduct, the reasons for it, and shall give the student the opportunity to respond to the allegation.

9.3.1.1.3 After the student has had an opportunity to respond to the allegation, if the Course Director believes the student engaged in academic dishonesty or misconduct, the Course Director should refer the case to the ASC for review. The Course Director should communicate to the student the disciplinary action(s) the Course Director will recommend to the ASC.

DRAFT

9.3.1.1.4 Other faculty members who are participating in a course, such as in team-taught courses or clinical faculty on clerkship rotations and/or teaching assistants, are also expected to participate in an appropriate way in assessing any recommendations of penalties for misconduct or dishonesty. In no case should a faculty member base an allegation of academic dishonesty or misconduct on an allegation by a single student that cannot be corroborated by other evidence. When an allegation of academic dishonesty or misconduct is alleged by two or more students, the Course Director may take action, including:

9.3.1.1.4.1 Deferring resolution of the matter to the Peer Review Committee; and/or

9.3.1.1.4.2 Issuing a Non-Cognitive Grade.

9.3.1.2 Other Faculty and Staff

9.3.1.2.1 Faculty and staff who reasonably believe a student engaged in academic dishonesty or misconduct shall send the allegation in writing to the Associate Dean of Curriculum or the Associate Dean for Enrollment Management. The Associate Dean of Curriculum or the Associate Dean for Enrollment Management will review the allegation, conduct an investigation of the allegation, and refer the matter to the ASC if there is reasonable evidence to support the claim.

9.3.1.3 Students

9.3.1.3.1 A student who reasonably believes another student engaged in academic dishonesty or misconduct shall discuss the matter with the Course Director and send the allegation in writing to the chair of the Peer Review Committee. The Peer Review Committee shall review the matter in accordance with the Student Handbook and draft a report including recommendations for any discipline it deems appropriate. The Peer Review Committee shall send said report to the Associate Dean for Enrollment Management, who shall forward the report to the ASC for review.

DRAFT

9.4 **ASC Review of Allegation of Academic Dishonesty or Misconduct**

9.4.1 Burden of Proof for Allegations of Academic Dishonesty: In the case of an academic dishonesty allegation which is disputed by the student, the burden of proof rests with the Course Director to demonstrate by clear and convincing evidence that the alleged act(s) of academic dishonesty occurred. Clear and convincing evidence is a level of proof, which may be said to be midway between preponderance of the evidence and beyond reasonable doubt.

9.4.2 Evidentiary Materials Supporting Allegations of Academic Dishonesty

9.4.2.1 In most circumstances, evidence supporting the faculty member's assertion of academic dishonesty should be presented in the form of documentary evidence and/or corroborating testimony from other OSU-COM faculty, administration, staff, or students.

9.4.2.2 Only in instances in which no other supporting evidence is available should other students in a class be utilized to testify in support of an allegation of academic dishonesty.

9.4.2.3 Because the student accused of academic dishonesty has the right to cross-examine the witnesses against him/her, written statements by persons not present at the ASC meeting normally will not be considered by the ASC. If a majority of the ASC concludes that such written statements are necessary, the record of the meeting shall include the reasons for the conclusion.

9.4.2.4 Examples of documentary evidence found acceptable in past cases include:

9.4.2.4.1 Examination papers with identical or highly similar answers, particularly when the answer on one or both examinations is incorrect, and when the faculty member can demonstrate that the papers were produced by students seated in close proximity to one another during an examination;

9.4.2.4.2 Written work submitted by the student in which plagiarism is charged when the faculty member can produce the original source(s) from which the work is alleged to have been taken;

9.4.2.4.3 Improper source materials such as notes taken from a student during the course of an examination for which no such notes were allowed; and

9.4.2.4.4 Text materials improperly in possession of a student during the examination.

In these situations, the documentary evidence should be retained by the faculty member. It strengthens the faculty member's case to have another witness to the presence of improper materials during the examination, particularly if there is a dispute as to the presence of the materials.

9.4.2.5 Academic dishonesty requires intent to deceive. The fact that intent is a state of mind rather than an externally observable phenomenon does not present insuperable evidential difficulties. A person's actions in context can provide clear and convincing evidence of his/her intentions.

9.4.3 The examples listed above in no way may be taken to be an exhaustive list of the types of documentary evidence that may be submitted to the ASC; rather, they are provided by way of illustration.

9.4.4 Burden of Proof and Procedures for Allegations of Academic Misconduct: In the case of an academic misconduct allegation, the

DRAFT

burden of proof rests with the Course Director, to demonstrate by clear and convincing evidence that the alleged act(s) of academic dishonesty occurred. Clear and convincing evidence is a level of proof, which may be said to be midway between preponderance of the evidence and beyond reasonable doubt.

9.4.5 The ASC shall review the alleged instance of academic dishonesty or misconduct and determine whether they believe the Course Director met the required burden of proof. The ASC will also recommend disciplinary action, if any, to the Dean or designee for final decision and implementation. As part of the review, the ASC will meet with the student subject to the review, and may interview or consult with the faculty, staff, or student who reported the conduct, the Associate Dean for Enrollment Management, and any other individual who may have relevant information or advice. The ASC may request documentation from the student subject to review or from any other person consulted by the ASC.

9.4.6 During the review process for academic dishonesty or misconduct, the student has the right to:

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9.4.6.1 Written notice of the alleged violation(s);

9.4.6.2 An explanation of the academic dishonesty and misconduct process upon request;

9.4.6.3 Have no violation assumed;

9.4.6.4 A timely meeting with the ASC, including an opportunity to be heard;

9.4.6.5 Have access to the information and documents to be presented at the ASC meeting in advance;

9.4.6.6 Ask questions the ASC deems relevant to any participant or witness present, either directly or indirectly;

9.4.6.7 Present material witnesses with firsthand knowledge of the incident. The student is responsible for contacting and arranging for the attendance of their own witnesses in all cases; and

9.4.6.8 Receive a written notification of the outcome of the process.

9.4.7 After its review, the ASC may recommend any one or more of the following to the Dean or designee:

9.4.7.1 Take no further action;

9.4.7.2 Require the student to complete a substitute assignment, examination, course, or clerkship rotation;

9.4.7.3 Award a grade of "Zero" or "F" for the assignment, examination, or clerkship rotation;

9.4.7.4 Award a reduced grade for the assignment, examination, course, or clerkship rotation;

9.4.7.5 Assign a "N" grade;

9.4.7.6 Decline to assign a "N" grade;

9.4.7.7 Counsel the student regarding the consequences of engaging in further acts of academic dishonesty or misconduct;

9.4.7.8 Suggest voluntary actions be taken by the student to avoid recurrences of the problem;

9.4.7.9 Place the student on academic probation with or without a requirement to successfully complete specific remedial activities within a specified period of time;

9.4.7.10 Suspend the student;

9.4.7.11 Report the "N" grade to the Registrar for record keeping;

9.4.7.12 Report the "N" grade on the student's transcript and/or Medical Student Performance Evaluation ("MSPE");

9.4.7.13 Dismiss the student from OSU-COM; and/or

9.4.7.14 Under special circumstances, take other actions appropriate to the nature of the student's inappropriate conduct.

9.4.8 Appeal

A student found to have engaged in academic dishonesty or misconduct shall have the right of due process and appeal as delineated in the Appeal Policy. No disciplinary action may be carried out while a case is being appealed nor may the student who has been found to have committed

DRAFT

academic dishonesty or misconduct withdraw from the course while the accusation is pending. The deadline for filing appeals is no later than six (6) weeks from the date of the letter from the Dean or Designee.

The grounds on which a student may base an appeal under this section include:

9.4.8.1 A failure to follow policies and procedures included and/or referenced herein that affected the outcome of the matter;

9.4.8.2 New evidence that was not reasonably available at the time the ASC recommendation was made that could affect the outcome of the matter; or

9.4.8.3 The Dean or an ASC member had a conflict of interest or bias against the student that affected the outcome of the matter.

9.5 Appeals Process

9.5.1 The Academic Appeals Board (AAB) is authorized by the Dean or designee to review academic appeals as well as appeals of alleged academic dishonesty and misconduct. The student must follow the Appeal Policy and Procedures available on the OSU-COM website for submitting an appeal. If the student has questions concerning the filing of an appeal, the student should contact the Associate Dean for Enrollment Management for information on how to file an appeal.

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10.0 Policies Concerning Promotion, Probation, and Dismissal

10.1 General Provisions

Normal progression through the curriculum requires that there be no "D," "F," or "I" grades. Achievement of this standard in each academic year is therefore required for promotion to the next academic year. This standard must also be met before OMS-III students can begin clerkship rotations and OMS-IV students can graduate.

The academic standards for successful completion of each course and clerkship rotation are determined by the Course Director. The student has the primary responsibility for acquiring knowledge and clinical proficiency, and for meeting the academic standards set for each course and clerkship rotation. OSU-COM does not guarantee that any student will achieve any level of academic accomplishment.

The ASC will review each student's academic progress throughout each year. Review of students' progress by the ASC is necessary to ensure that students meet the minimum OSU-COM standards.

10.2 Promotion

Promotion is defined as progression from one academic year to the next.

10.2.1 A student will be recommended for promotion to the Dean or designee by the ASC.

10.2.2 A student will not be recommended for promotion if they have academic deficiencies or "D," "F," or "I" grades.

10.2.3 A student may not be promoted to the third year of study without passing the COMLEX Level 1. As some exam results are not available until after the start of the third year, OMS-II students will receive provisional promotion to the third year to allow for third year ~~non-patient-facing~~ clerkship rotations to begin. Upon receipt of a passing COMLEX Level 1 score, a student will be formally promoted to the OMS-III year and may begin patient-facing clerkship rotations. In limited circumstances, students who take COMLEX Level 1 prior to Transition Week may not receive a score prior to beginning clerkship rotations. In those cases, the Dean or designee may approve an exception to this policy to allow such students to begin one patient-facing clerkship rotation prior to receiving their COMLEX Level 1 scores.

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10.3 Probation

Probation represents an official sanction by OSU-COM for unacceptable academic or non-cognitive standard performance. Probation is a period of time during which the student's progress will be closely monitored by the Office of Academic Success, the ASC, and the Dean or designee.

A student placed on probation will be notified in writing by the Dean or designee and the reasons will be stated. The notification will be delivered to the student by U.S. mail or email. Copies of the letter will be placed in the student's permanent file and distributed to the Chair of the ASC. The Dean or designee will determine the duration of probation.

10.3.1 Terms of Probation

A student on probation will not be allowed to participate in extra-curricular activities, including university-sponsored activities, wellness activities, continuing education, and/or professional extracurricular activities more than three (3) hours per week. A student on probation will not be allowed to participate in student government or student clubs in any leadership/officer or organizational role~~, or in extracurricular activities that require additional time for the duration of the probation~~.

~~Exceptions are attendance~~Students on probation are allowed to attend ~~at local health fairs or related~~ activities that are course requirements (such as attendance in externships for tracks of study) and activities that take place entirely outside the student's period of enrollment during the academic year (such as summer research). Attendance at other activities is subject to approval from the Dean or designee.

OMS-I and OMS-II students on probation must follow the *Terms of Probation* and the *Probation Protocol* as developed by the Office of Academic Success (https://medicine.okstate.edu/site-files/documents/com/policy-terms-of-probation.pdf and https://medicine.okstate.edu/site-files/documents/com/probation-protocol.pdf, respectively). The student will meet with his/her faculty advisor or the Course Director, if needed, on a monthly basis.

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

10.3.1.1 Earning a "D" grade in any course;

10.3.1.2 Earning an "F" grade in a course or clerkship rotation;

10.3.1.3 Earning an "N" grade;

10.3.1.4 Failing COMLEX Level 1 or Level 2-CE;

10.3.1.5 Failing the Capstone Objective Structured Clinical Examination (OSCE); and/or

10.3.1.6 A student may be placed on probation for other academic or non-cognitive performance the Dean or designee deems deficient.

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10.4 Failure to Comply with Conditions of Probation

10.4.1 If it is determined that any of the conditions of probation have not been met by a student, an "N," non-cognitive grade, can be issued by the ASC in consultation with other parties as deemed necessary by the ASC.

10.4.2 Students who fail to comply with the conditions of probation will meet with the ASC for determination of further action.

10.4.3 For students receiving Veterans Administration (VA) benefits, the Registrar's Office will promptly notify the VA upon determination that a student fails to meet any of the conditions of probation (including, but not limited, to remediation guidelines), and VA benefits will be terminated if so determined by the VA.

10.5 Removal from Probation

A student will be removed from probation if and when the student satisfies all conditions of probation.

10.6 Dismissal

The ASC may recommend dismissal of a student from OSU-COM for any of the following reasons:

10.6.1 Earning a "D" grade in more than one course;

10.6.2 Earning a "F" grade in one or more courses or clerkship rotations;

10.6.3 Earning a "F" grade while on probation;

10.6.4 Earning an "N" grade;

10.6.5 Demonstrating unethical or unprofessional behavior;

10.6.6 Meeting criteria for being placed on probation more than once;

10.6.7 Failure to satisfy conditions of probation; and/or

10.6.8. For any other reason specified in this Handbook

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11.0 Policies Concerning National Board of Osteopathic Medical Examiners (NBOME)

All students must follow the NBOME requirements listed in this Handbook. In the case of failure of any of the NBOME examinations, the student must follow the course of action delineated by the Dean or designee. The course of action is mailed to the student by U.S. mail or email as soon as reasonably possible after meeting with the ASC.

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

Passing the COMLEX Level 1 is required for full promotion to the OMS-III year. Students who do not pass the COMLEX Level 1 are only provisionally promoted until they pass the examination.

11.1.1 The Office of Academic Success will conduct an academic performance review to assess each student's overall academic performance following a timed and proctored school-administered COMSAE in April. The

Office of Academic Success will review pre-clinical academic data, including, but not limited to, course grades, class rank, and COMSAE performance. Based on these variables, students who are determined to be at high risk of not passing COMLEX Level 1 must meet with the ASC.

Based upon a review of the student's pre-clinical academic record and COMSAE performance, the ASC will make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations the ASC can make include, but are not limited to:

11.1.1.1 The student be placed on probation;

11.1.1.2 The student engages in a structured study plan in coordination with the Office of Academic Success;

11.1.1.3 The student enrolls in and completes –an external board preparation course;

11.1.1.4 The student takes a leave of absence from OSU-COM; and/or

11.1.1.5 The student be dismissed.

11.1.2 Students will not be allowed to take COMLEX Level 1 if they meet any of the following criteria:

11.1.2.1 The student failed to successfully remediate a failed course(s).

11.1.2.2 The student was referred to ASC by the Office of Academic Success for being at significant risk of failing COMLEX Level 1, and the student has not completed the requirements from the Dean.

11.1.2.3 The student has failed to achieve a threshold score on a COMSAE as determined by the Office of Academic Success.

11.1.2.3.1 Students who do not achieve the threshold score on the April COMSAE will be given one attempt at the COMSAE per month (with the exception of either May or June, depending on the year as determined by the Associate Dean of Curriculum, in which they are allowed two attempts) until October of the same calendar year (unless an attempt would result in a score being returned after the completion of clerkship rotation 4).

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11.1.2.4 The student is on a leave of absence for medical reasons.

11.1.3 Students who receive a passing COMLEX Level 1 score prior to the start of clerkship rotation 1 may begin a patient-facing clerkship rotation for clerkship rotation 1. Students who have not received a passing COMLEX Level 1 score, but who have sat for a COMLEX Level 1 prior to the start of clerkship rotation 1, may begin a maximum of two (2) non-patient-facing clerkship rotations (Research and/or Wellness I elective clerkship rotation). In limited circumstances, students who take COMLEX Level 1 prior to Transition Week may not receive a score prior to beginning clerkship rotations. In those cases, the Dean or designee may approve an exception to this policy to allow such students to begin one patient-facing clerkship rotation prior to receiving their COMLEX Level 1 scores.

Students who have not received a passing COMLEX Level 1 score and who have not sat for a COMLEX Level 1 prior to the start of clerkship rotation 1 may begin a maximum of two (2) non-patient-facing clerkship rotations (Study or Wellness I elective clinical rotation for clerkship rotation 1 with the option of a Research elective clerkship rotation for clerkship rotation 2 if the student has sat for COMLEX Level 1 prior to the start of clerkship rotation 2).

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11.1.4 Any student who has not received a passing COMLEX Level 1 score by the end of clerkship rotation 2 may request a leave of absence for a maximum of two clerkship rotation blocks (through the end of clerkship rotation 4). If the student elects to request a leave of absence, the student may only reenroll in OSU-COM after the student has passed COMLEX Level 1. Any student who has not received a passing COMLEX Level 1 score before the end of clerkship rotation 4 will be dismissed from OSU-COM. Because students must receive a passing COMLEX Level 1 score before the end of clerkship rotation 4, they must be mindful of when they will receive their COMLEX Level 1 results based on the examination date for which they register. Students are solely responsible for ensuring they receive their COMLEX Level 1 results before the end of clerkship rotation 4.

11.1.5 Students who fail a COMLEX will be required to meet with the ASC and be placed on probation. This requirement applies to any failure of COMLEX Level 1 or Level 2-CE (i.e., first, second, or third failure). The ASC will review the student's academic record and speak with the student to discuss the factors that contributed to failing COMLEX. The ASC will then make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations the ASC can make include, but are not limited to:

11.1.5.1 The student be placed on probation;

11.1.5.2 The student engages in a structured study plan in coordination with the Office of Academic Success;

11.1.5.3 The student enrolls in and completes an external board preparation course;

11.1.5.4 The student takes a leave of absence from OSU-COM; and/or

11.1.5.5 The student be dismissed.

11.1.6 A student may have no more than three attempts at COMLEX Level 1 or three attempts at Level 2-CE. A student may have no more than five cumulative attempts across COMLEX Level 1 and Level 2-CE. A student who does not pass COMLEX Level 1 or Level 2-CE within the maximum number of attempts will be dismissed from OSU-COM. A student is not entitled to reach the maximum number of attempts before the ASC and/or the Dean or designee may take action, up to and including dismissal.

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11.2 Clinical Comprehensive Osteopathic Medical Achievement Test (COMAT)

A Clinical COMAT is given following required clerkship rotations. Students must pass each COMAT with a minimum standard score of 90 to pass the clerkship rotation.

11.2.1 If a student does not pass the COMAT, the Course Director for the clerkship rotation must contact the student within 10 days of being notified of the student's failure. The Course Director will schedule a meeting with the student to discuss the results of the COMAT and plan for formal remediation.

11.2.2 Within two weeks of receiving a notice of a student failing a COMAT, the Course Director will submit to the Associate Dean of Clinical Education and the Associate Dean of Curriculum the details of the student's formal remediation process, which shall include plans on scheduling to re-take the COMAT.

11.2.3 Any student who receives a failing grade on any COMAT after receipt of a failing grade on a prior COMAT must meet with the ASC (the COMATs may be associated with different clinical rotations). The ASC will forward a recommended corrective action to the Dean or designee for decision and implementation.

11.2.4 Each student must pass each Clinical COMAT with a minimum standard score of 90 before taking COMLEX Level 2-CE, unless the Dean or designee grants an exception upon a student's request. The only exception to this policy is for the Emergency Medicine (EM) COMAT: Students who have not completed their EM rotation before taking the COMLEX Level 2-CE do not need to pass the EM COMAT before they may take the COMLEX Level 2-CE.

11.3 Comprehensive Osteopathic Medical Licensing Examination Level 2 – Cognitive Evaluation (COMLEX Level 2-CE)

Passing Comprehensive Osteopathic Medical Licensing Examination Level 2 – Cognitive Evaluation (COMLEX Level 2-CE) is required for graduation. Before taking COMLEX Level 2-CE, a student must demonstrate a minimum score as determined by the Office of Academic Success on a timed and proctored school-administered Level 2 COMSAE.

11.3.1 A student may have no more than three attempts at COMLEX Level 1 and three attempts at Level 2-CE. A student may have no more than five cumulative attempts across COMLEX Level 1 and Level 2-CE. A student who does not pass COMLEX Level 1 or Level 2-CE within the maximum number of attempts will be dismissed from OSU-COM. A student is not entitled to reach the maximum number of attempts before the ASC and/or the Dean or designee may take action, up to and including dismissal.

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11.3.2 Students who fail a COMLEX must meet with the ASC. This requirement applies to any failure of any COMLEX Level 1 or Level 2-CE. The ASC will then make a recommendation to the Dean or designee, who will determine what course of action to take. The recommendations that the ASC can make include, but are not limited to:

11.3.2.1 The student be placed on probation;

11.3.2.2 The student engages in a structured study plan in coordination with the Office of Academic Success;

11.3.2.3 The student takes a leave of absence from OSU-COM;

11.3.2.4 The student enrolls in and completes an external board preparation course; and/or

11.3.2.5 The student be dismissed.

11.3.3 A student who has failed COMLEX Level 2-CE cannot retake COMLEX Level 2-CE until approved by the Office of Academic Success.

11.3.4 A student who has not received a passing COMLEX Level 2-CE score by December 31 of the student's OMS-IV year may be dismissed from OSU-COM. Students not scheduled to graduate by May of the OMS-IV year may receive a different deadline as recommended by ASC in consultation with other parties it deems relevant. The Dean or designee may adopt or reject the ASC's recommendation.

12.0 Policies Concerning the Objective Structured Comprehensive Examination (OSCE)

12.1 OSCE Summary

The OSCE is a summative assessment of clinical skills to determine a student's readiness for graduation and residency training. Students will take a ~~Practice OSCE and a~~ Capstone OSCE in the OMS-III year.

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~~12.2 Practice OSCE~~

~~If a student fails the fall Practice OSCE, the student will be required to complete additional preparation and training as directed by the OSCE Course Director prior to being allowed to take the Spring Capstone OSCE.~~

12.2~~3~~ Capstone OSCE

Passing the Capstone OSCE is required for graduation (see *Section 14.0: Requirements for Graduation*). If a student fails the Capstone OSCE, the student will be referred to the ASC, which will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the OSCE. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation. The recommendations that the ASC can make include, but are not limited to:

12.3.1 The student be placed on probation;

12.3.2 The student complete remediation as directed by the Course Director;

12.3.3 The student take a leave of absence from OSU-COM; and/or

12.3.4 The student be dismissed from OSU-COM.

12.34 Repeated Capstone OSCE Failures

If a student is allowed to remediate, successfully passes remediation, and fails the Capstone OSCE again, the student will be referred to the ASC. The ASC will review and send a recommendation to the Dean or designee regarding whether the student should be permitted to remediate the OSCE again. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation. The recommendations that the ASC can make include, but are not limited to:

12.4.1 The student be placed on probation;

12.4.2 The student complete remediation as directed by the Course Director;

12.4.3 The student take a leave of absence from OSU-COM; and/or

12.4.4 The student be dismissed from OSU-COM.

If a student becomes off-cycle prior to completing the Capstone OSCE, the student must successfully pass the Practice OSCE and Capstone OSCE before the student will be promoted to the fourth year.

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13.0 Suspension and Interim Suspension

13.1 Suspension

Suspension is a forced absence from OSU-COM. It is a temporary solution imposed by the Dean or designee when a student is having an academic, professional, or personal situation that requires additional time for OSU-COM to gather information concerning this matter. The student is not allowed to attend classes or clerkship rotations until the suspension is removed.

13.2 Interim Suspension

In cases where a student's acts and/or omissions are reasonably believed to jeopardize a person's health and/or safety, the Dean or designee, in consultation with the President of OSU-COM, or designee, may suspend a student for the period of time required to allow a thorough investigation and an opportunity for a hearing. Students who are so suspended are not permitted on campus or in college buildings, facilities, or to physically participate in activities at any time for any reason during the period of the interim suspension, unless otherwise permitted in writing by the Dean or designee.

14.0 Requirements for Graduation

14.1 General Provisions

A Doctor of Osteopathic Medicine (D.O.) student shall have no more than six (6) years following matriculation to complete the requirements for graduation. The Dean or designee, in consultation with the ASC, the Registrar, and the Associate Dean for Enrollment Management, will ensure that each qualified D.O. student completes the D.O. degree within 150% of the standard time to achieve the degree (six years following matriculation). Students in a dual degree program may be granted additional time to complete all D.O. degree requirements. Requests for additional time must be approved by the Dean or designee. A student who has satisfactorily completed all academic requirements and who has been recommended by OSU-COM faculty may be awarded the D.O. degree, provided the student has:

14.1.1 No un-remediated "D," or "F" grades, and no grades of "I;"

14.1.2 Passed all clerkship rotations;

14.1.3 Passed the Capstone OSCE;

14.1.4 Complied with all legal and financial requirements of OSU-COM;

14.1.5 Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine;

14.1.6 Demonstrated acceptable competence in the knowledge, skills, and attitudes required of an osteopathic physician;

14.1.7 Passed COMLEX Level 1 and Level 2-CE;

14.1.8 Been recommended for graduation by the appropriate OSU-COM bodies;

14.1.9 Attended the commencement ceremony (only in unusual circumstances, and with prior approval of the Dean or designee, will a degree be awarded in absentia); and

14.1.10 Met the graduation requirements listed in the Catalog.

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Request Ratification of Three Interim Approval Requests

Ratification from the Board is requested for the following Interim Approval Requests. Each of the Interim Approval Requests complies with Board Policy 3.03:

a. Ratification of Interim Approval received from the Board CEO on July 3, 2025. Ratification is requested for the draft position announcement and description for Senior Vice President and Chief Operating Officer for the OSU System to be posted and to allow the search and screening committee and the executive search consultant to begin seeking nominations and contacting prospective candidates.

b. Ratification of Interim Approval received from the Board CEO on July 3, 2025. Ratification is requested to post the position announcement and description for Dean of the College of Veterinary Medicine vacancy and allow the search and screening committee and the executive search consultant to begin seeking nominations and contacting prospective candidates.

c. Ratification of Interim Approval received from the Board CEO on August 5, 2025. Ratification is requested to allow the Vice President for Student Affairs candidate, Dr. Brent Marsh, to begin their role promptly to ensure their daughter is enrolled in school by August 14th and allow the University to move forward with key student-focused initiatives and provide necessary leadership for the beginning of the Fall semester. Dr. Marsh's compensation will be a 12-month administrative appointment with an annual salary of $240,000 and will include an annual automobile allowance of $16,500. Additionally, there will be an amount not to exceed $20,000 available by the Division of Student Affairs for moving expenses.

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Oklahoma State University-Stillwater

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Delaying action on this appointment could hinder the university's ability to effectively manage critical operational functions that support student success, campus safety, and institutional continuity. Without immediate leadership in place, decision-making on key issues, such as emergency preparedness, legislative advocacy, infrastructure planning, and data-driven institutional strategy, could be delayed or disrupted. Given the SVP/COO's broad oversight of essential services, it would be imprudent to leave this position vacant until the next Board meeting, as doing so could jeopardize the university's ability to meet its strategic and operational objectives.

☑ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

The SVP/COO oversees operational areas with significant economic impact, including Facilities Management, Human Resources, Information Technology, and Institutional Research and Analytics. Delaying this appointment could disrupt oversight of multimillion-dollar capital projects, infrastructure improvements, and strategic resource allocation critical to campus operations. Immediate leadership is necessary to ensure responsible stewardship of institutional resources, avoid costly delays, and maintain operational efficiency. Waiting until the next Board meeting could expose the university to financial risk and operational inefficiencies affecting both short- and long-term institutional priorities.

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Interim approval is requested for the draft position announcement and description for Senior Vice President and Chief Operating Officer for the OSU System to be posted and to allow the search/screening committee and the executive search consultant to begin seeking nominations and contacting prospective candidates as soon as possible.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ N/A

4. Identify the fund or funds to be used in covering the cost stated above. N/A

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

(Optional) Signature of Requesting Administrator	(Required) Signature of President
Date	07/02/2025 Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-07-03 16:14 UTC

Signature of the Chief Executive Officer or
his designated representative

Date

Position Title: Senior Vice President and Chief Operating Officer for the OSU System
Reports To: OSU President
FLSA Status: Exempt
Position Type: Full-time, Executive Leadership

Position Summary
The Senior Vice President and Chief Operating Officer (SVP/COO) serves as a key member of the President's executive leadership team and plays a critical role in advancing Oklahoma State University's land-grant mission of teaching, research, and extension. This position provides strategic leadership and operational oversight for essential university functions that support the institution's academic mission, Stillwater and branch campus operations, and community engagement initiatives.

The SVP/COO will lead and coordinate multiple operational divisions while ensuring alignment with OSU's strategic priorities, land-grant values, and commitment to excellence in higher education. This role requires a visionary leader who can effectively manage complex organizational structures, foster collaboration across diverse functional areas, and drive operational excellence in support of student success and institutional advancement.

The SVP/COO is a strategic leader who articulates and executes long-term institutional goals while maintaining a strong grasp of day-to-day operations. This leader will demonstrate exceptional operational acumen, with a proven ability to manage complex challenges, optimize resources, and align operations with OSU system priorities. A commitment to ethical leadership is essential, ensuring transparency, integrity, and principled decision-making across all professional activities.

Equally important is the ability to lead through collaboration and change. The successful candidate will have a track record of working effectively with diverse stakeholders, including faculty, staff, students, board members, and external partners, to foster a culture of shared purpose and commitment to institutional goals. Outstanding verbal and written communication skills are required to engage and inspire varied audiences, build consensus, and drive institutional progress.

Key Responsibilities

- Serve as a senior advisor to the President on operational matters, strategic planning, and institutional priorities
- Provide executive leadership for assigned operational areas, ensuring alignment with university mission and strategic goals across the OSU system
- Lead cross-functional initiatives that span multiple operational divisions
- Represent the university in external relationships with government officials, community leaders, and professional organizations

- Participate in university-wide strategic planning and policy development processes
- Support OSU/A&M System institution collaboration and coordinate partnership and efficiency opportunities

The SVP/COO will provide direct oversight and leadership for the following operational areas:

Human Resources: Oversee Human Resources strategy including recruitment, retention, compensation, and development. Ensure compliance with federal and state employment laws and university policies. Support faculty and staff development programs.

Facilities Management: Provide strategic oversight for campus facilities planning, maintenance, and construction. Ensure facilities support academic programs, research, and student life. Oversee campus master plan, capital projects and infrastructure improvements.

Long-range Planning: Lead institutional planning processes supporting OSU's land-grant mission. Coordinate with OSU leadership on operational planning. Develop planning frameworks for future needs and opportunities. Ensures quality of services provided and progress toward institutional goals.

Legislative Affairs: Manage university relationships with state and federal legislators. Monitor legislative developments impacting higher education. Coordinate institutional advocacy efforts and policy positions. Represent OSU interests in legislative processes.

Ombudsman Services: Ensure effective ombudsman services for conflict resolution. Promote fair treatment of concerns raised. Coordinate president’s office grievance and institutional concern processes.

President's Office Staff: Provide operational oversight for executive administrative functions. Ensure effective coordination of presidential activities. Support external engagement. Manage executive administrative processes and protocols.

Institutional Research and Analytics (IRA): Oversee institutional research, data analytics, and assessment. Ensure data-driven decision making across all areas. Support accreditation and compliance reporting. Promote evidence-based planning and continuous improvement.

Information Technology: Oversight of university Information Technology strategy and operations. Ensure technology infrastructure supports needs across the OSU System. Promote digital innovation and technological advancement. Coordinate technology planning with operational requirements.

Police and Campus Safety: Oversee campus law enforcement and public safety operations. Ensure comprehensive emergency preparedness and response. Promote safe and secure campus environment. Coordinate with local, state, and federal agencies.

Parking and Transit Services: Provide oversight for campus parking, transportation, and transit operations. Develop policies that balance access, sustainability, and campus

development needs. Coordinate parking services with campus planning initiatives.

Required Qualifications
Education: Master's degree; Degree in higher education administration, business administration, public administration, or related field preferred

Experience: Minimum 15 years of progressive leadership experience in higher education administration or equivalent complex organizational setting. Demonstrated experience managing multiple operational areas and diverse functional teams. Proven track record of strategic planning and institutional development. Experience with budget management, financial oversight, and resource allocation. Knowledge of higher education governance, regulations, and best practices.

Working Conditions and Physical Requirements: Standard office environment with evening and weekend work required. Regular travel within the state and occasional national travel for professional development and institutional representation. Ability to attend university events, meetings, and functions as required. Physical ability to navigate campus facilities and attend various university locations.

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Oklahoma State University-Stillwater

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Delaying action on this appointment could significantly hinder the College of Veterinary Medicine's ability to move forward on time-sensitive initiatives, including the design and development of the new Animal Teaching Hospital, recruitment of faculty and students, and securing external funding critical to the College's operations and growth. The Dean plays a key role in overseeing clinical services, research, outreach programs, and budget management, all essential to maintaining the College's accreditation, public service commitments, and strategic objectives. Given the scope and complexity of these responsibilities, it would be imprudent to leave the position vacant until the next Board meeting, as doing so could disrupt academic, clinical, and operational progress.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Interim approval is requested for the position announcement and description for Dean of the College of veterinary Medicine to allow the vacancy to be posted and to allow the search/screening committee and the executive search consultant to begin seeking nominations and contacting prospective candidates as soon as possible.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ N/A

4. Identify the fund or funds to be used in covering the cost stated above. N/A

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

(Optional) Signature of Requesting Administrator	(Required) Signature of President
Date	07/02/2025 Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-07-03 16:14 UTC
Signature of the Chief Executive Officer or
his designated representative

Date

POSITION DESCRIPTION

TITLE

Dean of the College of Veterinary Medicine, Oklahoma State University

RESPONSIBILITIES AND AUTHORITY

Under the direction of the President and the Provost/Senior Vice President of the University, the Dean is the chief administrative officer of the College and works regularly both with vice presidents to whom the President and Provost may delegate certain responsibilities and with the deans of the other colleges. Major functions include formulating and implementing administrative and educational policies affecting the College, establishing and overseeing the organizational structure, developing and allocating resources, and representing the College in relevant on- and off-campus matters. The Dean serves as head of the Center for Veterinary Health Sciences which encompasses graduate programs as well as the Animal Teaching Hospital. The Dean also serves as a member of the OSU Veterinary Medicine Authority, a state public trust providing funding for the College of Veterinary Medicine.

The Dean has the ultimate responsibility for all activities within the College and has commensurate authority for performing the duties of the office. While appropriate duties and proportionate authority may be delegated to others, the Dean may neither delegate nor relinquish responsibility for results.

MAJOR RESPONSIBILITIES

Because modern veterinary colleges operate at the intersection of academic excellence, public health, agricultural economics, industry innovation, and policy development, this position requires a leader who can navigate complex stakeholder relationships while effectively communicating veterinary medicine's critical value to diverse audiences—from prospective faculty and students to state legislators and industry partners to media representatives and national organizations.

The leader must provide thoughtful, ethical, visionary, and collaborative leadership and communications in relationships with people--individuals and groups, both internally and externally.

A. Duties Related to General Administration

1. Provide input and direction in the design, development and construction of a new Animal Teaching Hospital.
2. Develops long- and short-range plans and objectives for the College along with necessary policies and programs for achieving those objectives.
3. Establishes faculty and staff requirements for the instructional, research, and outreach programs for the College, and oversees faculty and staff development programs.
4. Devotes significant personal efforts promoting external relations and allocates time and effort necessary to obtain substantial external funding to enhance the College.

5. Selects department heads and directors and approves recommendations for faculty and staff employment, promotion, salary adjustment, and termination, although typically such personnel action recommendations are subject to final approval by the Provost, President and the Board of Regents
6. Prepares salary and non-salary budgets for instruction, research, and outreach activities within the College, allocates funds to each function, and monitors the use of such funds.
7. Assures that accurate fiscal records are maintained relative to all grants and contracts and to the apportionment and expenditure of such funds.
8. Seeks grants, contracts, and donations from extramural sources for the improvement of the programs within the College.
9. Serves as a voting member of the OSU Veterinary Medicine Authority to direct funding for the support of the College of Veterinary Medicine and the Animal Teaching Hospital.

B. Duties Related to Instruction, Research, and Outreach

1. Directs the supervision and coordination of basic science and clinical instruction and of research, outreach, and public service activities including the Oklahoma Animal Disease Diagnostic Laboratory (OADDL) within the College.
2. Reviews and approves policies and programs relative to instructional, research, outreach, and public service activities within the College, including the OADDL.
3. Promotes and encourages faculty scholarship, and faculty and staff professional development designed to enhance the quality of instruction, scholarship and research in areas related to the mission of the University and of the College, and to improve the quality of outreach and public service, including the OADDL.
4. Promotes and has a solid understanding of the importance of providing specialty services in the veterinary medical hospital, how faculty specialists enhance clinic-based student instruction and intern/resident training, and how those specialty services and faculty specialists serve to engender regional veterinarians as referring clients to help support the hospital's teaching, service, and research missions through patient referrals.

C. Duties Related to Public Advocacy and Institutional Reputation

1. Represents the College and the University by participating in the activities of appropriate professional, technical, and civic organizations.
2. Represents the College and the University in discussion of those public issues which are related to expertise found within the College.
3. Positions the College among top-tier veterinary programs through strategic initiatives and thought leadership
4. Develops diversified funding streams through industry partnerships, federal grants, and philanthropic support
5. Competes nationally for distinguished faculty and exceptional students
6. Forges relationships with industry leaders, government agencies, and peer institutions
7. Articulates veterinary medicine's role in Oklahoma's economic development and public health infrastructure

QUALIFICATIONS

A. Demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with faculty, staff, students, alumni, and leaders in government, business, industry, and other educational agencies and institutions.

B. An earned Doctor of Veterinary Medicine degree is required with a demonstrated record of clinical practice in both large and small animal settings.

C. Demonstrated ability to inspire others to more effective and creative performance, to relate to people, to manage funds, to generate resources for use by the College, and to delegate responsibilities and authority generously and wisely.

D. Several years of administrative experience either as an administrator with major responsibilities for a program in veterinary medical education or in the management of a medium-to-large clinical practice.

E. A willingness and an ability to take responsible risks and to make decisions, sometimes prior to the acquisition of complete information.

F. Demonstrated ability to lead a fundraising campaign and attract and manage external funds in cooperation with the OSU Foundation.

G. A willingness and ability to interact with rural constituency groups, including but not limited to, rural legislators, rural veterinarians, agricultural advocacy groups, alumni and industry representatives.

PROFESSIONAL IMPROVEMENT

The Dean of the College should pursue a course of action designed to improve his/her performance. Such activity should include participation in state, regional, and national professional groups; engagement and/or consultation with colleagues in other educational and professional enterprises related to the established mission of the College of Veterinary Medicine.

SALARY: Commensurate with qualifications.

BEGINNING DATE: As soon as possible following acceptance of position.

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Oklahoma State University

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Given that the start of the Fall semster is iminent, delaying the start date for the Vice President for Student Affairs until the next Board of Regents meeting could deter the timely achievement of critical institutional goals. Interim approval is necessary to allow the candidate to begin their role promptly, as their daughter must be enrolled in school by August 14. Ensuring a smooth relocation for the family and an on-time start for the VP will allow the University to move forward with key student-focused initiatives and provide stable leadership during a crucial time.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

This action is requested to ensure the candidate's daughter can be enrolled in school by August 14 and to provide necessary leadership in place ahead of the fall semester.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 240,000

4. Identify the fund or funds to be used in covering the cost stated above. _____

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

James D. Hess Digitally signed by James D. Hess Date: 2025.08.05 10:55:22 -05'00'

(Optional) Signature of Requesting Administrator

(Required) Signature of President

Date

August 5, 2025

Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-08-08 19:40 UTC

Signature of the Chief Executive Officer or his designated representative

Date

OFFICE OF THE
PRESIDENT

August 4, 2025

Dr. Brent A. Marsh
209 Forest Glen Drive
Oxford, MS 38655

Dear Dr. Marsh,

I am very pleased with the response we received from the campus constituencies involved in your interview process. You are the clear choice for Vice President for Student Affairs, and I am pleased to extend an invitation for you to join the leadership team at Oklahoma State University, subject to approval by the OSU/A&M Board of Regents at their September meeting.

As a follow-up to our discussions, this will be a 12-month administrative appointment with an annual salary of $240,000 ($20,000/month) and will include an annual automobile allowance of $16,500 ($1,375/month).

This appointment will be effective on or about September 1, 2025, through further notice as long as duties, responsibilities and expected outcomes of this administrative assignment remain mutually beneficial to all parties and ensure the success of the Division of Student Affairs. Finally, this appointment is subject to your ability to furnish appropriate documentation in accordance with federal and state labor laws and is contingent upon the results of the background screening and verification of academic credentials as required by OSU.

In addition to the above salary and benefits, the Division of Student Affairs will pay for the move of your household from Oxford, Mississippi, to Stillwater in an amount not to exceed $20,000. There are two available options to receive the moving allowance. The first option is through the OSU payroll system, with payment made within 60 days of the start date and after you have been added as an employee in the OSU payroll system. The stipend is taxed at the flat rate in effect when paid. The second option available allows direct payment to an institutionally established contract moving company[1]. Taxes will be applied as a noncash benefit and will be taxed based on the W4 information on file when added to the payroll records and can be distributed over the remaining months of the calendar year. Regardless of the option chosen, this is a taxable benefit, and your tax professional should be contacted when considering the best option for you. Please contact Shawna Goodwin (405-744-5328) for more information and to confirm which option you prefer.

[1] The move of your household furnishings does not include animals, vehicles, boats, trailers, farm equipment, and related equipment. The contract for moving your household will be bid by the OSU Purchasing Office. Should the bid exceed the amount stated, your department will be given the opportunity to modify the amount. Should the bid be less than the amount stated, OSU will be responsible for the lesser amount only.

107 Whitehurst | Stillwater, OK | 74078-1015 osupres@okstate.edu | O 405-744-6384 | F 405-744-6285

As a full-time employee, you are eligible for enrollment in a full benefits package, and you will have up to 30 days from the date of hire to make enrollment decisions. OSU provides generous subsidies to employee health care coverage. For more information regarding your options and premiums, please review information at https://hr.okstate.edu/benefits/health-insurance.html. OSU also provides basic life insurance. Employees are responsible for any remaining premiums and for voluntary programs, such as long-term disability, dental, vision, or supplemental life, in which you wish to participate. Also, as we strive to become America's healthiest campus, OSU provides free access for full-time employees to the Colvin and Wellness fitness centers. You will receive 22 days of annual leave and 22 days of sick leave per year.

You will have 30 days from your hire date to make a one-time irrevocable election to join either the Oklahoma Teachers Retirement System (OTRS) or the OSU Alternate Retirement Plan (ARP). If no election is made, new employees are default enrolled in OTRS. Information will be provided during the benefits enrollment meeting to assist with the decision concerning which retirement plan would best meet your retirement needs. Benefits are described on the OSU Human Resources webpage at https://hr.okstate.edu/benefits/benefit-overview.html, and questions can be clarified by calling OSU Benefits at 405-744-5449 or by email at osu-benefits@okstate.edu. OSU reserves the right to change benefits at any time.

Qualified employees with an FTE of 0.75 or greater who have dependents attending OSU will be eligible for a tuition waiver. The years of eligibility for the waiver are five years, and for those students who are enrolled in five-year degree programs, eligibility is six years. Details for this program can be found on the OSU Human Resources site.

Again, I am excited to have you join the OSU leadership team and look forward to receiving written acceptance of the terms outlined in this letter.

Sincerely,

James D. Hess
President

I hereby accept the offer this 4th day of August, 2025.

Brent A. Marsh

Candidate name – Dr. Brent A. Marsh

JOB DESCRIPTION

TITLE:	**PROVOST & SENIOR ADMINISTRATOR**	*OCCUPATIONAL CODE:*	**5076**
DEPARTMENT:	**Academic Affairs**	*POSITION NUMBER:*	**120214**
CLASSIFICATION:	**Executive**	*FLSA DESIGNATION:*	**Exempt**
REPORTS TO:	**OSU President and OSU-Stillwater Provost and Senior Vice President**	*PAY GRADE:*	

GENERAL SUMMARY:
The Provost & Senior Administrator reports directly to the OSU President and to the OSU-Stillwater Provost and Senior Vice President for Academic Affairs and provides academic and administrative leadership and direction for all units and personnel. Oversees all credit and noncredit offerings of OSUIT at all sites and through all delivery modalities. Directly supervises Vice President of Operations, Vice President for Student Services, Vice Provost, Registrar, non-credit programs, and all academic deans. Ensures courses and programs offered are consistent with the strategy of the OSU System.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

<u>Administrative & Organizational</u>

- Provides academic leadership for the organization and development of college readiness initiatives.
- Ensures the effective application of faculty and academic staff resources to meeting student educational needs and OSU System priorities.
- Responsible for overseeing the assigned workloads of academic personnel, including the approval and assignment of adjunct faculty.
- Organizes professional development for faculty to include new academic innovations.
- Ensures that faculty and academic staff provide effective educational advising for all degree-seeking students.
- Responsible for all administrative and operational functions of the institution.

<u>Investigative & Strategic</u>

- Ensures full commitment and collaboration in achieving the university's mission, vision and strategic initiatives.
- Responsible for academic program and curriculum development and evaluation.
- Ensures the assessment of student learning, including the use of data for meaningful improvements.
- Oversees the development of proposals and new programs of study and provides campus-wide leadership on academic-related issues.

<u>Coordination & Communication</u>

- Ensures the academic offerings are consistent with OSU System priorities.
- Oversees the development of the University's catalog.
- Ensures the relevance of educational programs to community needs through effective use of industry advisors and advisory boards.
- Provides leadership for the Academic Council.
- Serves as a member of the President's Cabinet and the Administrative Council.
- Coordinates efforts with other academic affairs leaders within the OSU System, including helping facilitate smooth transfer experiences within the system.
- Maintains communication with the Oklahoma State Regents of Higher Education staff.

- Provides leadership and direction for the creation of program-specific articulation agreements with state, regional and national colleges and universities.
- Serves as a liaison to external constituencies, including other educational organizations, employers, community organizations, and others as assigned.

Procedural & Compliance

- Oversees the development and management of the Academic Affairs budget.
- Responsible for the fulfillment of academic reporting requirements.
- Responsible for academic accreditation, including the research and compiling of required institutional information and documentation.
- Responsible for the development, interpretation and clarification of academic policies and procedures and compliance with them.
- Provides oversight of the academic appeals process and is responsible for granting exceptions to university academic policy when justified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- Earned doctoral degree from an accredited university.

Experience:

- Evidences a history of demonstrating ethical and professional behavior.
- Five or more years of progressive managerial leadership in higher education at the dean level or higher at an institute of higher education with technical programs.
- Five or more years of teaching experience in a higher education environment.
- Experience in serving as a productive liaison with internal and external postsecondary constituencies at multiple levels.
- Experience in academic program development and evaluation preferred.
- Specialized and regional accreditation experience preferred.

Skills and Abilities:

- Demonstrated ability to plan and organize complex programs and processes, ensuring high standards for curriculum and instruction.
- Demonstrated ability to effectively engage area communities and leaders and represent the campus at community and professional events.
- Ability to learn and work within the policies of the State Regents, OSU System, and institution related to student admission, placement, retention, academic records, and credential completion.
- Knowledge of and experience in working with educational technologies.
- An understanding of the character and mission of land-grant colleges and universities.
- Strong understanding of qualitative and quantitative research, data analysis, budgets, and reporting.

Communication Skills:

- Must demonstrate excellent oral and written communication skills.

- Must possess excellent interpersonal skills with the ability to effectively recognize and resolve conflict.

Licensure/Certification:
- Valid Oklahoma driver's license.

Working Conditions:
- Ability to work some evenings and weekends.
- Expected to live within the community.
- Travel required.
- Normal office physical environment, ability to lift up to 25 pounds.

DISCLAIMER:
The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PUBLIC RELATIONS:
Important attributes of any employee of OSU Institute of Technology, along with the official performance of duties, are professional appearance and positive public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative and to act in a manner which will earn the respect of co-workers and students. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

PERSONNEL ACTIONS
in compliance with
Board Policies 3.01, 3.02, and 3.03
September 12, 2025
OKLAHOMA STATE UNIVERSITY

CONTENTS

ALPHABETICAL INDEX OF INDIVIDUALS

ALPHABETICAL INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

PERSONNEL ACTIONS

- Appointment
- Change
- Sabbatical
- Correction
- Separation/Retirement - For Information Only

OSU/A&M Board of Regents' approval is sought for the following personnel actions except for separation, retirement and death which are included as information items only.

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Aichele, Clint	Engineering, Architecture and Technology	51
Bai, He	Engineering, Architecture and Technology	94
Bikkina, Prem	Engineering, Architecture and Technology	52
Borland, Jennifer	Arts and Sciences	40
Bowker, Codi	Health Sciences	20
Bratton, Alan	Athletics	64
Cast, Keithen	Health Sciences	21
Cast, Nina	Health Sciences	22
Chen, Xuewei	Education and Human Sciences	87
Chinn, Mari	Agriculture	39
Clinefelter, Terry	OSU - Oklahoma City	96
Coker, Rafe	Health Sciences	23
Collins, Terry	Engineering, Architecture and Technology	60
Dekaib-Myers, Courtney	Agriculture	5
Depperschmidt, Chad	Education and Human Sciences	47
Dickey, Thomas	Arts and Sciences	83
Dobhal, Shefali	Agriculture	4
Emberts, Zachary	Arts and Sciences	78
Fahlenkamp, Heather	Engineering, Architecture and Technology	53
Feng, Yu	Engineering, Architecture and Technology	54
Finnegan, Michael	Agriculture	2
Fisher, Carrie	Education and Human Sciences	12
Goodrich, Will	Health Sciences	24
Guiping, Hu	Engineering, Architecture and Technology	92
Hanks, Reuel	Arts and Sciences	81
Hawkins, Ty	Arts and Sciences	10
Haygood, Christopher	Arts and Sciences	42
Hays-Grudo, Jennifer	Health Sciences	99
Herron, Jamie	OSU - Oklahoma City	97
Hessman, Tanner	Health Sciences	25
Howard, Cody	Arts and Sciences	79
Hubbs, Joseph	Agriculture	1
Hunt, Devon	Arts and Sciences	85
Jackson, Nichole	Education and Human Sciences	13
Jasper, Kristin	Institute of Technology - Okmulgee	70
Johnson, Sarah	Business	44
Jones, Richard	Arts and Sciences	8
Kendall, Tracy	Education and Human Sciences	46
King, Jerrod	Health Sciences	26
Kurtz, Herlinda	Education and Human Sciences	14
Kuwitzky, Chris	Administration and Finance	69
Lawrence, Justin	Business	45
Lawson, Bradley	Business	73
Lewis, Bobbi Kay	Arts and Sciences	72

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Li, Joshua	Engineering, Architecture and Technology	58
Liu, Haotian	Engineering, Architecture and Technology	17
Liu, Tieming	Engineering, Architecture and Technology	61
Luo, Xiao	Business	86
Malek, Amy	Academic Affairs	95
Marsh, Brent	Student Affairs	19
McCann, Mindy	Arts and Sciences	43
McCool, Emily	Veterinary Medicine	63
McCoy, Randi	OSU - Oklahoma City	98
McCubbin, Kelly	Education and Human Sciences	49
Miao, Zhuqi	Business	11
Miller, Jason	Education and Human Sciences	15
Mishra, Debakanta	Engineering, Architecture and Technology	91
Moder, Carol	Arts and Sciences	80
Money, Mike	Health Sciences	27
Moore, Allison	Health Sciences	28
Moore, Kathryn	Education and Human Sciences	16
Morris, Chloe	Education and Human Sciences	90
Nazmy, Hebatalla	Education and Human Sciences	88
Nehles, Henner	Athletics	65
Nguyen, Chi	Agriculture	6
Ortiz, Heather	Institute of Technology - Okmulgee	71
Osen, Daelor	Health Sciences	29
Phillips, John	Engineering, Architecture and Technology	50
Radonjic, Mileva	Engineering, Architecture and Technology	55
Ramirez, Jenny	Arts and Sciences	7
Ramsey, Jason	General University	18
Ramsey, Joshua	Engineering, Architecture and Technology	56
Rickleman, Jean	Arts and Sciences	84
Riggs, Alex	Health Sciences	30
Russell, Rylan	Health Sciences	31
Sasser, David	Health Sciences	32
Shah, Jindal	Engineering, Architecture and Technology	57
Sheng, Weihua	Engineering, Architecture and Technology	59
Sherier, Allison	Health Sciences	37
Spitler, Jeffrey	Engineering, Architecture and Technology	62
Stallings, Landon	Health Sciences	38
Stansberry, Susan	Education and Human Sciences	75
Stevens, Lucille	Health Sciences	33
Tao, Willie	Business	74
Taylor, Dustin	Athletics	66
Towner, Mary	Arts and Sciences	41
Tucker, Emily	Education and Human Sciences	48
Ukstins, Ingrid	Arts and Sciences	9

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Various Coaches	Athletics	67
Vogler, Jane	Education and Human Sciences	76
Wang, Lizhi	Engineering, Architecture and Technology	93
Weber, Rebecca	Library	77
Wood, Donald	Arts and Sciences	82
Wylie, William	Health Sciences	34
Young, Annie	Athletics	68
Young, Kurtis	Health Sciences	35
Yu, Yanan	Education and Human Sciences	89
Zeikind, Garrett	Health Sciences	36
Zeng, Zhiwei	Agriculture	3

ALPHABETIC INDEX OF INDIVIDUALS WITHIN COLLEGE/DIVISION

Name	Action
AGRICULTURE	
Chinn, Mari	39
Dekaib-Myers, Courtney	5
Dobhal, Shefali	4
Finnegan, Michael	2
Hubbs, Joseph	1
Nguyen, Chi	6
Zeng, Zhiwei	3
ARTS AND SCIENCES	
Borland, Jennifer	40
Dickey, Thomas	83
Emberts, Zachary	78
Hanks, Reuel	81
Hawkins, Ty	10
Haygood, Christopher	42
Howard, Cody	79
Hunt, Devon	85
Jones, Richard	8
Lewis, Bobbi Kay	72
McCann, Mindy	43
Moder, Carol	80
Ramirez, Jenny	7
Rickleman, Jean	84
Towner, Mary	41
Ukstins, Ingrid	9
Wood, Donald	82
BUSINESS	
Johnson, Sarah	44
Lawrence, Justin	45
Lawson, Bradley	73
Luo, Xiao	86
Miao, Zhuqi	11
Tao, Willie	74
EDUCATION AND HUMAN SCIENCES	
Chen, Xuewei	87
Depperschmidt, Chad	47
Fisher, Carrie	12
Jackson, Nichole	13
Kendall, Tracy	46
Kurtz, Herlinda	14
McCubbin, Kelly	49
Miller, Jason	15
Moore, Kathryn	16

ALPHABETIC INDEX OF INDIVIDUALS WITHIN COLLEGE/DIVISION

Name	Action
Morris, Chloe	90
Nazmy, Hebatalla	88
Stansberry, Susan	75
Tucker, Emily	48
Vogler, Jane	76
Yu, Yanan	89
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	
Aichele, Clint	51
Bai, He	94
Bikkina, Prem	52
Collins, Terry	60
Fahlenkamp, Heather	53
Feng, Yu	54
Guiping, Hu	92
Li, Joshua	58
Liu, Haotian	17
Liu, Tieming	61
Mishra, Debakanta	91
Phillips, John	50
Radonjic, Mileva	55
Ramsey, Joshua	56
Shah, Jindal	57
Sheng, Weihua	59
Spitler, Jeffrey	62
Wang, Lizhi	93
VETERINARY MEDICINE	
McCool, Emily	63
LIBRARY	
Weber, Rebecca	77
ACADEMIC AFFAIRS	
Malek, Amy	95
GENERAL UNIVERSITY	
Ramsey, Jason	18
ATHLETICS	
Bratton, Alan	64
Nehles, Henner	65
Taylor, Dustin	66
Various Coaches	67
Young, Annie	68
ADMINISTRATION AND FINANCE	
Kuwitzky, Chris	69

ALPHABETIC INDEX OF INDIVIDUALS WITHIN COLLEGE/DIVISION

Name	Action
STUDENT AFFAIRS	
Marsh, Brent	19
INSTITUTE OF TECHNOLOGY - OKMULGEE	
Jasper, Kristin	70
Ortiz, Heather	71
OSU - OKLAHOMA CITY	
Clinefelter, Terry	96
Herron, Jamie	97
McCoy, Randi	98
HEALTH SCIENCES	
Bowker, Codi	20
Cast, Keithen	21
Cast, Nina	22
Coker, Rafe	23
Goodrich, Will	24
Hays-Grudo, Jennifer	99
Hessman, Tanner	25
King, Jerrod	26
Money, Mike	27
Moore, Allison	28
Osen, Daelor	29
Riggs, Alex	30
Russell, Rylan	31
Sasser, David	32
Sherier, Allison	37
Stallings, Landon	38
Stevens, Lucille	33
Wylie, William	34
Young, Kurtis	35
Zeikind, Garrett	36

New Appointment

	Effective Dates			Action
AGRICULTURE AGRICULTURAL ECONOMICS				
Hubbs, Joseph Assistant Professor	9/30/2025	5/31/2029	11 mths	1
AGRICULTURE AGRICULTURAL ED, COMM & LEADERSHIP				
Finnegan, Michael Teaching Associate Professor	9/13/2025	5/31/2029	9 mths	2
AGRICULTURE BIOSYSTEMS/AGRICULTURAL ENGINEERING				
Zeng, Zhiwei Associate Professor	12/31/2025	5/31/2031	11 mths	3
AGRICULTURE ENTOMOLOGY & PLANT PATHOLOGY				
Dobhal, Shefali Assistant Professor	9/13/2025	5/31/2029	11 mths	4
AGRICULTURE HORTICUL & LANDSCP ARCHITECTURE				
Dekaib-Myers, Courtney Assistant Extension Specialist	9/1/2025	5/31/2028	11 mths	5
Nguyen, Chi Assistant Professor	9/30/2025	5/31/2029	11 mths	6
ARTS AND SCIENCES ART, GRAPHIC DESIGN & ART HISTORY				
Ramirez, Jenny Teaching Associate Professor	9/1/2025	5/31/2028	9 mths	7
ARTS AND SCIENCES BIOLOGY				
Jones, Richard Teaching Assistant Professor	8/7/2025	5/31/2028	9 mths	8

New Appointment

	Effective Dates		Pay Rate		Action
ARTS AND SCIENCES GEOLOGY					
Ukstins, Ingrid	6/30/2025		$209,704	11 mths	9
Professor, Department Head, Chair					
Appointed to Professor of Geology conferring tenure, Department Head through 06/30/30, and Boone Pickens Legacy Endowed Chair in Geoscience through 06/30/28.					
ARTS AND SCIENCES OFFICE OF THE DEAN					
Hawkins, Ty	7/31/2025		$162,000	12 mths	10
Professor, Associate Dean					
Appointed to Associate Dean for Academic Programs and Professor of English conferring tenure.					
BUSINESS MANAGEMENT SCIENCE & INFO SYSTEMS					
Miao, Zhuqi	8/1/2025	5/1/2029	$129,600	9 mths	11
Assistant Professor, Health Data Science Program Manager					
EDUCATION AND HUMAN SCIENCES COM HLTH SCI, COUN & COUNSELING PSYC					
Fisher, Carrie	8/4/2025	5/31/2028		9 mths	12
Clinical Assistant Professor					
Jackson, Nichole	8/4/2025	5/31/2029		9 mths	13
Assistant Professor					
Kurtz, Herlinda	8/4/2025	5/31/2028		9 mths	14
Clinical Assistant Professor					
EDUCATION AND HUMAN SCIENCES KINESIOLOGY, APPLIED HEALTH & REC					
Miller, Jason		5/31/2027			15
Teaching Assistant Professor					
Contract extension for one additional year.					
EDUCATION AND HUMAN SCIENCES TEACHING, LEARNING & EDU SCIENCES					
Moore, Kathryn	8/4/2025	5/31/2029		9 mths	16
Assistant Professor					

New Appointment

	Effective Dates		Pay Rate		Action
ENGINEERING, ARCHITECTURE AND TECHNOLOGY MECHANICAL & AEROSPACE ENGR					
Liu, Haotian Assistant Professor	7/31/2025	4/30/2029		9 mths	17
GENERAL UNIVERSITY OFFICE OF PRESIDENT					
Ramsey, Jason Senior Vice President, Chief Operating Officer for the OSU System Compensation includes an annual $16,500 car stipend.	10/1/2025		$400,000		18
STUDENT AFFAIRS STUDENT AFFAIRS					
Marsh, Brent Vice President of Student Affairs Compensation includes an annual $16,500 car stipend and up to $20,000 for moving expenses.	9/2/2025		$240,000		19
HEALTH SCIENCES EMERGENCY MEDICINE					
Bowker, Codi Clinical Assistant Professor	7/31/2025			12 mths	20
Cast, Keithen Clinical Assistant Professor	9/30/2025			12 mths	21
Cast, Nina Clinical Assistant Professor	9/30/2025			12 mths	22
Coker, Rafe Clinical Assistant Professor	9/30/2025			12 mths	23
Goodrich, Will Clinical Assistant Professor	9/30/2025			12 mths	24
Hessman, Tanner Clinical Assistant Professor	7/31/2025			12 mths	25
King, Jerrod Clinical Assistant Professor	10/31/2025			12 mths	26

New Appointment

	Effective Dates		Action
Money, Mike Clinical Assistant Professor	9/30/2025	12 mths	27
Moore, Allison Clinical Assistant Professor	9/30/2025	12 mths	28
Osen, Daelor Clinical Assistant Professor	8/31/2025	12 mths	29
Riggs, Alex Clinical Assistant Professor	9/30/2025	12 mths	30
Russell, Rylan Clinical Assistant Professor	7/31/2025	12 mths	31
Sasser, David Clinical Assistant Professor	9/30/2025	12 mths	32
Stevens, Lucille Clinical Assistant Professor	7/31/2025	12 mths	33
Wylie, William Clinical Assistant Professor	8/31/2025	12 mths	34
Young, Kurtis Clinical Assistant Professor	7/31/2025	12 mths	35
Zeikind, Garrett Clinical Assistant Professor	9/30/2025	12 mths	36
HEALTH SCIENCES PHARMACOLOGY AND PHYSIOLOGY			
Sherier, Allison Clinical Assistant Professor of Biochemistry and Microbiology	6/30/2025	12 mths	37
HEALTH SCIENCES SURGERY			
Stallings, Landon Clinical Assistant Professor	7/31/2025	12 mths	38

Change in Appointment

	Effective Date			Action
AGRICULTURE BIOSYSTEMS/AGRICULTURAL ENGINEERING				
Chinn, Mari	9/15/2025	6/30/2028		39
Professor, Professorship				
Reappointment to the AT&T Professorship in Engineering.				
ARTS AND SCIENCES ART, GRAPHIC DESIGN & ART HISTORY				
Borland, Jennifer	9/15/2025		9 mths	40
Professor, Director, Professor				
Appointment to Fae Rawdon Norris Professorship in Humanities.				
ARTS AND SCIENCES BIOLOGY				
Towner, Mary	9/15/2025	6/30/2028	9 mths	41
Associate Professor, Professorship				
Appointment to the Edward E. Bartlett Endowed Professorship of Pedagogy in Integrative Biology.				
ARTS AND SCIENCES MUSIC				
Haygood, Christopher	9/15/2025	6/30/2028	9 mths	42
Professor, Professorship				
Appointment to the Douglas E. Burns and Nickie J. Burns Endowed Professorship in Choral Music.				
ARTS AND SCIENCES STATISTICS				
McCann, Mindy	7/1/2025	6/30/2028		43
Professor, Department Head				
Reappointment to Department Head.				
BUSINESS ACCOUNTING				
Johnson, Sarah	9/15/2025	6/30/2028	11 mths	44
Assistant Dean for Undergraduate Learning and Instructor of Professional Practice				
Reappointment to Assistant Dean for Undergraduate Learning.				
BUSINESS MARKETING & INTERNATIONAL BUSINESS				
Lawrence, Justin	9/15/2025	6/30/2030	11 mths	45
Department Head, Associate Professor, and Chair				
Appointment to department head and Noble Foundation Chair in Marketing Stategy.				

Change in Appointment

	Effective Date		Action
EDUCATION AND HUMAN SCIENCES	**COM HLTH SCI, COUN & COUNSELING PSYC**		
Kendall, Tracy		5/31/2027	46
Clinical Assitant Professor			
Contract extension for one additional year.			
EDUCATION AND HUMAN SCIENCES	**EDU FOUND, LEADERSHIP & AVIATION**		
Depperschmidt, Chad	7/1/2025		47
Professor			
Change is administrative position.			
EDUCATION AND HUMAN SCIENCES	**HUMAN DEVELOPMENT & FAMILY SCIENCE**		
Tucker, Emily		9/1/2025	48
Teaching Assistant Professor			
Title change from Assistant Professor of Professional Practice to Teaching Assistant Professor.			
EDUCATION AND HUMAN SCIENCES	**KINESIOLOGY, APPLIED HEALTH & REC**		
McCubbin, Kelly		5/31/2027	49
Teaching Assistant Professor			
Contract extension for one additional year.			
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**ARCHITECTURE**		
Phillips, John	9/15/2025	6/30/2028	50
Professor, Professorship			
Appointment to the Dean's Professorship.			
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**CHEMICAL ENGINEERING**		
Aichele, Clint	9/15/2025	6/30/2028	51
Professor, Chair			
Reappointment to the Lew Ward Chair in Petroleum Engineering.			
Bikkina, Prem	9/15/2025	6/30/2028	52
Professor, Chair			
Reappointment to the Harold Courson Chair in Petroleum Engineering.			

Change in Appointment

	Effective Date		Pay Rate From	To	Action
Fahlenkamp, Heather	9/15/2025	6/30/2028			53
Professor, Head, Chair					
Reappointment to the Edward Bartlett Chair in Chemical Engineering.					
Feng, Yu	9/15/2025	6/30/2028			54
Associate Professor, Professorship					
Appointment to the Dean's Professorship					
Radonjic, Mileva	9/15/2025	6/30/2028			55
Professor, Chair					
Reappointment to the Samson Investment Chair in Petroleum Engineering.					
Ramsey, Joshua	9/15/2025	6/30/2028			56
Professor, Professorship					
Reappointment to the Robert N. Maddox Professorship in Chemical Engineering.					
Shah, Jindal	9/15/2025	6/30/2028			57
Professor, Chair					
Appointment to the Anadarko Petroleum Chair in Chemical Engineering.					
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**CIVIL & ENVIRONMENTAL ENGINEERING**				
Li, Joshua	9/15/2025	6/30/2028			58
Associate Professor, Professorship					
Reappointment to the Williams Foundation Professorship in Civil Engineering.					
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**ELECTRICAL & COMPUTER ENGR**				
Sheng, Weihua	9/15/2028	6/30/2028			59
Professor, Professorship					
Appointment to the Earl and Carolyn Gimp Professorship in Electrical and Computer Engineering.					
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**INDUSTRIAL ENGR & MANAGEMENT**				
Collins, Terry	8/12/2025	7/31/2026	$102,500	$169,300	60
Associate Professor, Interim School Head					
Appointment to Interim School Head of the School of Industrial Engineering and Management.					

Change in Appointment

	Effective Date		Pay Rate From	Pay Rate To	Action
Liu, Tieming	9/15/2025	6/30/2028			61
Professor, Professorship					
Appointment to the Wilson Bentley Professorship in Industrial Engineering and Management.					
ENGINEERING, ARCHITECTURE AND TECHNOLOGY MECHANICAL & AEROSPACE ENGR					
Spitler, Jeffrey	9/15/2025	6/30/2028			62
Professor, Chair					
Reappointment to the OG&E Energy Technology Chair.					
VETERINARY MEDICINE CLINICAL SCIENCES					
McCool, Emily	9/15/2025	6/30/2028			63
Assistant Professor, Endowed Chair					
Appointment to the James and Elizabeth Wise Endowed Chair of Veterinary Ophthalmology.					
ATHLETICS ATHLETICS					
Bratton, Alan	7/1/2025	6/30/2030	$300,000	$400,000	64
Head Coach, Men's Golf					
This action includes the authority for the President/AD to approve and execute any necessary contractual documents with approval of Board of Legal Counsel. The term of the contract will be extended five years and compensation will increase $10,000 each July 1st through the term of the contract.					
Nehles, Henner	7/10/2025	6/30/2026	$140,000	$200,000	65
Head Coach, Women's Tennis					
This action includes the authority for the President/AD to approve and execute any necessary contractual documents with approval of Board of Legal Counsel. The compensation includes an annual $9,600 car stipend.					
Taylor, Dustin	7/10/2025		$190,000	$210,000	66
Director of Tennis, Head Coach, Men's Tennis					
This action includes the authority for the President/AD to approve and execute any necessary contractual documents with approval of Board of Legal Counsel. The term of the contract will remain unchanged. Compensation will remain the same throughout the term of the contract and includes an annual $9,600 car stipend. Action includes a title change and adds oversight of the women's tennis program and the Greenwood Tennis Center.					

Change in Appointment

	Effective Date		Pay Rate From	Pay Rate To	Action
Various Coaches	7/1/2025				67
Coaches					
This action includes the authority for the President/AD to approve and execute any necessary contractual documents with approval of Board of Legal Counsel. Several coaches have listed a specific club membership which the University will provide to said coach. The department would like to eliminate the mention of a specific club and offer a club membership that is mutually agreed upon. The result is a cost savings.					
Young, Annie	6/3/2025	7/31/2030	$125,000	$200,000	68
Head Coach, Women's Golf					
This action includes the authority for the President/AD to approve and execute any necessary contractual documents with approval of Board of Legal Counsel. The term of the contract will be five years. The compensation will remain the same throughout the term of the contract and includes an annual $9,600 car stipend.					
ADMINISTRATION AND FINANCE ADMINISTRATION AND FINANCE					
Kuwitzky, Chris	10/1/2025				69
Senior Vice President, Administration and Finance					
Compensation to include an annual $16,500 car stipend.					
INSTITUTE OF TECHNOLOGY - OKMULGEE FISCAL SERIVCES					
Jasper, Kristin	9/1/2025		$155,000	$190,000	70
Vice President					
Change in administrative responsibilities.					
INSTITUTE OF TECHNOLOGY - OKMULGEE SCHOOL TECH, ARTS, SCI & HEALTH					
Ortiz, Heather	10/1/2025		$115,000	$125,000	71
Dean					
Change in administrative responsibilities due to school merger.					

Sabbatical

	Effective Dates From	To	Action
ARTS AND SCIENCES MEDIA & STRATEGIC COMMUNICATIONS			
Lewis, Bobbi Kay Professor	1/16/2026	5/31/2026	72
BUSINESS ACCOUNTING			
Lawson, Bradley Associate Professor, Lanny G Chasteen Chair	1/1/2026	6/30/2026	73
BUSINESS HOSPITALITY & TOURISM MANAGEMENT			
Tao, Willie Associate Professor	1/1/2026	6/30/2026	74
EDUCATION AND HUMAN SCIENCES EDU FOUND, LEADERSHIP & AVIATION			
Stansberry, Susan Professor	1/1/2026	5/31/2026	75
Vogler, Jane Associate Professor	1/1/2026	6/30/2026	76
LIBRARY LIBRARY			
Weber, Rebecca Professor	1/1/2026	5/30/2026	77

Retirement or Separation - For Information Only

	Effective Date	Action
ARTS AND SCIENCES BIOLOGY		
Emberts, Zachary Assistant Professor Separation with no annual leave due.	8/15/2025	78
Howard, Cody Assistant Professor Separation with no annual leave due.	8/15/2025	79
ARTS AND SCIENCES ENGLISH		
Moder, Carol Professor Retirement with no annual leave due.	2/1/2026	80
ARTS AND SCIENCES GEOGRAPHY		
Hanks, Reuel Professor Retirement with no annual leave due.	1/31/2026	81
ARTS AND SCIENCES LANGUAGES & LITERATURES		
Wood, Donald Teaching Assistant Professor Separation with no annual leave due.	8/31/2025	82
ARTS AND SCIENCES MUSIC		
Dickey, Thomas Associate Professor Separation with no annual leave due.	6/30/2025	83
ARTS AND SCIENCES SOCIOLOGY		
Rickleman, Jean Regents Service Professor Retirement with no annual leave due.	6/1/2025	84

Retirement or Separation - For Information Only

	Effective Date	Action
ARTS AND SCIENCES THEATRE		
Hunt, Devon Assistant Professor Separation with no annual leave due.	8/31/2025	85
BUSINESS MANAGEMENT SCIENCE & INFO SYSTEMS		
Luo, Xiao Associate Professor, Spears Fellow Separation with no annual leave due.	7/31/2025	86
EDUCATION AND HUMAN SCIENCES COM HLTH SCI, COUN & COUNSELING PSYC		
Chen, Xuewei Associate Professor Separation with no annual leave due.	8/15/2025	87
EDUCATION AND HUMAN SCIENCES DESIGN & MERCHANDISING		
Nazmy, Hebatalla Assistant Professor Separation with no annual leave due.	8/12/2025	88
Yu, Yanan Assistant Professor Separation with no annual leave due.	8/18/2025	89
EDUCATION AND HUMAN SCIENCES HUMAN DEVELOPMENT & FAMILY SCIENCE		
Morris, Chloe Teaching Instructor Separation with no annual leave due.	7/31/2025	90
ENGINEERING, ARCHITECTURE AND TECHNOLOGY CIVIL & ENVIRONMENTAL ENGINEERING		
Mishra, Debakanta Associate Professor Separation with no annual leave due.	8/1/2025	91

Retirement or Separation - For Information Only

	Effective Date	Action
ENGINEERING, ARCHITECTURE AND TECHNOLOGY INDUSTRIAL ENGR & MANAGEMENT		
Guiping, Hu Professor, Head Separation with no annual leave due.	7/24/2025	92
Wang, Lizhi Professor Separation with no annual leave due.	7/31/2025	93
ENGINEERING, ARCHITECTURE AND TECHNOLOGY MECHANICAL & AEROSPACE ENGR		
Bai, He Professor Separation with no annual leave due.	8/31/2025	94
ACADEMIC AFFAIRS GLOBAL STUDIES & PARTNERSHIPS		
Malek, Amy Associate Professor Separation with no annual leave due.	6/30/2025	95
OSU - OKLAHOMA CITY CONSTRUCTION		
Clinefelter, Terry Associate Professor, Department Head Separation with no annual leave due.	8/8/2025	96
OSU - OKLAHOMA CITY HEALTH SCIENCES		
Herron, Jamie Instructor Separation with no annual leave due.	7/20/2025	97
McCoy, Randi Instructor Separation with no annual leave due.	7/22/2025	98
HEALTH SCIENCES PSYCHIATRY AND BEHAVIORAL SCIENCE		
Hays-Grudo, Jennifer Professor, Director CIRCA Retirement with no annual leave due.	10/1/2025	99

OSU/A&M Board of Regents
September 12, 2025

OSU-Stillwater

New Certificate Requests

Spears School of Business

Undergraduate Certificate in Personal Wealth Management and Financial Advising
New certificate request
- Delivery method: Electronic and traditional
- Total credit hours: 18
- Reason for requested action: To better prepare students with the necessary skills for the CFP exam or Financial planning careers, such as Estate Planning.

College of Veterinary Medicine

Graduate Certificate in One Health
New certificate request
- Delivery method: Traditional and Electronic
- Total credit hours: 12
- Reason for requested action: To equip students with a comprehensive understanding of One Health principles, enabling them to effectively address complex health challenges at the intersection of human, animal, and environmental health

General Education

Undergraduate General Education Certificate in Data Science
New certificate request
- Delivery method: Traditional
- Total credit hours: 18
- Summary: Helping our students understand data and use it to make informed predictions is crucial workforce preparation. This general education certificate ensures students have a good foundation in applied quantitative and scientific disciplines. All students pursuing this certificate take an introductory science course in biology, chemistry, geology, or physics, and then they choose from classes in areas like statistics, elementary mathematical modeling, economics, and cognitive science. Many of the examples and exercises in the quantitative courses are drawn directly from Oklahoma data. The certificate is designed to fit well in both STEM and non-STEM degree plans and provides students with considerable flexibility.

Undergraduate General Education Certificate in Movement of People and Animals
New certificate request
- Delivery method: Traditional
- Total credit hours: 18
- Summary: Inspired by the history of Oklahoma, this general education certificate explores the ways in which the movement of people and animals impacts the world. Courses such as Oklahoma History and Native American History allow students to learn

about our state and the effects of groups moving in and out of this area. Students can also choose among courses on the impact of the migration of insects on agriculture and health, the role of groups relocating on food and international tourism, and how languages change as people move from one region to another. The certificate allows students to understand the topic in an interdisciplinary way.

Undergraduate General Education Certificate in Rural Communities
New certificate request

- Delivery method: Traditional
- Total credit hours: 18
- Summary: The Rural Communities general education certificate introduces students to current and historical issues that are central to our state's well-being. Students choose from among courses on topics such as the Dust Bowl, foundational ideas in agriculture, a philosophy class that helps students engage in civil debate about issues specific to Oklahoma and the surrounding region, and economics. The certificate has classes both for students who are already familiar with issues facing rural communities and those who have little experience thinking about the topic.

Curricular Modifications (e.g., changes in delivery method, removal of barriers to admission, option or program suspensions or deletions, and changes in coursework to accommodate workforce and accreditation needs, modernization of programs, and efficiency of course offerings)

Ferguson College of Agriculture

Doctor of Philosophy in Crop Science (056)
Course requirement change

- Update requirements for the post-Master's to equal a minimum of 60 hours.
- Add a post-Bachelor's track
- Total credit hours change from 48 to 60 for post-Master's to correct a clerical error.
- Reason for requested action: In 2024, a program modification was approved that, due to a clerical error, listed the required hours as 48 rather than the minimum required number of 60. The proposed changes correct that issue.

Doctor of Philosophy in Natural Resource Ecology and Management (209)
Course requirement change

- Remove NREM 5020 (required within the 45 hours of 5000- or 6000-level coursework for students with Masters degrees and within the 66 hours of 5000- or 6000-level coursework for students with Bachelors degrees)
- Total credit hours will not change
- Reason for requested action: The seminar course is often waived for students who present their research in a professional setting. The course will remain an option that students can enroll in.

Master of Science in Natural Resource Ecology and Management (208)
Course requirement change

- Remove NREM 5020
- Increase graduate-level coursework from 23 to 24 credit hours
- Total credit hours will not change

- Reason for requested action: The seminar course is often waived for students who present their research in a professional setting. The course will remain an option that students can enroll in.

College of Arts and Sciences

Doctor of Philosophy in Microbiology, Cell and Molecular Biology (151)
Degree requirement change
- Remove GRE requirement
- Reason for requested action: To reduce barriers to admission

Course requirement change
- Remove designation of post-Bachelors and post-Masters tracks
- Add MICR 5002
- Total credit hours will decrease for students with a bachelor's degree from 90 to 65. Total credit hours will remain at 60 for students with a master's degree because five hours from a master's degree can be applied under "other hours."
- Reason for requested action on tracks: To make the program more competitive and reduce the time to degree for students.
- Reason for requested action on the course: The added course focuses on the tools needed to be successful as a scientist, including research mentoring and professional presentations.

College of Education and Human Sciences

Master of Science in Dietetics (264)
Course requirement change
- Decreasing electives from 23 to 21 hours
- Total credit hours will decrease from 32 to 30
- Reason for requested action: To align the degree program with current practice across universities to reduce time to degree completion while maintaining academic standards. This program is offered through the Interactive Distance Education Alliance.

Master of Science in Family and Consumer Sciences Education (544)
Course requirement change
- Add HDFS 5803
- Remove HDFS 5833, HDFS 5843, and HDFS 5993
- Total credit hours will decrease from 36 to 30
- Reason for requested action: Aligning degree requirements with the Interactive Distance Education Alliance.

Doctor of Education in School Administration (067)
Online delivery of existing program

Spears School of Business

Undergraduate Certificate in Sales and Service Excellence (495)
Course requirement change
- Remove MGMT 3013

- Add MKTG 4550 (Applied Sales I), and MKTG 4550 (Applied Sales II)
- Require MKTG 3873
- Allow students to choose between MKTG 4513 and MKTG 4773
- Total credit hours will decrease from 18 to 17 credit hours
- Reason for requested action: Removing a management course to focus the certificate on more practical skills development.

Center for Health Sciences

Program Requirement Change

Doctor of Philosophy in Biomedical Sciences (002)
Course requirement change
- Add BIOM 5003 as a required course
- Add BIOM 5641 as an alternate to BIOM 6922
- Change hours for BIOM 6000 from 30 to 20-40 hours
- Change electives from 26 to 13-34 hours
- Total credit hours will not change
- Reason for requested action: Updating the curriculum to add a statistics course and addressing a commonly substituted course.

Option Deletion

Master of Science in Health Care Administration (006)
Option deletion
- Delete option in Leadership and Entrepreneurship
- Delete option in Administration
- Reason for requested action: The distinction of an option is no longer necessary, and eliminating options will allow for more efficient course delivery.

Approval of Peace Officer Actions (OSU SYSTEM)

Oklahoma A&M Board of Regents (Board) approval is requested for the peace officer actions listed below:

a. **Commission:**
   Cameron Andrade - OSU-STW
   Haiden Smith - OSU-STW
   Christopher Cantrell - OSUIT

b. **Decommission:**
   Michael Freer - OSU-STW
   Zachary League - OSU-STW
   Chad Chance - OSUIT
   Jeremy Chasteen - OSUIT
   Michael Johns - OSUIT
   Thomas Johnson - OSUIT
   Cynthia Thygesen - OSUIT
   Michael Stacy Jr. - OSUIT

This request is submitted under the provisions of Title 74, Section 360.15 O.S. and the Board's regular commissioning procedures.

Approval to Accept Two Gifts of Real Property Located in Noble County, Oklahoma (OSU SYSTEM)

Board approval is requested to accept a gift of real property located in Noble County, Oklahoma, and to allow the Oklahoma State University (OSU) President, or a designee, to execute all documents necessary to effectuate acceptance of the property, subject to review by Board Legal Counsel

a. 180 acres from the Waggoner Family Trust for use by the College of Engineering Architecture and Technology (CEAT)

The tract of land consists of the surface interest only, contains 180.00 acres, and is more particularly described as follows:

> The Northwest Quarter (NW/4) and the North Half (N/2) of the North Half (N/2) of the North Half (N/2) of the Southwest Quarter (SW/4) Section 26, T24N, R2W of the Indian Meridian, Noble County, Oklahoma

together with all improvements and appurtenances (Property). The Property was valued at $684,000.00, as of May 2025.

b. 315.73 acres from the James D. Waggoner Trust for joint use by the Division of Agricultural Sciences and Natural Resources (DASNR) and CEAT

The tract of land consists of the surface interest only, contains 315.37 acres, and is more particularly described as follows:

> The Southeast Quarter (SE/4) of Section 34, T4N, R2W of the Indian Meridian, Noble County, Oklahoma

together with all improvements and appurtenances (Property). The Property was valued at $753,000.00, as of May 2025.

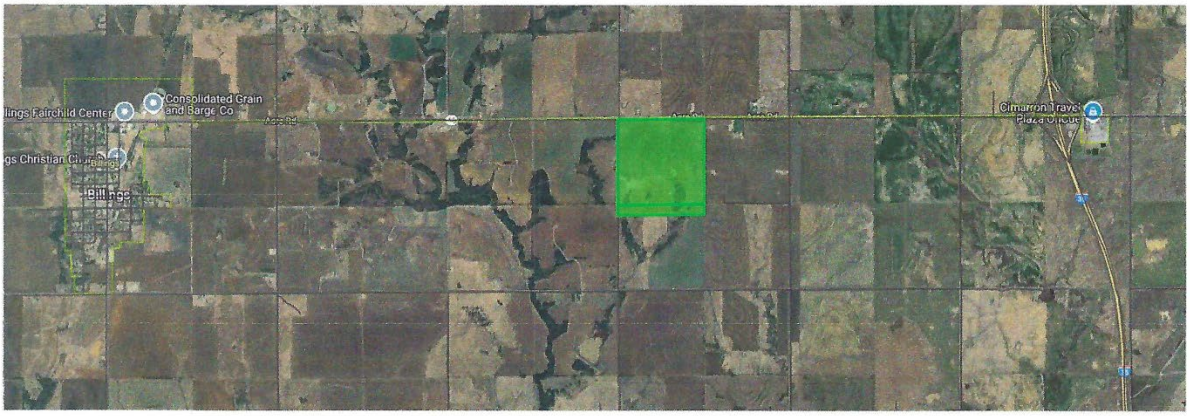
Acceptance of the properties is subject to the university's receipt of a clear Environmental Assessment, which has been ordered along with a boundary survey.

The trusts restrict the university's ability to transfer the properties, which are being gifted subject to a Crop Share Lease Agreement, which ends August 1, 2028.

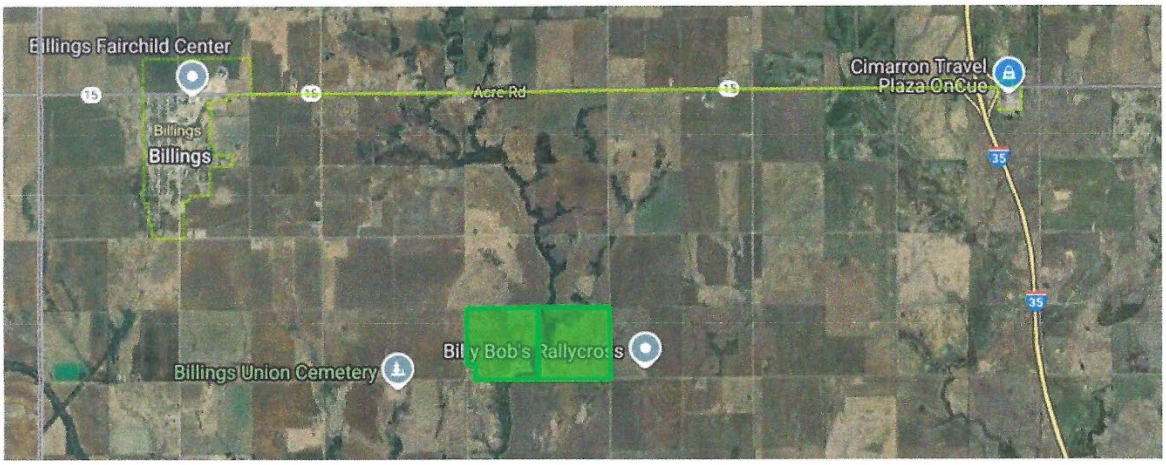
Funding for this project will be provided by the Trust, currently held by the OSU Foundation.

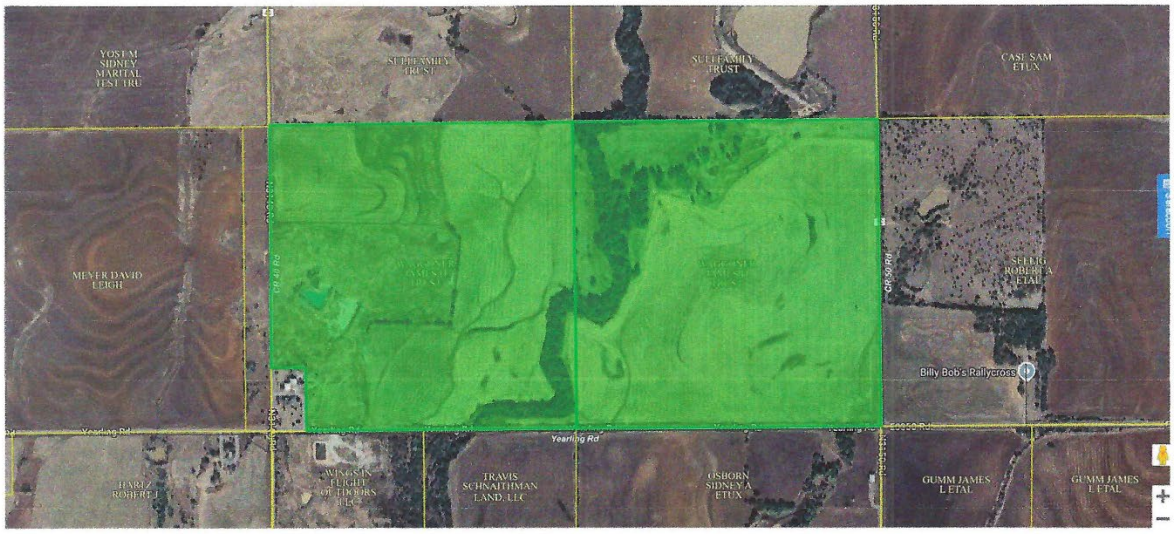
Mitchell Emig and Suzanne Frits, Administration and Finance Business Operations; Amanda Webb, Board Legal Counsel; and Scott Cordell, OSU Foundation, are coordinating this item.

- Map location of the lands to be given to OSU by the Waggoner Family Trust.
- Section 26, T24N, R2W Noble Co. Oklahoma containing 180 acres
- For use by CEAT



- Map location of the land be given to OSU by the James D. Waggoner Trust.
- Section 34, T24N, R2W Noble Co. Oklahoma containing 315.37 acres
- For use by CEAT and DASNR





Approval of Actions Related to the Receipt of Funding, Transfer of Designated Equipment and Change in Affiliated Status of the National Center for Addiction Studies and Treatment Foundation. (OSU-CHS)

Board approval is requested to authorize the OSU Center for Health Sciences (OSU-CHS) to receive $20 million from the National Center for Addiction Studies and Treatment Foundation to support addiction treatment and research.

Board approval is also requested to authorize OSU-CHS to transfer certain equipment purchased pursuant to a previous grant award to the National Center for Addiction Studies and Treatment Foundation.

Board approval is also requested to take all action necessary to separate the National Center for Addiction Studies and Treatment Foundation as a component unit of Oklahoma State University.

Approval of this item includes authorization to allow the Oklahoma State University President, or designee, to execute all documents necessary to effectuate the receipt of funds, transfer of equipment and change in status.

No funding is required.

Jim Hess, Office of the President, is coordinating this item.

Approval to Execute Contracts to Receive Restricted Funding from the State of Oklahoma to Support Projects at OSU-CHS, OSU Stillwater, and DASNR (OSU SYSTEM)

Board approval is requested to execute annual contracts with Oklahoma State University Medical Authority (OSUMA) and Oklahoma Department of Agriculture, Food, and Forestry (ODAFF) to receive restricted funding from the State of Oklahoma.

The cooperative agreement with OSUMA states, subject to the availability of funds, OSUMA will transfer $44,762,126 to OSU with $35,762,126 intended for OSU-CHS and $9,000,000 intended for OSU in Stillwater.

- OSU-CHS – Deans GME Passthrough/Operational Support - $29,267,141
- OSU-CHS – Academic Research Center - $5,000,000
- OSU-CHS – VA Joint Hire Subsidy - $1,494,985
- OSU Stillwater – Oklahoma Aerospace Institute for Research and Education - $5,000,000
- OSU Stillwater – Legacy Capital Funding payment for Life Sciences Building - $4,000,000

The agreements with ODAFF state:

- ODAFF will provide $1,300,000 in state-appropriated funds to DASNR to fund research centers affiliated with the OSU Agriculture Experiment Stations.
- ODAFF will provide $5,200,000 in state-appropriated funds to DASNR to fund extension offices affiliated with the OSU Agricultural Extension Service program.
- ODAFF will provide $1,000,000 in state-appropriated funds to DASNR to fund the Robert M. Kerr Food and Agricultural Products Center affiliated with OSU.

No funding is required.

Tammy Eck, Office of the Associate Vice President for Finance, is coordinating this item.

Cooperative Agreement
between
The OSU Medical Authority
and
The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges

Whereas, the OSU Medical Authority ("OSUMA") is an agency of the State of Oklahoma authorized to receive appropriations from the Oklahoma legislature ("Legislature") pursuant to its mission;

Whereas, OSUMA was established by law to provide effective and efficient administration, ensure a dependable source of funding, and support the mission and purposes of the Oklahoma State University Center for Health Sciences, including serving as teaching and training facilities, conducting medical and biomedical research, and providing patient care;

Whereas, OSUMA was established to support the medical education programs of the Oklahoma State University Center for Health Sciences, enter into Academic Affiliation Agreements, operate or lease teaching hospitals, and provide care for patients of OSU physician trainers;

Whereas, OSUMA shall maintain a close affiliation with the Oklahoma State University Center for Health Sciences and coordinate operations and activities in a cooperative manner;

Whereas, the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges (the "Board") is a constitutionally created Board authorized to govern certain institutions of higher education, including Oklahoma State University ("OSU") and its branch campuses;

Whereas, the Board shall retain full power to govern the personnel, curriculum and facilities of the Oklahoma State University and its branch campuses;

Whereas, OSUMA is authorized by 63 Okla. Stat. § 3276 to enter into cooperative agreements with the Board for educational programs professional staffing, research, and other medical activities;

Whereas, the Oklahoma Legislature in House Bill 2766 (GA Bill) appropriated $83,848,189 to OSUMA "to perform duties imposed upon the Authority by law.";

Whereas, OSUMA desires to transfer $44,762,126 of the appropriated funds to OSU consistent with OSUMA's understanding of legislative intent, and the Board desires for OSU to receive these funds to implement the legislative purpose;

Whereas, Oklahoma State University accepts the responsibility for any necessary reporting to the Legislature or any other regulatory entity on progress towards meeting any stated goals for the projects funded by this agreement.

Now, therefore, OSUMA and the Board agree as follows:

Section 1. Financial Terms.

Subject to the availability of funds, OSUMA shall transfer the amount of $44,762,126 to OSU, with $35,762,126 intended for the OSU Center for Health Sciences and $9,000,000 intended for Oklahoma State University in Stillwater. This transfer is intended to support the educational programs, campus operations, strategic research initiatives and the repayment of the Legacy Capital Fund consistent with the Board's constitutional authority and in accordance with the purposes of the Oklahoma State University Medical Authority Act.

Payments shall be made upon receipt of an approved invoice in twelve (12) equal payments beginning July 2025.

Section 2. Term of Agreement.

The term of this agreement shall be July 1, 2025, through June 30, 2026.

Dated this 26th day of June, 2025.

For OSUMA:	For the Board:
Jay Helm Chair	Rick Walker Chair

AGREEMENT

BETWEEN

THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY

AND

OKLAHOMA STATE UNIVERSITY
DIVISION OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES
AGRICULTURE RESEARCH AND EDUCATION EXTENSION

This Agreement between the **Oklahoma Department of Agriculture, Food, and Forestry** (ODAFF), at 2800 N. Lincoln Blvd. P.O. Box 528804, Oklahoma City, Oklahoma 73152-8804 and Oklahoma State University, Division of Agricultural Sciences and Natural Resources, (OSU-DASNR), in Stillwater, Oklahoma (collectively "Parties"), is accepted by both ODAFF and OSU-DASNR for the purpose of research centers that are affiliated with the Oklahoma State University Agriculture Experiment Stations.

NAME OF PROJECT

Agriculture Experiment Stations

AGREEMENT TERMS

This Agreement shall not exceed "One Million Three Hundred Thousand Dollars" ($1,300,000.00) in state appropriated funds, unless otherwise increased or decreased. The funds shall be payable based upon properly submitted quarterly invoices. OSU-DASNR shall submit quarterly reports describing the status of the Project including a listing of expenditures and activities for the previous months. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties. This Agreement is a fixed price contract.

OSU-DASNR is a governmental subdivision of the State of Oklahoma and the Agriculture Research and Education Extension program supports and enhances the agriculture industry in Oklahoma providing assistance or services to agribusiness and other public service entities. ODAFF has the authority to enter into this Agreement under the provisions of 2 O.S. § 5-1.1.

DURATION

This Agreement shall be valid and in effect only after it is signed, dated, and a purchase order issued (Effective Date – July 1, 2025) and shall conclude on June 30, 2026. OSU-DASNR shall make no expenditures pursuant to this Agreement until after receiving a copy of the purchase order and all invoices for monies pursuant to this Agreement shall contain only expenditures occurring during the term of this Agreement.

TERMINATION AND AMENDMENTS

This Agreement may be modified by mutually acceptable written amendments, and an addendum shall be duly executed by ODAFF and OSU-DASNR. Either party may request termination of this Agreement

upon thirty (30) days written notice to the other party. Early termination of this Agreement shall require an amendment to this Agreement and may require reimbursement up to the Agreement amount. During the effective term of this Agreement, should funding be reduced or limited, ODAFF may limit or reduce the monies available pursuant to this Agreement via issuance of a change order.

OSU-DASNR AGREES

1. To spend One Million Three Hundred Thousand Dollars ($1,300,000.00) funding research centers that are affiliated with the Oklahoma State University Agriculture Experiment Stations. This funding will be dispersed throughout the Oklahoma Agricultural Experiment Station program as identified in the attached budget work plan (Attachment 1). The Oklahoma Agricultural Experiment Station will conduct research for the purpose of developing new knowledge to address the needs of Oklahomans. This research will focus on agriculture, natural resources, rural economies and social issues throughout all seventy-seven counties within Oklahoma and shall not be reduced by administrative or other fees.

2. To retain all necessary records, books, and any other reasonably necessary documentation relating to the nature, time, and scope of the Agreement, regardless of form, for a period of seven (7) years following completion or termination of the Agreement. If an audit, litigation, or other action involving the records is commenced before the end of the seven (7) year retention period, the records shall be maintained for two (2) years from the date that all issues arising out of the action are resolved.

3. To allow the State Auditor or any other auditor specified by ODAFF to conduct an examination of any and all pertinent records, including books, documents, papers, records, accounting procedures and practices, claims, and other data regardless of type whether in written form, computer data, or any other form filed or produced relating to OSU-DASNR's performance under this Agreement or any of its subcontractors engaged in the performance of or involving any transactions related to this Agreement.

4. And certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. § 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. § 1312 and includes but is not limited to the Free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

DEPARTMENT AGREES

1. To reimburse OSU-DASNR for properly executed and submitted invoices to support the designated project up to the agreement amount of "One Million Three Hundred Thousand Dollars" ($1,300,000.00) of state funds, unless otherwise increased or decreased by appropriation from the Oklahoma State Legislature.

2. To provide payment to OSU-DASNR in a timely manner upon receiving a proper invoice.

COMPLIANCE

This Agreement neither expands nor degrades the jurisdiction or authority vested in the Parties by applicable law. This Agreement is not intended to modify or supersede any other applicable interagency agreements existing as of the date of this Agreement. This Agreement is made expressly subject to applicable law and is to be construed in a manner consistent with applicable laws and regulations.

The Parties expressly agree to comply with all of the laws of the United States, the State of Oklahoma and any political subdivision where any portion of the Agreement is to be performed, including all statutes, rules, or regulations now existing or that may be promulgated in the future including, but not limited to, the Occupational Safety and Health Act and the Fair Labor Standards Act. The parties shall comply with all local, state, and federal laws regulating employment practices, including those prohibiting discrimination based on sex, race, religion, creed, color, ethnic background, age, and disabilities. Acceptance of this Agreement constitutes awareness of and compliance with the requirements of the aforementioned laws and the Americans with Disabilities Act.

SEVERABILITY

If any provision of this Agreement is found to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal or extension of this Agreement, then it is the intention of the undersigned parties that the remainder of this Agreement that is not found to be illegal, invalid, or unenforceable shall remain in full force and effect.

AGREED AND EFFECTIVE as of the date of the latter signature below.

FOR THE DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY	FOR OKLAHOMA STATE UNIVERSITY
_____	_____
Blayne Arthur, Commissioner or Designee	Jayson Lusk, Vice President and Dean of the Division of Agricultural Sciences & Natural Resources
Date: _____	Date: _____

Attachment 1

ODAFF Funding for FY26- OAES Research

Experiment Stations	Total Research Salary Station %	Quarterly Amount	Annual Amount *
Altus	6.59%	21,428.73	85,714.91
Bixby	1.70%	5,523.31	22,093.24
Chickasha	5.65%	18,353.75	73,414.99
Fort Cobb	7.40%	24,065.71	96,262.85
Goodwell	6.14%	19,943.43	79,773.74
Haskell	2.63%	8,539.38	34,157.53
Idabel	13.53%	43,958.71	175,834.84
Lahoma	2.40%	7,812.12	31,248.48
Lane	4.70%	15,278.88	61,115.53
Perkins	4.65%	15,116.18	60,464.71
Stillwater Agronomy Research Station	10.16%	33,019.28	132,077.12
Stillwater CERL	5.84%	18,964.53	75,858.12
Stillwater Ento & Plant Pathology Farm	1.44%	4,679.75	18,718.98
Stillwater Main Office	10.31%	33,497.65	133,990.61
Stillwater Noble Research	2.84%	9,229.67	36,918.70
Stillwater Range Research	6.63%	21,553.12	86,212.49
Stillwater Turf Center	2.08%	6,762.54	27,050.17
Valliant	5.31%	17,273.25	69,092.99
Total	**100.00%**	**325,000.00**	**1,300,000.00**

* Each Experiment Station total salary and benefit expenses exceeds the amount in total of ODAFF funding.
The amount above is the portion of ODAFF support for staff salaries at each Experiment station office .

Please note that this is a preliminary budget. While individual quarterly amounts may vary and might not meet the target each quarter, the total for the quarter and year will align with the overall budgeted amount for experiment station salaries and benefits.

AGREEMENT

BETWEEN

THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY

AND

OKLAHOMA STATE UNIVERSITY
DIVISION OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES
AGRICULTURE RESEARCH AND EDUCATION EXTENSION

This Agreement between the **Oklahoma Department of Agriculture, Food, and Forestry** (ODAFF), at 2800 N. Lincoln Blvd. P.O. Box 528804, Oklahoma City, Oklahoma 73152-8804 and Oklahoma State University, Division of Agricultural Sciences and Natural Resources, (OSU-DASNR), in Stillwater, Oklahoma (collectively "Parties"), is accepted by both ODAFF and OSU-DASNR for the purpose of Agriculture Research and Education Extension throughout all seventy-seven counties.

NAME OF PROJECT

Agriculture Research and Education Extension

AGREEMENT TERMS

This Agreement shall not exceed Five Million Two Hundred Thousand Dollars ($5,200,000.00) in state appropriated funds, unless otherwise increased or decreased. The funds shall be payable based upon properly submitted quarterly invoices and expense reports. Along with the second, third, and final quarterly invoices, OSU-DASNR shall submit an expense report which includes a detailed accounting of expenditures for the previous quarter. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties. This Agreement is a fixed price contract.

OSU-DASNR is a governmental subdivision of the State of Oklahoma and the Agriculture Research and Education Extension program supports and enhances the agriculture industry in Oklahoma providing assistance or services to agribusiness and other public service entities. ODAFF has the authority to enter into this Agreement under the provisions of 2 O.S. § 5-1.1.

DURATION

This Agreement shall be valid and in effect only after it is signed, dated, and a purchase order issued (Effective date – July 1, 2025) and shall conclude on June 30, 2026. OSU-DASNR shall make no expenditures pursuant to this Agreement until after receiving a copy of the purchase order and all invoices for monies pursuant to this Agreement shall contain only expenditures occurring during the term of this Agreement.

TERMINATION AND AMENDMENTS

This Agreement may be modified by mutually acceptable written amendments, and an addendum shall be duly executed by ODAFF and OSU-DASNR. Either party may request termination of this Agreement upon thirty (30) days written notice to the other party. Early termination of this Agreement shall require an amendment to this Agreement and may require reimbursement up to the Agreement amount. During the effective term of this Agreement, should funding be reduced or limited, ODAFF may limit or reduce the monies available pursuant to this Agreement via issuance of a change order.

OSU-DASNR AGREES

1. To distribute Five Million Two Hundred Thousand Dollars ($5,200,000.00) among the extension offices that are affiliated with the Oklahoma State University Agricultural Extension Service program. All funds shall be distributed pursuant to Attachment 1 of this agreement and shall not be reduced by administrative or other fees.

2. To submit quarterly expense reports which include detailed accountings of expenditures. Each report shall include a detailed listing of disbursements paid to county extension offices for the previous quarter. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties.

3. To provide ODAFF a comprehensive final expense report by county extension office, detailing all expenditures. The final report shall be submitted no later than August 31, 2026.

4. To retain all necessary records, books, and any other reasonably necessary documentation relating to the nature, time, and scope of the Agreement, regardless of form, for a period of seven (7) years following completion or termination of the Agreement. If an audit, litigation, or other action involving the records is commenced before the end of the seven (7) year retention period, the records shall be maintained for two (2) years from the date that all issues arising out of the action are resolved.

5. To allow the State Auditor or any other auditor specified by ODAFF to conduct an examination of any and all pertinent records, including books, documents, papers, records, accounting procedures and practices, claims, and other data regardless of type whether in written form, computer data, or any other form filed or produced relating to OSU-DASNR's performance under this Agreement or any of its subcontractors engaged in the performance of or involving any transactions related to this Agreement.

6. And certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. § 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. § 1312 and includes but is not limited to the Free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

DEPARTMENT AGREES

1. To reimburse OSU-DASNR for properly executed and submitted invoices and expense reports to support the designated project up to the agreement amount of Five Million Two Hundred Thousand Dollars ($5,200,000.00) of state funds, unless otherwise increased or decreased by appropriation from the Oklahoma State Legislature.

2. To provide payment to OSU-DASNR in a timely manner upon receiving a proper invoice and expense report detailing disbursements paid to county extension offices, as required pursuant to this agreement.

COMPLIANCE

This Agreement neither expands nor degrades the jurisdiction or authority vested in the Parties by applicable law. This Agreement is not intended to modify or supersede any other applicable interagency agreements existing as of the date of this Agreement. This Agreement is made expressly subject to applicable law and is to be construed in a manner consistent with applicable laws and regulations.

The Parties expressly agree to comply with all of the laws of the United States, the State of Oklahoma and any political subdivision where any portion of the Agreement is to be performed, including all statutes, rules, or regulations now existing or that may be promulgated in the future including, but not limited to, the Occupational Safety and Health Act and the Fair Labor Standards Act. The parties shall comply with all local, state, and federal laws regulating employment practices, including those prohibiting discrimination based on sex, race, religion, creed, color, ethnic background, age, and disabilities. Acceptance of this Agreement constitutes awareness of and compliance with the requirements of the aforementioned laws and the Americans with Disabilities Act.

SEVERABILITY

If any provision of this Agreement is found to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal or extension of this Agreement, then it is the intention of the undersigned parties that the remainder of this Agreement that is not found to be illegal, invalid, or unenforceable shall remain in full force and effect.

AGREED AND EFFECTIVE as of the date of the latter signature below.

FOR THE DEPARTMENT OF UNIVERSITY AGRICULTURE, FOOD AND FORESTRY

_____

Blayne Arthur, Commissioner / Designee the

Date: _____

FOR OKLAHOMA STATE UNIVERSITY

_____

Jayson Lusk, Vice President and Dean of the Division of Agricultural Sciences & Natural Resources

Date: _____

Attachment 1

ODAFF Funding for FY26 - OCES Extension

Oklahoma Counties	Total Extension Salary County %	Quarterly Amount	Annual Amount *
Adair County Ext Center	1.01%	13,089.20	52,356.81
Alfalfa County Ext Center	1.03%	13,383.46	53,533.85
Atoka County Ext Center	0.46%	5,995.47	23,981.88
Beaver County Ext Center	1.26%	16,382.18	65,528.72
Beckham County Ext Center	0.81%	10,499.40	41,997.61
Blaine County Ext Center	0.52%	6,767.95	27,071.78
Bryan County Ext Center	1.11%	14,469.12	57,876.50
Caddo County Ext Center	1.00%	12,968.50	51,874.00
Canadian County Ext Center	2.82%	36,697.15	146,788.59
Carter County Ext Center	1.30%	16,860.86	67,443.44
Cherokee County Ext Center	1.72%	22,349.63	89,398.50
Choctaw County Ext Center	0.88%	11,398.67	45,594.69
Cimarron County Ext Center	0.72%	9,378.47	37,513.88
Cleveland County Ext Center	2.59%	33,680.71	134,722.83
Coal County Ext Center	0.88%	11,420.33	45,681.31
Comanche County Ext Center	1.22%	15,803.54	63,214.15
Cotton County Ext Center	0.87%	11,374.56	45,498.22
Craig County Ext Center	0.73%	9,485.33	37,941.30
Creek County Ext Center	1.37%	17,843.13	71,372.50
Custer County Ext Center	1.67%	21,654.64	86,618.55
Delaware County Ext Center	0.97%	12,598.88	50,395.52
Dewey County Ext Center	0.89%	11,590.54	46,362.14
Ellis County Ext Center	1.30%	16,855.65	67,422.61
Garfield County Ext Center	2.01%	26,068.27	104,273.07
Garvin County Ext Center	1.44%	18,683.20	74,732.79
Grady County Ext Center	1.85%	24,112.48	96,449.91
Grant County Ext Center	0.69%	9,011.66	36,046.65
Greer County Ext Center	0.80%	10,463.75	41,855.00
Harmon County Ext Center	0.55%	7,210.67	28,842.70
Harper County Ext Center	0.56%	7,296.62	29,186.49
Haskell County Ext Center	0.77%	9,947.05	39,788.22
Hughes County Ext Center	0.72%	9,367.88	37,471.50
Jackson County Ext Center	1.24%	16,084.62	64,338.47
Jefferson County Ext Center	0.89%	11,577.70	46,310.80
Johnston County Ext Center	0.97%	12,642.08	50,568.33
Kay County Ext Center	1.62%	21,079.37	84,317.47
Kingfisher County Ext Center	1.45%	18,878.51	75,514.03
Kiowa County Ext Center	0.78%	10,169.12	40,676.50
Latimer County Ext Center	0.78%	10,101.80	40,407.18
Leflore County Ext Center	1.59%	20,652.53	82,610.14
Lincoln County Ext Center	1.54%	20,012.78	80,051.11
Logan County Ext Center	1.35%	17,605.31	70,421.25
Love County Ext Center	1.09%	14,133.51	56,534.05
Major County Ext Center	1.15%	14,943.51	59,774.06
Marshall County Ext Center	0.97%	12,654.82	50,619.30
Mayes County Ext Center	1.82%	23,638.87	94,555.46
Mcclain County Ext Center	1.89%	24,619.04	98,476.17
Mccurtain County Ext Center	1.23%	16,011.55	64,046.19
Mcintosh County Ext Center	1.05%	13,710.74	54,842.95
Murray County Ext Center	1.35%	17,522.80	70,091.21
Muskogee County Ext Center	0.89%	11,546.90	46,187.59

Noble County Ext Center	1.40%	18,204.78	72,819.13
Nowata County Ext Center	0.77%	9,957.77	39,831.08
Okfuskee County Ext Center	1.18%	15,403.32	61,613.26
Oklahoma County Ext Center	3.43%	44,613.94	178,455.74
Okmulgee County Ext Center	1.18%	15,282.76	61,131.03
Osage County Ext Center	1.17%	15,243.13	60,972.53
Ottawa County Ext Center	1.54%	19,990.47	79,961.90
Pawnee County Ext Center	0.97%	12,620.20	50,480.81
Payne County Ext Center	2.47%	32,092.28	128,369.13
Pittsburg County Ext Center	2.24%	29,167.18	116,668.72
Pontotoc County Ext Center	1.79%	23,213.29	92,853.14
Pottawatomie County Ext Center	2.14%	27,854.18	111,416.73
Pushmataha County Ext Center	0.85%	11,067.43	44,269.71
Roger Mills Ext Center	0.91%	11,878.58	47,514.34
Rogers County Ext Center	2.03%	26,453.89	105,815.58
Seminole County Ext Center	0.72%	9,367.89	37,471.57
Sequoyah County Ext Center	0.93%	12,129.59	48,518.36
Stephens County Ext Center	1.43%	18,651.85	74,607.40
Texas County Ext Center	1.22%	15,805.31	63,221.22
Tillman County Ext Center	0.92%	12,003.42	48,013.69
Tulsa County Ext Center	3.74%	48,635.02	194,540.08
Wagoner County Ext Center	2.05%	26,637.13	106,548.52
Washington County Ext Center	1.13%	14,653.61	58,614.43
Washita County Ext Center	1.19%	15,435.25	61,741.01
Woods County Ext Center	1.28%	16,616.89	66,467.56
Woodward County Ext Center	1.13%	14,726.35	58,905.39
Total	**100.00%**	**1,300,000.00**	**5,200,000.00**

* Each Extension County total salary and benefit expenses exceeds the amount in total of ODAFF funding.
The amount above is the portion of ODAFF support for staff salaries at each Extenstion County office .

Please note that this is a preliminary budget. While individual quarterly amounts may vary and might not meet the target each quarter, the total for the quarter and year will align with the overall budgeted amount for Extension salaries and benefits.

AGREEMENT

BETWEEN

THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY

AND

OKLAHOMA STATE UNIVERSITY
DIVISION OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES
ROBERT M KERR FOOD AND AGRICULTURAL PRODUCTS CENTER

This Agreement between the **Oklahoma Department of Agriculture, Food, and Forestry** (ODAFF), at 2800 N. Lincoln Blvd. P.O. Box 528804, Oklahoma City, Oklahoma 73152-8804 and Oklahoma State University, Division of Agricultural Sciences and Natural Resources, (OSU-DASNR), in Stillwater, Oklahoma (collectively "Parties"), is accepted by both ODAFF and OSU-DASNR for the purpose of allocating funding to Oklahoma State University for various capital improvements, equipment requirements, and operational activities at the Robert M. Kerr Food and Agricultural Products Center.

NAME OF PROJECT

Robert M. Kerr Food and Agricultural Products Center (FAPC)

AGREEMENT TERMS

This Agreement shall not exceed One Million Dollars ($1,000,000.00) in state appropriated funds, unless otherwise increased or decreased. The funds shall be payable based upon properly submitted quarterly invoices and expense reports. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties. This Agreement is a fixed price contract.

OSU-DASNR is a governmental subdivision of the State of Oklahoma and the Robert M. Kerr Food and Agricultural Products Center supports and enhances the agriculture industry in Oklahoma providing assistance or services to agribusiness and other public service entities. ODAFF has the authority to enter into this Agreement under the provisions of 2 O.S. § 5-1.1.

DURATION

This Agreement shall be valid and in effect only after it is signed, dated, and a purchase order issued (Effective date – July 1, 2025) and shall conclude on June 30, 2026. OSU-DASNR shall make no expenditures pursuant to this Agreement until after receiving a copy of the purchase order and all invoices for monies pursuant to this Agreement shall contain only expenditures occurring during the term of this Agreement.

TERMINATION AND AMENDMENTS

This Agreement may be modified by mutually acceptable written amendments, and an addendum shall be duly executed by ODAFF and OSU-DASNR. Either party may request termination of this Agreement

upon thirty (30) days written notice to the other party. Early termination of this Agreement shall require an amendment to this Agreement and may require reimbursement up to the Agreement amount. During the effective term of this Agreement, should funding be reduced or limited, ODAFF may limit or reduce the monies available pursuant to this Agreement via issuance of a change order.

OSU-DASNR AGREES

1. To distribute One Million Dollars ($1,00,000.00) among the Robert M. Kerr Food and Agricultural Products Center affiliated with Oklahoma State University. All funds shall be distributed pursuant to Attachment 1 of this agreement and shall not be reduced by administrative or other fees.

2. To submit quarterly expense reports, which include detailed accountings of expenditures. Each report shall include a detailed listing of disbursements paid to county extension offices for the previous quarter. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties.

3. To provide ODAFF with a comprehensive final expense report detailing all expenditures. The final report shall be submitted no later than August 31, 2026.

4. To retain all necessary records, books, and any other reasonably necessary documentation relating to the nature, time, and scope of the Agreement, regardless of form, for a period of seven (7) years following completion or termination of the Agreement. If an audit, litigation, or other action involving the records is commenced before the end of the seven (7) year retention period, the records shall be maintained for two (2) years from the date that all issues arising out of the action are resolved.

5. To allow the State Auditor or any other auditor specified by ODAFF to conduct an examination of any and all pertinent records, including books, documents, papers, records, accounting procedures and practices, claims, and other data regardless of type whether in written form, computer data, or any other form filed or produced relating to OSU-DASNR's performance under this Agreement or any of its subcontractors engaged in the performance of or involving any transactions related to this Agreement.

6. And certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. § 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. § 1312 and includes but is not limited to the Free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

DEPARTMENT AGREES

1. To reimburse OSU-DASNR for properly executed and submitted invoices and expense reports to support the designated project up to the agreement amount of One Million Dollars ($1,000,000.00) of state funds, unless otherwise increased or decreased by appropriation from the Oklahoma State Legislature.

2. To provide payment to OSU-DASNR in a timely manner upon receiving a proper invoice and expense report detailing disbursements paid to county extension offices, as required pursuant to this agreement.

COMPLIANCE

This Agreement neither expands nor degrades the jurisdiction or authority vested in the Parties by applicable law. This Agreement is not intended to modify or supersede any other applicable interagency agreements existing as of the date of this Agreement. This Agreement is made expressly subject to applicable law and is to be construed in a manner consistent with applicable laws and regulations.
The Parties expressly agree to comply with all of the laws of the United States, the State of Oklahoma and any political subdivision where any portion of the Agreement is to be performed, including all statutes, rules, or regulations now existing or that may be promulgated in the future including, but not limited to, the Occupational Safety and Health Act and the Fair Labor Standards Act. The parties shall comply with all local, state, and federal laws regulating employment practices, including those prohibiting discrimination based on sex, race, religion, creed, color, ethnic background, age, and disabilities. Acceptance of this Agreement constitutes awareness of and compliance with the requirements of the aforementioned laws and the Americans with Disabilities Act.

SEVERABILITY

If any provision of this Agreement is found to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal or extension of this Agreement, then it is the intention of the undersigned parties that the remainder of this Agreement that is not found to be illegal, invalid, or unenforceable shall remain in full force and effect.

AGREED AND EFFECTIVE as of the date of the latter signature below.

FOR THE DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY	FOR OKLAHOMA STATE UNIVERSITY
_____	_____
Blayne Arthur, Commissioner / Designee	Jayson Lusk, Vice President and Dean of the Division of Agricultural Sciences & Natural Resources
Date: _____	Date: _____

Attachment 1

ODAFF Funding for FY26 - FAPC

FAPC	Total FAPC %	Quarterly Amount	Annual Amount
Research Operational Expenses *	77.00%	192,500.00	770,000.00
Extension Operational Expenses *	23.00%	57,500.00	230,000.00
Total	**100.00%**	**250,000.00**	**1,000,000.00**

* Includes staff and faculty salaries and benefits, maintenance, and other operational expenses.

Please note that this is a preliminary budget. While individual quarterly amounts may vary and might not meet the target each quarter, the total for the quarter and year will align with the overall budgeted amount for FAPC salaries and benefits, and other expenses (if applicable).

Approval of Changes to Oklahoma State University and OSU/A&M Retirement Plans (OSU-STW)

Board approval is requested to approve amendments for plan participants and corresponding technical changes to remain compliant with IRS regulations.

- Oklahoma State University Special 401(a) Defined Contribution Plan
- OSU/A&M Special 403(b) Defined Contribution Plan
- OSU Athletics Special DB Plan
- OSU Athletics Special DC Plan
- OSU Athletics Special 403b Plan
- OSU Athletics Supplemental DC Plan

Upon Board approval, University Human Resources will work with counsel from McAfee & Taft to draft plan documents for Board Legal Counsel review, after which the amended documents will be finalized by McAfee and Taft and routed to Board Legal Counsel and the Board CEO for signature.

No funding is required.

Christa Louthan, University Human Resources, is coordinating this item.

Approval to Execute an Agreement for Owner's Representative Services with the OSU Medical Authority & Trust to Manage the Design and Construction of a New Research Space on the OSU-CHS Campus in Tulsa, Oklahoma (OSU-CHS)

Board approval is requested to authorize the OSU President to execute an agreement for owner's representative services with the OSU Medical Authority & Trust (OSUMA&T) to manage the design and construction of a new research space on the OSU-CHS campus in Tulsa, Oklahoma.

OSUMA&T has received multiple awards for the design and construction of a new research space to be occupied by OSU-CHS researchers as well as an expansion of clinical spaces at the OSU Medical Center in the Tulsa Academic Medical District. The agreement allows OSU to administer the design and construction of the new facility on behalf of and for the benefit of OSUMA&T.

The Board of Regents approved a $75,000,000 project budget at the October 2022 meeting and subsequently approved a budget increase to $200,000,000 at the December 2024 meeting. OSUMA&T will fund the entire project. After competitive bidding by the Board-selected CMAR, the OSUMA&T Board approved the base bid, plus several alternatives, bringing the total project budget to $192,849,013. $50,000,000 of this total comes from American Rescue Plan Act funds provided by the State of Oklahoma, $30,000,000 from Legacy Capital Funds provided by the State of Oklahoma with the balance of the project funded by revenues of OSUMA&T. OSUMA&T is responsible for reimbursing the university monthly for expenses incurred under this agreement.

No funding is required.

Eric Polak, OSU-CHS, Phil Thomas, Long Range Facilities Planning, and Amy Newton and Clint Pratt, Board Legal Counsel, are coordinating this item.

AGREEMENT FOR OWNER REPRESENTATIVE SERVICES

This AGREEMENT FOR CONSTRUCTION SERVICES (the "Agreement") is made between the Oklahoma State University Medical Authority ("OSUMA") and Oklahoma State University ("OSU") to be effective on August _____, 2025 ("Effective Date"). OSUMA and OSU are each referred to herein as a **"Party"** and collectively referred to as the **"Parties."**

Recitals

I. OSU is a land grant university established under the Constitution and the laws of the State of Oklahoma and is governed by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges (the "Board of Regents");

II. OSU-CHS is an educational institution within the Oklahoma State University system and is an institution corporate under the Constitution and laws of Oklahoma, which operates educational programs in medicine, forensic sciences, and biomedical sciences, among others;

III. OSUMA is the owner of an undivided tract of land located at 744 W. 9th Street within the city limits of Tulsa, Oklahoma (the "Property"). The Oklahoma State University Medical Center ("OSUMC") is located on this undivided parcel of land and leases the facility to the Oklahoma State University Medical Trust ("OSUMT") for the operation of OSUMC;

IV. OSUMA is an agency of the State of Oklahoma which provides support for medical education, research, and health care at Oklahoma State University Center for Health Sciences ("OSU-CHS") and OSUMC;

V. OSUMA was awarded a federal American Rescue Plan Act ("ARPA") award in the amount of $50 million for the purpose of supporting construction of a pharmaceutical development lab to conduct research focused on reducing the number of opioid overdose and deaths in the State of Oklahoma;

VI. OSUMA and OSU-CHS entered into a subaward agreement pursuant to which OSU-CHS is a subrecipient of the ARPA award, and is responsible for complying with the purposes of the award;

VII. OSUMA and OSU are public agencies as defined in Title 74, Oklahoma Statutes, Sections 1003(A)(l) and (A)(2) for purposes of entering into agreements authorized by the Interlocal Cooperation Act;

VIII. The Parties recognize the state of Oklahoma has a significant need to build and establish a pharmaceutical development laboratory and research space to conduct research focused on addiction and addiction treatment offerings to Oklahomans;

IX. The Parties intend to further their common interests by development of a new facility to house pharmaceutical development research space as well as additional clinical space for OSUMC

(the "Project"), which will be located on the Property;

X. OSU's office of Long Range Facilities Planning ("LRFP") has expertise in administering and managing construction projects of this type and scale, and OSUMA desires to utilize LRFP's expertise to provide Owner Representative Services, as outlined in Exhibit A;

XI. LRFP will oversee the total budget of $192,849,013.00 for the Project, as defined in Exhibit B;

XII. OSUMA and OSU, by and through the office of LRFP, have determined the best method for construction of the Project is utilizing a Construction Manager at Risk ("CMAR") model, pursuant to OSU policy and its standard practice; and

XIII. In coordination with the applicable polices (Exhibit C) and the Oklahoma Public Competitive Bidding Act set forth in Tile 61 of the Oklahoma Statutes, OSU, with cooperation from OSUMA, has solicited, selected, and retained Dewberry Architects ("Dewberry") as the Architect of Record (Exhibit D) and Flintco as the CMAR (Exhibit E) for the Project.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants, conditions, and promises set forth herein and other good and valuable consideration, the sufficiency of which are hereby acknowledged, the Parties hereto agree to the following terms and conditions.

1. **PURPOSE.** The purpose of this Agreement is for OSU, through its office of LRFP, to provide Owner Representative Services for the Project on behalf of and for the benefit of OSUMA, which is intended to include the design and construction of a pharmaceutical development laboratory, research space to conduct research focused on addiction and addiction treatment, and clinical space to be utilized by OSUMC.

2. **SCOPE OF PROJECT.** OSU, through Dewberry and Flintco, working in cooperation with OSUMA, has agreed to administer the design and construction of the Project as depicted in approved Construction Documents as defined in Exhibits D & E. The Parties each hereby further acknowledge and agree the facilitation of the design and construction of the Project will require coordination and integration by OSUMA and OSU (and their respective contractors and agents), including as may be necessary to facilitate the timely satisfaction of the construction schedules (including all interim milestone dates), as well as the anticipated corresponding use, enjoyment of and/or accessibility to the Property for purposes of, without limitation: (1) construction-period easements upon, over, across and along the Property for purposes of parking and gaining pedestrian and vehicular access, ingress and egress on and over the Property to any and all streets, roadways and highways adjacent to the Property, as applicable, to facilitate the design and construction of the Project; (2) construction-period and post-construction-period mutual cross-easements to construct and/or relocate certain utilities as may be necessary to serve the Property (collectively, the "**Utilities**"; the Easements (as defined below) and Utilities, together with all newly created streets, roadways, storm basins and other infrastructure, collectively, the "**Infrastructure**"), all as shall be more particularly described in the construction drawings,

specifications and other documents for the Project, and all to be done in compliance with applicable laws; (said easements as described in preceding clauses (1), and (2), and as may otherwise be reasonably necessary for the design and construction of the Project, collectively, the "**Easements**").

3. **CONSTRUCTION LICENSE.** OSUMA hereby grants to OSU and its respective agents, contractors (including the CMAR), subcontractors, consultants, suppliers, surveyors, invitees, employees and representatives a nonexclusive license (terminable only in accordance with Section 11 below) for the purposes of effectuating the Easements and ensuring OSU's (and/or the CMAR's) rights of ingress and egress in, on, to, from, across and/or under the Project, the Site, and the Property to facilitate the construction, installation, addition, expansion, maintenance, repair, replacement, inspection and patrol of the Project, on behalf of OSUMA, pursuant to the terms and conditions set forth in this Agreement. OSU and OSUMA will execute, deliver and record against the Property any such additional agreements or instruments as may be reasonably requested and necessary to further effectuate the intent of the Parties as described herein with respect to the Easements, including, without limitation, to cause the Easements described herein to be covenants running with the land and binding the Property.

4. **PERMITS.** OSU (and/or the CMAR) shall obtain all permits required for and/or related to the Project, if any.

5. **UNIVERSITY POLICY.** All work shall be performed in accordance with the applicable policies of both the Board of Regents and OSU, except as modified herein, or as provided in the ARPA Award. If a conflict arises between said policies and/or this Agreement and the terms and/or conditions set forth in the ARPA award, the ARPA Award shall be controlling regarding all work performed on the Project.

6. **OSU RESPONSIBILITIES.** OSU, through its office of LRFP, agrees to facilitate the design and construction of the Project on behalf of OSUMA. OSU shall provide the services herein and shall manage the pre-construction and construction of the Project in accordance with the services listed in Exhibit A and as further detailed in Exhibits D and E.

7. **OSUMA RESPONSIBILITIES.**

A. Inspection of Work. The Project is subject to reasonable inspection upon reasonable notice by OSUMA during the construction phase. If OSUMA determines the work being performed on the Project is not in conformity with the plans and specifications, OSUMA shall request to meet with OSU to discuss the non-conformity. If the Parties agree work being performed is not in conformity with the plans and specifications, OSU shall cause the CMAR to cease work on the non-conforming portion of the Project and correct the non-conformity.

B. Ownership and Maintenance. OSUMA shall own the Project and be solely responsible for its maintenance.

C. Approvals. OSUMA shall promptly, and in any event within fifteen (15) days after

presentment in writing, provide to OSU written objections or approvals of any matter presented to OSUMA for approval under this Agreement. Any such objection shall detail the reasons for the objection, and if no approval or objection is received from OSUMA within such 15-day period, OSUMA shall be deemed to have approved such matter.

D. Property Insurance. OSUMA shall provide OSU a certificate of insurance reflecting coverage of the Property against loss and covenants to maintain such insurance in full force and effect for the duration of the construction and until such time as the Project has been accepted by OSUMA.

E. Funding. OSUMA shall be responsible for paying costs associated with the Project, consistent with the budget approved by the OSUMA Board. OSUMA shall reimburse OSU on a monthly basis after the presentation of an approved invoice for work performed.

8. **INSURANCE.** OSU (and/or the CMAR) shall ensure all subcontractors are adequately insured consistent with OSU standard practice and the terms set forth in Exhibit E.

9. **TAXES.** OSUMA shall be solely responsible for all applicable taxes related to the Property and construction of the Project.

10. **LIMITATION OF LIABILITY.** To the extent allowed by applicable law, OSUMA and OSU each, respectively, agree to be responsible for the negligent and intentional acts of their respective employees, agents, representatives, divisions, and affiliates arising out of or relating to the performance of their respective obligations under this Agreement. Applicable in each Party's case is the Oklahoma Governmental Tort Claims Act. OSUMA acknowledges and agrees OSU's services provided hereunder are on behalf of and for the benefit of OSUMA, and OSUMA agrees that it is the party with ownership and responsibility for the Project, including during the design and construction thereof.

11. **TERMINATION.** This Agreement is terminable upon any one of the following events:

A. By either Party with ninety (90) days written notice; and/or

B. By either Party if the other Party breaches or fails to perform or observe any of the material terms and conditions of this Agreement and fails to cure the breach or default within thirty (30) days after written notice from the other Party. Either Party may so terminate this Agreement, in addition to and not in limitation of any other right or remedy of the terminating Party at law, in equity or otherwise, and the failure of either Party to exercise such right at any time shall not waive its right to terminate for any future breach or default.

12. **EFFECT OF TERMINATION.**

A. Upon termination of this Agreement, in no event shall OSU be required to complete the Project as planned or to restore the Property to its original conditions.

B. No termination of this Agreement shall release OSU or OSUMA from any liability or obligation with respect to any breach of this Agreement occurring before termination.

13. **TITLE AND LIENS.** Title to materials associated with the Project shall pass to OSUMA when the materials become permanently affixed to OSUMA's real property. Title shall pass free and clear of all liens, claims, security interests, and encumbrances. Passage of title shall not, however, relieve OSU (and/or the CMAR) from any duties or responsibilities for the construction or materials, or waive any rights of OSUMA to insist on full compliance with this Agreement, the ARPA Award and other contract documents.

14. **AMENDMENT AND ASSIGNMENT.** This Agreement shall not be amended except in writing, executed by both parties. The provisions of this Agreement cannot be assigned or waived except by written agreement of the Parties.

15. **DISPUTE RESOLUTION.** Prior to seeking to adjudicate a dispute in a court of law or other tribunal, the Parties will use their commercially reasonable efforts to resolve the dispute through discussions between OSUMA and OSU.

16. **NONDISCRIMINATION REQUIREMENTS.** OSU shall ensure all contractors at any tier comply with all applicable laws and regulations governing nondiscrimination.

17. **GOVERNING LAW.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Oklahoma.

18. **ACCEPTANCE.** Prior to substantial completion of the Project, all operations and maintenance manuals must be submitted to OSUMA. Upon final completion of the Project, receipt of signed permit and record drawings and assignment of all warranties, OSUMA will issue a certificate of final acceptance. This certificate will indicate the agreed upon final value of the Project.

19. **BINDING UPON SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon the successors and assigns of all Parties.

20. **NO THIRD-PARTY BENEFICIARIES.** This Agreement is not entered into with the intent that it shall benefit any other person and no other such person shall be entitled to be treated as a third-party beneficiary of this Agreement.

21. **AUDIT.** During the progress of the construction of the Project and for a period of not less than three (3) years from the date of final acceptance by OSUMA, records pertaining to the construction of the Project shall be kept available and subject to audit by either Party.

22. **NO PARTNERSHIP, ETC.** The relationship between OSUMA and OSU is solely that of independent parties contractually bound by this Agreement. No fiduciary or other special relationship with or duty to the other Party is created by this Agreement. Nothing contained in this Agreement, and no action taken or omitted pursuant hereto, is intended or shall be construed to

create any partnership, joint venture, association, or special relationship between OSUMA and OSU. In no event shall either Party's rights and interests under this Agreement be construed to give the other Party the right to control or be deemed to indicate that it is in control of, the business, properties, management or operations of the other Party or any of its affiliates.

23. **NOTICES.** Except in the case of emergency communications given by telephone (and except as otherwise provided below), all other notices and other communications provided for under this Agreement shall be in writing and shall be delivered by hand or overnight courier service, mailed by certified or registered mail or sent by facsimile or electronic mail, and all notices hereunder shall be sent or delivered to the applicable telephone number, mailing address, or electronic mail address, in each case as specified for such Party below (or as otherwise subsequently designated by the parties in accordance herewith). Notices sent by hand or overnight courier service, or mailed by certified or registered mail, shall be deemed to have been given on the business day such notice is received (or on the business day on which attempted delivery thereof is thwarted by the recipient). Any Party hereto may change its address or facsimile number or telephone number or electronic mail address for notices and other communications hereunder by sending written notice to the other Party hereto in a manner permitted hereby. Initial notice addresses are as follows:

If to OSU:

Long Range Facilities Planning
505 Scott Hall
Oklahoma State University
Stillwater OK, 74078
Attention:
Phone:
Email:

Copy to:

Office of Legal Counsel Oklahoma State University
5th Floor Student Union,
Stillwater, OK 74078
Attention: General Counsel
Phone:405-744-6494
Email: steve.stephens@okstate.edu

If to OSUMA:

Oklahoma State University Medical Authority
944 W. 17th St.
Tulsa, OK 74127
Attention:
Phone:
Email:

24. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding and agreement between the Parties relating to the subject matter contained herein, including all the terms and conditions of the Parties' agreement. This Agreement supersedes all prior understandings, representations, negotiations, and agreements between the Parties relating hereto, whether written or oral and shall not be amended except by a written document executed by both Parties.

25. **EXECUTION AND DELIVERY.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page of this Agreement by facsimile, emailed pdf., tif. or any other electronic means that reproduces an image of the actual executed signature page shall be effective as delivery of a manually executed counterpart of this Agreement.

26. **SOVEREIGN IMMUNITY.** Neither Party waives its sovereign immunity by entering into this Agreement and specifically retains all immunities and defenses available to it as a sovereign pursuant to all applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of sovereign immunity. The Parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either Party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.

[SIGNATURE PAGES FOLLOW.]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates indicated below.

OSUMA:

Oklahoma State University Medical Authority

By: _____
Name:
Title:
Date: August __, 2025

OSU:

Oklahoma State University Center for Health Sciences:

By: _____
Name:
Title:
Date: August ____, 2025

Approval to Begin the Selection Process for On-Call Consultants to Provide As-Needed Interior Design Services to the University System and Institutions Governed by the Oklahoma A&M Board (OSU-SYSTEM)

Board approval is requested to begin the selection process for on-call consultants to provide as-needed interior design services to the university system and institutions governed by the Oklahoma A&M Board.

The university maintains a list of on-call consultants overseen by Long Range Facilities Planning. The current firms providing interior design as-needed services were selected at the January 2023 Board meeting and their terms will expire in January 2026. Firms are selected for a one-year term, which is renewable to a maximum of three years.

The solicitation and screening procedure will follow Board guidelines for consultant selection and the Board will be notified of committee meetings and interviews. A recommendation for the selection of consulting firms will be presented at future Board meetings.

Project fees will be determined on a project-by-project basis.

Phil Thomas and Jana Phillips, Long Range Facilities Planning, are coordinating this item.

Approval to Increase the Scope and Budget for the Design, Construction, and Renovations of Facilities at the College of Veterinary Medicine (OSU-STW)

Board approval is requested to increase the budget and scope for the design, construction, and renovations of facilities at the College of Veterinary Medicine (CVM) on the OSU Stillwater campus in Stillwater, Oklahoma, to include a new hospital.

The costs of this project are not expected to exceed $349,000,000.

At the December 2023 Board meeting, permission was given to select GH2 Architects and Manhattan Construction as architect and construction manager at risk, respectively, for the design and construction of renovations at CVM for an amount not to exceed $85,000,000, which included $79,000,000 from the State of Oklahoma and $6,000,000 from CVM.

At the December 2024 Board meeting, permission was given to expand the scope of the project to include the Oklahoma Animal Disease Diagnostics Laboratory (OADDL) and increase the estimated cost of the project to $99,000,000, based on an increase in the amount received by OSU from the State of Oklahoma. Upon notification of the additional $20,000,000, the $6,000,000 in funds from CVM included in the December 2023 Board approval was redirected back to CVM. Due to the similarity in nature of the renovations, adjacent proximity and expertise level of the selected architect and construction manager at risk, the original team of GH2 Architects and Manhattan Construction were approved to continue with the full project.

During the programming phase and upon further evaluation of the existing hospital, it has become evident building a new state-of-the-art facility for the College of Veterinary Medicine Hospital is the preferred solution. An additional $250,000,000 has been awarded by the State of Oklahoma to augment the $79,000,000 already allocated, totaling $329,000,000 for the hospital. As the scope of the hospital and the OADDL renovations are still within the original scope and the expertise level of the selected architect and construction manager at risk, it is recommended this team be retained. The design and construction of the facility will include all necessary furniture, fixtures and equipment, site development, and utilities.

Funding will be from legally available funds as detailed above.

Phil Thomas and Jana Phillips, Long Range Facilities Planning and Jerry Ritchey, College of Veterinary Medicine, are coordinating this item.

Request Approval of Seven Purchasing Items (OSU SYSTEM)

Board approval is requested for the following purchasing items. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable State statutes:

a. Two Sole Source and Special Request Purchasing Items
   1. Authorization is requested for Center for Local Government and Technology (CLGT) to purchase AppraisalEst software, plus professional services for training in support of the county assessor offices, from Schneider Geospatial LLC, in the estimated annual amount of $375,000. Funding will be provided by Revolving and Appropriated Funds. (sole source)

   2. Authorization is requested for OSU-CHS to purchase medical board prep subscriptions from TrueLearn, LLC., in the estimated annual amount of $360,000. These resources are used to assist the medical students in preparing for their board exams via practice exams and question banks. Funding will be provided by Auxiliary Enterprises Funds. (exempt)

b. Two Revolving and Appropriated Funds Purchasing Items
   3. Authorization is requested for CLGT to purchase 71 servers from Dell Marketing LP, in the estimated amount of $1,023,000. These servers are to be used in the county assessor offices across the state in support of the Computer Assisted Mass Appraisal (CAMA) software CLGT is statutorily responsible for supporting and maintaining. (OSU contract)

   4. Authorization is requested for OSU-CHS to purchase audio visual services and equipment for the AV refresh on the Tahlequah campus in the estimated amount of $380,000. (bid)

c. Three Auxiliary Enterprises Funds Purchasing Items
   5. On July 18, 2025, PayPal entered into a merchant agreement with the Big 12 Conference. As a member institution, OSU Athletics must use PayPal as the payment provider for all revenue-share payments to student athletes per the NCAA settlement. Authorization is requested for OSU Athletics to use PayPal for student athlete revenue share payments, beginning October 2025. The amount requested for FY26 is up to $17,000,000. (exempt)

   6. Authorization is requested for Fire Protection Publications to increase the previously approved estimated amount of $363,000 to $450,000 for implementing a replacement ERP and Ecommerce platform. During the blueprinting phase, it was discovered the approved budget would need to be increased to implement all integrations to support the mission of Fire Protection Publications. Additional funding has been made available to support this increase. (bid)

7. Authorization is requested for OSU-CHS to purchase service for the electronic participant solution for human subjects from Greenphire Inc., in the estimated annual amount of $350,000. (bid)

Request Approval of Four Ratification of Interim Approval Purchasing Items (OSU-STW)

Board approval is requested for the following purchasing items, all of which are new. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable State statutes:

a. Ratification of Interim Approval received from the Board CEO, July 9, 2025. Authorization is requested for OSU Athletics to enter into a no-cost custodial disbursement arrangement with Pokes Marketing, LLC, effective July 1. 2025, with mutual thirty-day termination rights; and to authorize the transfer of up to $1,500,000 from OSU to Pokes Marketing, LLC, to fund July revenue share payments to OSU student-athletes via Teamworks; Authorization is also requested to transfer up to $3,500,000 from OSU to Priority Technology Holdings, Inc., to fund revenue share payments to OSU student-athletes via Teamworks. Approval is further requested to authorize the OSU President, or a designee, to sign all documents, after review and approval by OSU Legal Counsel, and make all payments necessary to complete the transactions and ensure compliance with the House v. NCAA settlement. This is essential to ensure compliance with revenue share agreements and to allow timely payments to student-athletes during the transition to the conference mandated PayPal payment platform. Funding will be provided by OSU Athletics.

b. Ratification of Interim Approval received from the Board CEO, August 5, 2025. Authorization is requested for OSU Athletics to renew the international student-athlete group insurance plan with HUB International in the estimated annual amount of $290,000. Funding will be provided by OSU Athletics.

c. Ratification of Interim Approval received from the Board CEO, August 5, 2025. Authorization is requested for OSU Athletics to engage with Huron for evaluation of strategic vision, now and in the future, in the estimated amount of $285,000. Funding will be provided by OSU Athletics.

d. Ratification of Interim Approval received from the Board CEO, August 8, 2025. Authorization is requested for the Flight Center to lease two Piper Seminole trainer aircraft from Boelte Aviation LLC in the estimated annual amount of $400,000. Bid specifications include an option to renew annually upon mutual agreement. (bid)

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Oklahoma State University - Athletics

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

To request interim approval from the Board of Regents to authorize the necessary financial and operational steps to comply with the revenue sharing provisions established in the House v. NCAA settlement agreement through a temporary arrangement utilizing Teamworks for payment processing and Pokes Marketing LLC and Priority Technology Holdings, Inc. for custodial disbursement services. See attached Exhibit A for additional information.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Board approval is requested to:
1. Enter into a no-cost custodial disbursement arrangement with Pokes Marketing LLC, effective July 1, 2025 with mutual thirty-day termination rights; and to authorize the transfer of up to $1,500,000 from OSU to Pokes Marketing LLC to fund July revenue share payments to OSU student-athletes via Teamworks;
2. Authorize the transfer of up to $3,500,000 from OSU to Priority Technology Holdings, Inc. to fund revenue share payments to OSU student-athletes via Teamworks;
3. Authorize the University President or his designee to sign all documents—after review and approval by OSU legal counsel—and make all payments necessary to complete the transactions and ensure compliance with the House v. NCAA settlement.
This interim authorization is essential to ensure compliance with revenue share agreements and to allow timely payments to student-athletes during the transition to the conference-mandated PayPal payment platform. See Exhibit A for additional information.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 5,000,000

4. Identify the fund or funds to be used in covering the cost stated above. Legally available funds

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

(Optional) Signature of Requesting Administrator	(Required) Signature of President
	7/9/25
Date	Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

[X] Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

[ ] Interim approval is not granted for the business matter described above.

REMARKS:

Signature of the Chief Executive Officer or his designated representative

7-9-2025
Date

Exhibit A

Request for Official Interim Approval

Background: On June 6, 2025, Judge Claudia Wilken granted final approval of the House v. NCAA settlement, which allows member institutions to begin distributing revenue share payments to student-athletes in accordance with the settlement terms. On June 23, 2025, the Big 12 Conference Board of Directors approved PayPal as the exclusive vendor for processing such payments on behalf of conference institutions, with an implementation deadline of on or before September 15, 2025.

Due to the timing of the Big 12 decision, OSU Athletics was unable to seek Board approval for an interim payment solution at the June 2025 Board of Regents meeting. The Big 12 had not yet determined whether member institutions would be required to use a specific platform, and no exclusive payment platform had been selected prior to that meeting. The next scheduled meeting of the OSU Board of Regents is not until September 12, 2025, and payments are due under existing NIL contracts in July and August.

To meet its obligations during this interim period, the OSU Department of Athletics will utilize its existing arrangement with Teamworks to process revenue share payments to student-athletes. OSU will initially transfer funds to Pokes Marketing LLC, an Oklahoma limited liability company formed to assist OSU Athletics with NIL matters. Pokes Marketing LLC will transfer these funds to a disbursement bank account with Priority Technology Holdings, Inc., who serves as Teamworks' payment services provider. Funds in the disbursement bank account are held exclusively for the benefit of OSU student-athletes to facilitate revenue share payments. OSU will transfer funds to Priority Technology Holdings, Inc. directly for payments due in subsequent months.

OSU Athletics will submit an agenda item for the September 12, 2025 Board of Regents meeting to approve PayPal as a vendor for revenue share payments beginning September 15, 2025.

The Board of Regents amended Board Policy 2.07 in December 2024 to exempt revenue sharing (NIL) contracts from the University President's expenditure limit by adding the following exemption:

> Payments made pursuant to a contract with any individual student athlete as may be allowed by a finalized settlement of the case titled In re: College Athlete NIL Litigation, No. 4:20-CV-03919 (N.D. Cal.), (the" NIL Case Settlement") which contract amount is in excess of the Institutional President's pre-approved expenditure limit, provided such contract has been approved by the Athletic Director in consultation with the Board's Finance Committee Chair. The total amount of all payments allowed by the NIL case settlement shall not exceed in the aggregate the annual cap set forth in the NIL Case Settlement.

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Oklahoma State Athletics

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Purpose:
OSU Athletics seeks authorization to renew the Hub International - Geo Blue international student-athlete group insurance plan for Fiscal Year 2026. The plan is scheduled to renew on August 1, 2025, with international student-athletes arriving on campus as early as August 7, 2025.Due to an unexpected 20% rate increase, the estimated total cost for the FY2026 policy is $288,735.81, which exceeds the Board's approval threshold. In prior years, the total annual expense for this coverage has remained below $250,000.Approval is requested to proceed with the renewal to ensure uninterrupted insurance coverage for our international student-athletes upon their arrival.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Board approval is requested to:
The primary goal of this engagement is to request approval to provide international student athletes with group health insurance. Please see attached spreadsheet for the expense comparison between FY25 and FY26.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 290,000

4. Identify the fund or funds to be used in covering the cost stated above. Legally available funds

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

James D. Hess Digitally signed by James D. Hess
Date: 2025.08.04 09:36:22 -05'00'

(Optional) Signature of Requesting Administrator

(Required) Signature of President

Date

Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-08-05 04:00 UTC

Signature of the Chief Executive Officer or
his designated representative

Date

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Oklahoma State Athletics

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Purpose:
To engage Huron to evaluate OSU athletics within and beyond the Big 12. Immediate action is required in order to protect and enhance the short and long-term competitive positioning of OSU athletics within the broader field of intercollegiate athletics. Huron is uniquely positioned to provide strategic vision, industry acumen, and actionable intelligence to safeguard and grow the OSU athletics enterprise, now and into the future.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Board approval is requested to:
The primary goal of this engagement is to provide clear series of opportunities to be considered by Board of Regents and leaders of the University and Athletics along with anticipated outcomes. This approach will support more informed decision-making about the cost-benefit of such actions and related investments by the Board, University, donors, and other consitituents of OSU Athletics.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 285,000

4. Identify the fund or funds to be used in covering the cost stated above. Legally available funds

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

James D. Hess Digitally signed by James D. Hess Date: 2025.08.04 09:13:51 -05'00'

(Optional) Signature of Requesting Administrator

(Required) Signature of President

Date

Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-08-05 21:22 UTC

Signature of the Chief Executive Officer or his designated representative

Date

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

College of Education and Human Sciences

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Interim board approval is requested to ensure students in the Professional Pilot program can complete degree requirements in 4 years. Currently students are in jeopardy of not meeting this objective due to the lack of multi engine aircraft.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Authorization is requested for the Flight Center to lease two Piper Seminole trainer aircraft from Boelte Aviation in the estimated annual amount of $400,000 with the option to renew annually upon mutual agreement. (Bid)

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 400,000.00

4. Identify the fund or funds to be used in covering the cost stated above. 1-326200

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

(Optional) Signature of Requesting Administrator	(Required) Signature of President
08/04/2025	08/07/2025
Date	Date

Digitally signed by James D. Hess
Date: 2025.08.07 16:31:39 -05'00'

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-08-08 19:40 UTC

Signature of the Chief Executive Officer or
his designated representative

Date

Recognition Agreements for Interior Spaces (OSU-STW)

The following recognition agreements are informational in nature and presented to the Board as such.

KOSU			
Donor	**Building**	**Location**	**Name**
Kerr Foundation, Inc.	KOSU Broadcast Studio - Oklahoma City	Production, Level 1	Lou C. Kerr Production Suite
Spears School of Business			
John Bax	Business	Board, Level 3	Bax Executive Boardroom

No funding is required.

Stephanie Jones, University Planner, is coordinating this item.

Demolition of a Temporary Structure on the OSU Oklahoma City Campus (OSU-OKC)

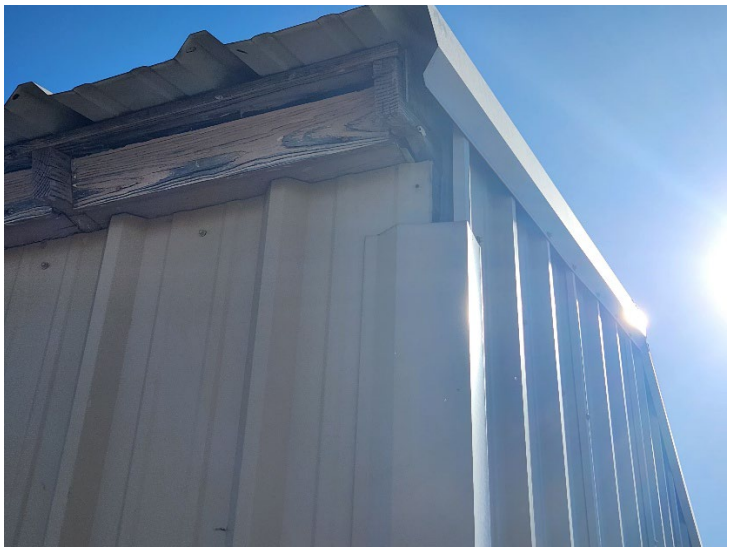
A temporary structure on the OSU Oklahoma City campus needs to be demolished due to deteriorating conditions. This structure, a metal shed, does not have a building number nor an asset number as it is not permanent.

Costs for this project are not expected to exceed $3,000.

Funding will be legally available funds.

Tammy Eck, Office of the Associate Vice President for Finance, is coordinating this item.

Roof gap



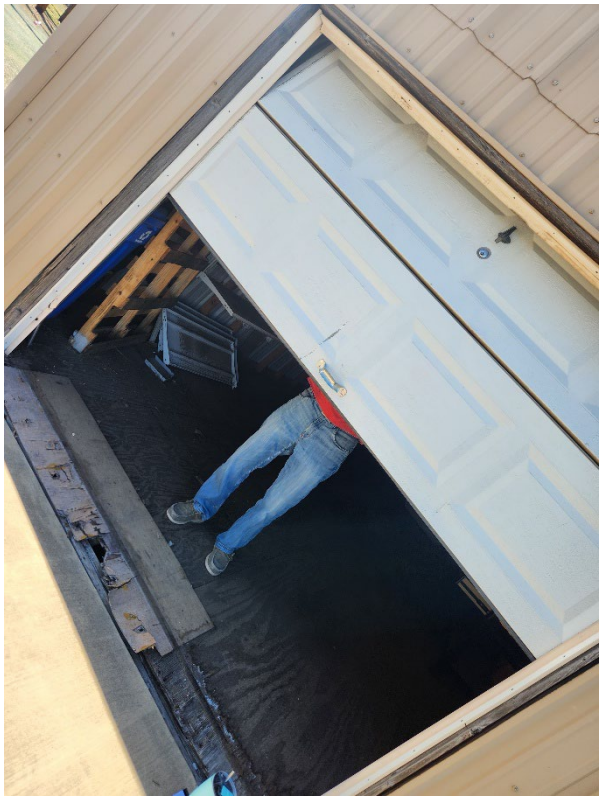
Roof gap

Trees

Corner damage

Door frame

Wall separation



Overhead door stuck

Corner damage

Outside Flooring

LANGSTON UNIVERSITY

Langston, Oklahoma
Agenda for the Regular Meeting of the Board of Regents for the Oklahoma A&M Colleges
September 12, 2025

Dear Board Members:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with purchases to be coordinated through the Chief Procurement Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

A - GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD

1. Remarks by President Ruth Ray Jackson
    a. Overview of 'E Roar Digital Publication

B – RESOLUTIONS

1. Request adoption of Memorial Resolutions for the following individuals: *(Reference Document B-1)*
    a. Ms. Gladys Johnson
    b. Mr. Marvin Fisher
    c. Dr. Lester Clark

C - POLICY AND OPERATIONAL PROCEDURES

1. Approval is requested to bestow the Honorary Doctorate of Humane Letters (L.H.D.) to Sherman L. Lewis. *(Reference Document C-1)*

D - PERSONNEL ACTIONS

1. Approval is requested for personnel actions including appointments, reappointments, changes in salary, changes in title or rate, personnel leaves, etc. Personnel items not requiring action by the Board including resignations, terminations, suspensions, retirements, etc. are provided for informational purposes only. *(Reference Document D-1)*

E - INSTRUCTIONAL PROGRAMS

1. Approval is requested to submit Low Productivity Reports to the Oklahoma State Regents for Higher Education. *(Reference Document E-1)*

F - BUDGETARY ACTIONS

None

G - OTHER BUSINESS AND FINANCIAL MATTERS

1. Approval is requested for three peace officer actions. *(Reference Document G-1)*
    a. One commission
    b. Two decommissions

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Approval is requested for a Special Request to enter into an agreement with Adidas America, Inc. and Midwest Sporting Goods in the outfitting of competition and practice uniforms for all athletic teams and marching band warm-up uniforms. This item has been reviewed by the Office of Legal Counsel. *(Reference Document H-1)*

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

None

J - PURCHASE REQUESTS

1. Approval to engage Oklahoma A&M Contract Loft Furniture to purchase furniture for use in residential communities. *(Reference Document J-1)*

2. Approval through Sole Source is sought to engage with Automated Building Systems (ABS) for the installation and programming of digital climate control systems within goat research laboratories. *(Reference Document J-2)*

K - STUDENT SERVICES/ACTIVITIES

None

L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED

None

M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. Quarterly FTE Report for period ending June 30, 2025 *(Reference Document M-1)*

All items listed above are respectfully submitted for your approval.

Sincerely,

Ruth Ray Jackson

Ruth Ray Jackson, Ph.D.
Interim President

VOL. 2 | ISSUE 5

THE ROAR MAGAZINE

WE NURTURE

LANGSTON UNIVERSITY CELEBRATES THE 135TH ANNIVERSARY OF THE SECOND MORRILL ACT OF 1890

A MONTHLY PUBLICATION PRODUCED BY THE LANGSTON UNIVERSITY OFFICE OF PUBLIC RELATIONS

INSIDE THIS ISSUE:

- MESSAGE FROM THE DEAN 3
- PASTURES AND PROGRESS 4
- TULSA 4-H PROGRAM 8
- EXPANDING GOAT MARKETS 10
- THE KEEPER OF KEEPERS 12
- ODAFF FUNDING 16
- COUNTY EXPANSION 17
- LU COMMUNITY GARDEN 19
- PAYING IT FORWARD 20
- KEEP DREAMING 23
- LU LAND GRANT MISSION TIMELINE 25

MESSAGE FROM THE DEAN AND DIRECTOR OF LAND GRANT PROGRAMS

DR. WESLEY L. WHITTAKER

Dear Friends and Colleagues,

This September issue of 'E Roar commemorates the 135th Anniversary of the Morrill Act of 1890; an Act that established the nineteen 1890 historically black land-grant universities. The Second Morrill Act was successfully shepherded through Congress on Aug. 30, 1890, by the late U.S. Sen. Justin Smith Morrill of Vermont. The Morrill Act of 1890 was intended to respond to the need to provide additional funding for the institutions established through the Morrill Act of 1862. Sen. Morrill, however, had been disappointed that limited benefits were accruing to our citizens who were not the sons and daughters of the wealthy class nor for the black sons and daughters of toil, respectively.

Today, the 1890 land-grant universities—spanning 18 southern and border states—represent a vibrant and growing network of 19 institutions. Building on a proud legacy, they continue to lead in educating first-generation and economically disadvantaged students, strengthening the resilience of limited-resource farmers, families and underserved communities, and advancing cutting-edge research with real-world impact. Their work drives innovative solutions to some of our time's most pressing local, regional and global challenges. Together, Langston University and other 1890 universities continue to improve the socioeconomic status of our communities' citizens and help transform lives at the local, regional, national and global levels. The land-grant philosophy is even more relevant today, given the dynamic complexity of the socioeconomic environment where an integrated, iterative systems approach provides the best likelihood of generating solutions that are responsive to the complex dynamism of our environment.

Throughout the past few months, Langston University and the broader 1890 community have proudly reflected on the enduring brilliance of the land-grant vision and the transformative impact of the 1890 land-grant universities. We celebrate the foundational role these 19 institutions have played—and continue to play—in shaping and advancing the land-grant mission.

As we commemorate the 135th Anniversary of the Second Morrill Act of 1890, we also look forward with determination and purpose. The land-grant mission must continue to evolve to meet emerging challenges, including building sustainable food systems, strengthening land and water resilience, advancing nutrition and public health, and cultivating a diverse and dynamic scientific workforce.

A wide range of celebratory activities is already underway. Leaders, students, researchers, policymakers, and partners across the 1890 university community are engaging on multiple platforms—including social media using #Celebrate1890s—to honor the legacy and spotlight the impact of 1890 land-grant institutions. We share stories of innovation, excellence, and community service, highlighting how the 1890s address critical local, national, and global challenges. Each of the 19 universities will also showcase points of pride and key accomplishments throughout the month.

The celebration will culminate with three signature events in Washington, DC, on September 9–10:

The 1890 Play Cyber Hackathon, hosted in partnership with Play Cyber and the University of the District of Columbia (UDC), will bring together students from across the 1890 campuses to engage in real-world cybersecurity challenges.

Capitol Hill Visits by 1890 university leaders, students, researchers, and public/private partners will amplify the voices and contributions of the 1890 community in addressing urgent societal needs.

The 135th Anniversary Commemoration Ceremony, held in partnership with the National 4-H Council, will celebrate the passage of the Second Morrill Act. This high-impact event will bring together members of Congress, USDA leadership, university presidents, alumni, corporate partners, and higher education advocates to honor the 1890 legacy and rally support for its future.

We invite you to join the 1890 community in the Nation's Capital for this historic celebration.

We are 1890 Strong—Happy 135th Anniversary to the 1890 Land-Grant Universities!

PASTURES AND PROGRESS:

JOSIE THROCKMORTON'S JOURNEY TO SHAPE THE FUTURE OF AGRICULTURE

BY JET TURNER

The morning sunrise bleeds orange and blue hues as its light crests over the foothills of the Ozark Mountains. Its rays reach through her bedroom curtains as the rooster crows, but Josie Throckmorton isn't focused on the noise; she is focused on the peace and tranquility of waking up on her grandparents' farm.

She crawls out of bed to begin her chores. The morning dew has made the hay too damp to harvest just yet, so Josie focuses on feeding the animals. The horses neigh and whinny, the cattle stir, the dogs get ready for the day, and even the cats quit their morning lounge as she approaches with their food.

Eventually the dew evaporates and it's time to harvest the hay. At this young age, Josie is too little to reach the pedals of the hay truck, so her sister drives while she uses her hands on the pedals to brake and accelerate.

Josie doesn't remember when she learned to do these things. She's been riding horses since before she could walk and has helped take care of the animals and harvest the fields from the moment she could.

Josie grew up with these animals, and she grew up working the land.

But this isn't just any land they work. This land where the sky is so clear, where the stars are so bright at night you can literally watch the world spin around you, where even the air feels different, was the original Native American allotment of land given to Josie's Cherokee ancestors when they signed the Dawes Rolls after walking from North Carolina down the Trail of Tears.

"Whenever you're out there it's like there's not a care in the world," Josie said. "There's nothing else that matters except for that land and your family that's built it."

Josie and her family lived in those Ozark Mountain foothills until her father, Dusty, received an opportunity to be the assistant principal of Guthrie High School. Josie was about to start the third grade when they moved.

Learning is deeply ingrained into the Throckmorton's family culture. Dusty and his wife Marjorie, who are each educators, made sure of it. Growing up on a farm taught their children to solve problems in real time, learn by doing and understand complex processes, among many other skills.

Marjorie and Dusty were training their daughters, of which they have three, for independence.

"When a kid's raised on a farm, they're exposed to more things than a kid that is less fortunate," Dusty said. "I think it's the richest environment to raise a child in.

"Whatever a young set of hands could do, we didn't shy away from. We heated our house with 100% wood until (Josie) was 8 years old. So once a week, we were felling a tree, we're getting the wood splitter, we're cutting wood with a chainsaw, and I'd let the girls run the splitter. They're stacking wood, they're picking up sticks, they're raking the yard."

Dusty realizes that's probably a heavier responsibility than most 8-year-olds are used to, but responsibilities like these laid the foundation for Josie's work ethic, her love for learning, and her respect for the land she works and the agriculture that cultivates it.

After moving to Guthrie, the Throckmortons began working for Davis Farms in Logan County. There, they tended to the farm's dry cows. Here, Josie learned how to show cows in addition to her other responsibilities.

When it came to her formal education, Josie's parents always emphasized the role of meaningful, hands-on experiences outside of regular course work. They would tell her to, "Not let school get in the way of your education."

They also told her, "You get out of school what you put into it," a lesson that influenced how Josie interacted with her teachers and kept her involved in a multitude of extracurricular activities, such as 4-H and track and field.

College was the next step for Josie upon graduating high school. She knew she wanted to study agriculture, and as she weighed her options, Langston University became a natural fit for her.

"Honestly, I came (to Langston University) for the agriculture program," Josie said. "I wanted a small school where I wouldn't be just a number. I wanted the professors to know who I am, and I wanted to know who they were. So, I came to Langston to deep dive into the ag program with all of the research that they have because Langston is known for their agriculture research. I came to get into that research and have a personal relationship with the people that are teaching me."

Langston University was named a Research College and University by the Carnegie Classification of Higher Education Institutions in March, emphasizing the focus of research for the institution. Additionally, Langston University has a student-to-faculty ratio of about 17:1 and continues to be the most affordable four-year institution in Oklahoma.

Josie hit the ground running when she arrived to campus during the Fall 2022 semester, ensuring she introduced herself to professors, shared her interests with them and got involved where she could.

Throughout her time at LU, Josie has been involved in

honeybee research under Dr. Malcolm McCallum and honeybee extension educator Hank Baker, and horticulture research under Dr. Tracey Payton. But what might end up defining her time at Langston University is the work she has done with the Drone Technology and Precision Agriculture team.

The Drone Technology and Precision Agriculture team is made up of Langston University students conducting research with drones. The goal of this research is to develop a smart but inexpensive drone that can help manage livestock and pastures for farmers. Dr. Leonard Kibet serves as the primary investigator.

Instructor Marcio White formally met Josie for the first time about two years ago at a Sherman Lewis School of Agriculture and Applied Sciences (SL/SAAS) event but had seen her around before because she was always at leadership meetings.

It was here where White approached Josie about the work the Drone Technology and Precision Agriculture team was doing. Josie was immediately interested, and after a couple of meetings she was voted onto the team by its existing members.

Josie is the Nutritive Differential Vegetation Index (NDVI) Specialist on the team. She is in charge of the pasture management component of the project and flies missions with the spray drone, which can very precisely—down to the inch—apply fertilizer, pesticide, herbicide and insecticide to a crop to ensure that only specific spots are targeted so no extra chemicals enter the land.

The Drone Technology and Precision Agriculture team has existed at Langston University for about 6 years, but White said this year's team may be the best ever assembled, and Josie is a huge contributor to that fact.

"(Josie) has great character, and she has a brilliant intelligence," White said. "She's a dedicated hard worker, she's committed to what she's doing, punctual, and she's very good at communicating not only her ideas, but how she feels about things. And she's also a leader."

White described Josie as a "participative type leader," one who is always willing to get in and do the work, leading by example wherever she can.

As long as the Drone Technology and Precision Agriculture team has been at Langston University, White has tried to

convince his students to study for and earn their commercial drone pilot license. His efforts were unsuccessful until this past Spring when, unknown to him, Josie began to study for her license.

Later that semester, Josie passed all tests and became the first active Langston University student to earn their commercial drone pilot license.

When she originally began planning her future career, Josie only wanted to preserve her family's agricultural heritage and their ancestorial Cherokee allotment of land for future generations, but that passion has expanded.

Now, as Josie prepares to graduate in May, she sees herself bridging the gap between the traditional farming methods she learned on her grandparents' land so long ago and new technologies like the drones she flies today.

"To us, that land is more of a sign of God's provision for our family," Josie said. "We know that we've been looked after and given so much, so what we hope to do is to keep this land in our family so that that whole story and that sacrifice and all the turmoil and hardships that my Cherokee ancestors faced is still alive in us today, and that we don't forget the things that they went through to give us the stuff that we do have. I want to preserve that land so that my kids and my grandkids can grow up running around in the creeks, up and down in the hollers and in the hay fields and fishing in the ponds, just like I did, and just like all of my ancestors before me.

"What I want to do for the rest of my life is talk to people and educate them on what the future of agriculture is, what their role is in it, and how to preserve what they already have."

LANGSTON UNIVERSITY EXPANDS 4-H CLUBS, PROGRAMMING TO TULSA

BY ELLIE MELERO

After months of planning and preparation, America's largest youth development program will be offered in North Tulsa this fall thanks to Cooperative Extension and Outreach Programs (CEOP) from Langston University.

4-H Youth Development has been a nationally loved and respected program throughout the U.S. for decades, and it offers opportunities for children ages 7 to 18 to engage with their communities and learn valuable life skills. Now, families in Tulsa and the surrounding communities will be able to take advantage of 4-H's robust programming thanks to Langston University's CEOP expansion.

"It's something that we've wanted to do for quite some time," said Dr. Roger Merkel, the Interim Associate Extension Administrator for CEOP. "We're really a small overall extension team, and it's difficult for people to be in different areas of the state at the same time. So, hiring two new people to be really dedicated to the Tulsa and northeastern area of Oklahoma is really going to help spur that growth."

CEOP, through the Sherman Lewis School of Agriculture and Applied Sciences, currently operates nine 4-H programs in Oklahoma through its four clubs and five programming partners, and it has over 800 youth participants. The majority of these programs are located in Logan and Oklahoma Counties, but CEOP has long wanted to expand 4-H to the Tulsa area. They began this summer through a partnership with the Tulsa Dream Center, but now they're poised to fully bring 4-H to Tulsa with new clubs and expanded Tulsa Dream Center programming.

CEOP has hired two new extension educators specifically for the project. John Hayes will be based at the LU-Tulsa campus as an associate 4-H program leader, and Marquisha Thomas will be based at the Tulsa Dream Center as a 4-H educator. Together with CEOP's existing 4-H program leaders, they will work to bring 4-H to the greater Tulsa area.

"We're expanding our extension presence at the Tulsa campus with John and Marquisha, and we'll have some other extension educators who will have office space there," Dr. Merkel said. "But being extension educators, most of their work is out in communities."

Hayes and Thomas were hired at the end of the summer and

are going through an extensive training program to learn how to coordinate and administer 4-H programming. Programming will begin this fall, and it will include some of CEOP's most popular 4-H activities such as the Junior Master Gardeners program and equine demonstrations.

While the plan is to focus on North Tulsa initially, these 4-H activities will be open to any children in Tulsa. CEOP plans to start two clubs for different age groups at the Tulsa Dream Center and then one in the Greenwood District before working to start clubs in the surrounding communities.

Langston University's 4-H programming focuses on Civic Engagement, Healthy Living and Science. 4-H members are 4 times more likely to contribute to their communities, 2 times more likely to participate in STEM, 2 times more likely to be healthier and 2 times more likely to be civically active. By expanding 4-H to Tulsa, more kids will have access to fun and interactive activities that can prepare them to give back to their communities in the future.

"STEM, science and those types of things, that's what these young people, and even us older people, need so that we can progress and keep up in the world," Dr. Merkel said. "Our 4-H programming offers that, and then, of course, just working with the youth and helping them in their soft skills, giving presentations and getting more confident being in front of people and in leadership activities."

People interested in participating in 4-H through Langston University can find out more at *langston.edu/academics/school/agriculture-and-applied-sciences.*

LU 4-H IS ACTIVE IN 3 COUNTIES WITH 9 PROGRAMMING HUBS AND 870 PARTICIPANTS THROUGH 4-H CLUBS, PROGRAMMING PARTNERS AND CAMPS. 4-H MANDATES ARE CIVIC ENGAGEMENT, HEALTHY LIVING, AND SCIENCE.

3 COUNTIES

9 PROGRAMMING HUBS

870 PARTICIPANTS

4X 4-H members are 4 times more likely to contribute to their communities

2X 4-H members are 2 times more likely to participate in STEM

2X 4-H members are 2 times more likely to be healthier and civically active

LANGSTON UNIVERSITY WORKS TO EXPAND GOAT AND LAMB MARKETS IN OKLAHOMA

With a long history of cowboys, homesteads and cattle ranchers, it's no surprise that Oklahoma loves beef.

From fried onion burgers to sizzling steaks, beef is a staple in many Oklahoma households. But as the popularity of foods like Greek gyros and Indian curries grows throughout the state, so does the demand for other types of meat.

Over the past 15 years, there has been a steadily growing demand for lamb and goat meat in Oklahoma. Despite this growing demand, these meats are not widely available in local grocery stores, and most of what is available is imported. A group of researchers at Langston University wanted to see what could be done about that.

Langston University is home to the E. (Kika) de la Garza American Institute for Goat Research, which is a global leader in goat and sheep research. For more than 40 years, the Institute has sought to increase the levels and efficiencies of goat production, enhance the utilization of goat products, and improve the use of goats for specific purposes such as vegetation management. One of its primary goals is to increase economic returns for those raising goats or processing their products.

In Oklahoma, there is a marginal group of local goat and sheep farmers engaged in production, but these farmers often face challenges connecting with consumers and expanding their market reach. Langston University's research program, which has long been involved in production agriculture, recently added new modules to its research activities that bridge the lamb and goat meat producer-consumer gap while enhancing economic opportunities.

LISTENING TO THE CONSUMERS

Without precise data on production decisions, consumer demand and buying behaviors, marketers lack the information necessary to grow local lamb and goat meat markets, which would allow them to support rural communities and boost domestic trade balances.

To better understand market conditions, including consumer behavior, Langston University's research team conducted a comprehensive survey across all 77 counties in Oklahoma using Qualtrics, an online survey platform, that reached over 500 households representing various demographic groups. Oklahomans were asked about their awareness of goat meat, their willingness to buy it, and what factors influence their decisions, such as price, product presentation and safety assurances.

Data were analyzed using quantitative techniques. The results of the research study not only told a powerful story, but they inspired positive outcomes for producers, marketers and consumers.

Of all respondents, 73% indicated they would purchase goat meat if it were available in their grocery stores, and price specials made a big difference in their purchasing decisions. Researchers also found that food safety matters to consumers, and they were more likely to purchase goat meat when they knew it had USDA inspections or safety assurances. Additionally, the ease of cooking, the tenderness of the meat and having recipes provided were top reasons for consumer satisfaction.

When it came to demographics, college graduates were more likely to consume goat meat, highlighting the need for consumer education across all ages. Also, unlike in past studies, ethnicity was not a significant predictor of goat meat purchases.

Dr. Nirodha De Silva, assistant professor and project director, concluded that demand is no longer limited to specific cultural communities but is expanding into the main-stream market—a promising sign for Oklahoma producers.

"Consumers across all backgrounds are becoming more health-conscious, and goat meat's nutritional profile—lean, low in saturated fat and high in protein—appeals to those seeking healthier red meat alternatives," Dr. De Silva said. "As more people are exposed to goat meat through restaurants, food festivals and retail promotions, curiosity becomes regular consumption."

MARKET IMPACT: PRODUCERS, CONSUMERS AND COMMUNITIES

Dr. De Silva's team worked with LU's Product Development Center, led by Dr. Carlos Alvarado, to implement the results from this study with the Center's ongoing work. Together, they have used several avenues to reach out to nearby communities to inform them about the opportunities available in the local lamb and goat meat markets.

A logical first step was to use the annual Langston University Conference on Sustainable Agriculture, including Goats and Sheep, to share their findings and educate people on the possibilities available in the goat and sheep industry. They also sent a team to the 2024 Lamb and Goat Meat Festival in Oklahoma City, which attracted over 300 attendees who sampled goat meat dishes.

Local and professional chefs demonstrated various recipes at the festival, making the product approachable for new audiences. The many small goat producers who attended also learned about goat meat's health and cultural benefits, gaining a greater understanding of market opportunities. This festival is scheduled to return in the fall and will again be an excellent resource to spread awareness of Oklahoma's goat and sheep products.

Meanwhile, the LU Product Development Center's "Leg of Lamb Initiative" also provided local consumers with processed lamb and goat meat packages along with easy recipes and QR-code surveys to track consumer feedback.

These initiatives have been successful, evidenced by the many local lamb and goat producers in Oklahoma who have been rapidly learning new marketing techniques and expanding their consumer networks.

With the support of Langston University's Evans-Allen-funded projects on production, agribusiness marketing and product development, the market impact of lamb and goat meat has been enhanced.

"The expanded Evans-Allen match has greatly enhanced Langston University's ability to support the growth of the lamb and goat meat market in Oklahoma by combining research-driven insights with value added product development and enhanced consumer engagement," Dr. Alvarado said. "A larger number of small ruminant producers will be supported by both the LU research and extension programmatic activities."

Thanks to the efforts of Langston University's researchers, fresh, locally produced lamb and goat meat are now more accessible to local consumers, reducing Oklahoma's reliance on imports and supporting domestic agriculture. Producers have benefitted from gaining market access and premium prices for their products. Consumers have gained access to locally grown and a new category of healthy protein.

As these efforts continue, Oklahoma's lamb and goat meat market is poised for continued growth.

THE KEEPER OF KEEPERS:

LU HONEYBEE EXTENSION SUPPORTS OKLAHOMA BEES AND FARMERS

BY JET TURNER

As dusk turns to dark, the last of us buzz our way back into the hive to rest for the night. This time, the doors close behind us. Unusual, but not an issue. We settle into our honeycombs for the night, awaiting the morning sun.

A jarring of the hive awakes us in the morning. Strange noises come from the outside. The jarring finally ends and our home stands still for a moment until rhythmic vibrations shake the colony.

Before long the vibrations cease. Those same jarring movements follow, but quickly end. The hive is still.

Finally, the doors open and we stretch our wings, leaving the hive in droves. We don't recognize where we are, so we fly in figure eights, trying to get our bearings. Slowly, we are able to inch further and further away from our home and into a new land where new nectar awaits–all in support of our queen and colony.

While this scene may seem dramatic, in a couple of days the honeybees within this colony will adjust to their new environment and continue with their normal duties, unaware of the tremendous benefit they are providing to the crops surrounding their hives and the farmers who harvest them.

From hobbyists to commercial growers, relocating honeybee colonies is just one of the many ways the Langston University honeybee extension program helps people all across Oklahoma.

Hank Baker, the honeybee extension educator and administrator of research at Langston University, said simply placing one honeybee colony in front of crops can increase yields by 60-70%. While bees are an excellent resource for agriculturalists, beekeeping is full of challenges. Without proper training, many will quit.

"With honeybees and their management, there's a really large learning curve," Baker said. "Almost 80% (of people) that get into honeybees quit within the first three years. They'll quit because they don't have any help. Their bees will die in the first year, and they'll try again, and then their bees will die again, and they'll try it again."

Anyone can find beekeeping training programs and resources online, but that material pales in comparison to hands-on training in the field.

This is where Langston University's honeybee extension program excels.

"One of the things that I pride ourselves on in our program is we go in and we help those farmers manage their colonies so they have successes instead of failures," Baker said. "I am out in the field every day. I probably call on half a dozen farmers a day, showing up and going through those colonies with them.

"You'll learn more in an hour-long visit than from a six-month class."

Although this program has only been around for about a year and a half, Baker's hands-on approach to helping Oklahomans with their honeybee colonies has already made a difference.

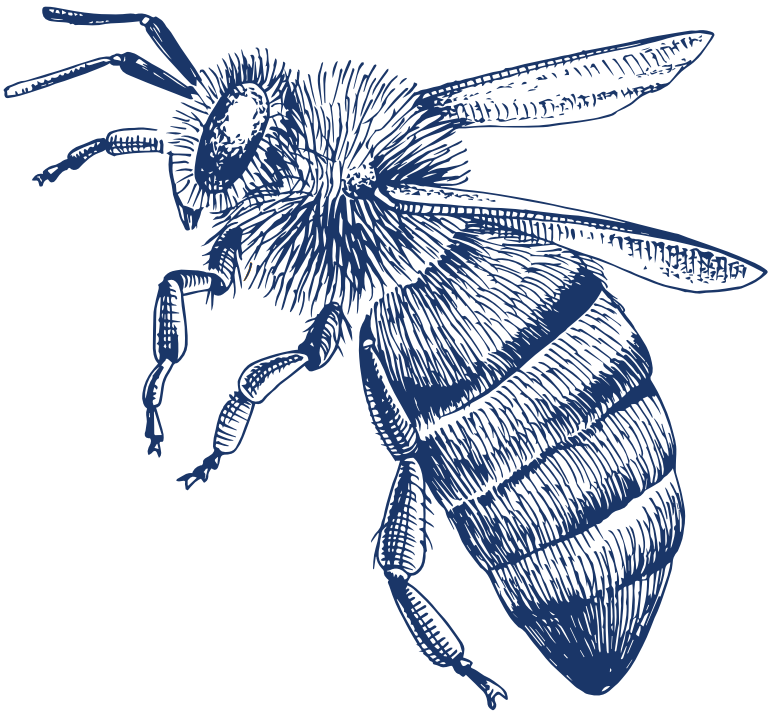
A disabled veteran from Kingfisher County, who uses beekeeping as a therapeutic hobby, enjoyed nothing more than sitting on the porch and watching his bees. One day, he discovered all six of his colonies were in trouble, so he called Baker for support. Baker traveled out to the veteran's home to see if he could help save the colonies, but unfortunately, there were almost no bees left.

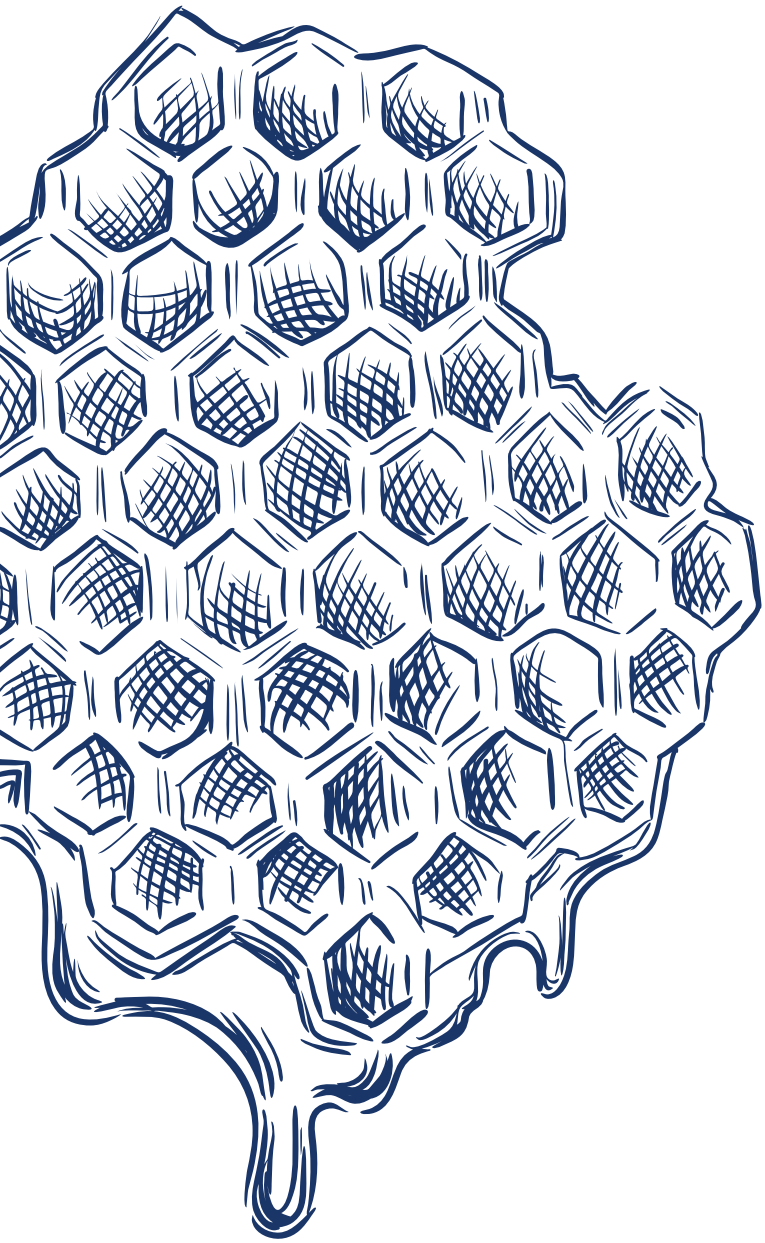
Within 7-10 business days, Baker had two new colonies installed in the bee boxes the veteran already owned. Now, Baker receives regular text messages and calls from the veteran thanking him for his help and updating him on the bees.

A beekeeper in Choctaw told Baker he has quadrupled his honey production just from Baker going on-location to help him over the last year.

A farmer from Wetumpka and her husband have been gardening for years, and often sell their produce at the Norman farmers' market. They recently lost all but one of their six honeybee colonies. Baker visited the farmers and quickly installed new colonies and new queens. Now, their business is back up and running, and the couple stay in regular contact with Baker about the status of their bees.

These are just a couple of instances where Baker and the honeybee extension program have made a difference. Baker helps people tend to their honeybees in all 77 Oklahoma counties and has reached over 500 individuals through various programs and workshops. These include on-site farm visits and LU campus workshops as well as collaborations with other organizations such as Oklahoma State University, Hives for Heroes, local elementary schools and nearby cities, performing services and workshops off campus.





."The farmers that we help, I usually pay them a visit about once a month," Baker said. "So after about six visits, they're getting a pretty good handle on (beekeeping) and they don't need as much help. Then, they start to mentor other people around them. It kind of snowballs from there."

The Langston University honeybee extension program also assists public parks and other similar spaces, for a bee's role as a pollinator keeps the park grass and other vegetation healthy and lively.

Recently, Baker helped Scissortail Park in Oklahoma City escape a vicious cycle. Each year the park bought new bees because their colonies would die in the winter.

Baker was asked to come evaluate the bees, and he discovered the colonies were not producing enough wax for the queen to lay eggs in. He took several frames from the bee boxes home and heavily hand waxed them. Now, the bee population in the park is able to expand, and the park no longer needs to buy new queens every year.

While detailed data is still being gathered, preliminary outcomes indicate measurable economic benefits to Oklahomans, such as increased income and productivity among participants. According to stakeholders, the average income increase for program participants has grown substantially, reflecting gains in produce output, honey production, sustainable honeybee populations and entrepreneurial success.

"I'm proud of the quality of outreach that we do," Baker said. "It's only been a year and a half, and the quality of work that we're performing in the field and the number of people we are helping is tremendous."

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LANGSTON UNIVERSITY COOPERATIVE EXTENSION AND OUTREACH PROGRAM MAKES PLANS TO EXPAND SERVICES TO 48 OKLAHOMA COUNTIES IN 2026

Thanks to the efforts of the Oklahoma Legislature to fully match Langston University's Evans-Allen federal funding, the LU Cooperative Extension and Outreach Program (CEOP) is preparing to expand its services to two new counties while increasing its program offerings in counties it already serves.

With the additions of Woodward and Johnston Counties, CEOP will offer extension programs in 48 of the 77 counties in Oklahoma. CEOP's programs offer vital services to these communities, providing resources in areas ranging from family and youth development to a wide range of food and agricultural support. Dr. Roger Merkel, Associate Extension Administrator for CEOP, said that by expanding its services, CEOP seeks to fulfill its mission of advancing the well-being of Oklahomans and fostering resilient, thriving communities across the state.

"The Cooperative Extension and Outreach Program of the Sherman Lewis School of Agriculture and Applied Sciences is committed to serving the citizens of Oklahoma by promoting improved quality of life, enhancing agricultural and business productivity, and fostering community development," Dr. Merkel said. "Central to the mission of Extension is the cultivation of meaningful human connections. Extension educators prioritize the establishment of respectful, supportive relationships that yield measurable, positive outcomes in the communities they serve."

The Oklahoma Department of Agriculture, Food and Forestry (ODAFF) fully matched Langston University's Evans-Allen federal funding for the first time in FY 2025, and ODAFF made strides to maintain the full match for FY 2026 by increasing CEOP's state funding. Thanks to this full funding match, CEOP is strategically expanding its services throughout Oklahoma through investments in essential resources such as personnel, transportation, technology, program supplies, professional development opportunities and other forms of operational support.

With enhanced resources, the program intends to both broaden existing initiatives and implement new, impactful activities. Anticipated outcomes include:

- An increased number and multiplicity of food preservation courses
- Expanded fiber arts programming
- A broadened youth STEM curriculum and engagement with schools and other community organizations.
- Establishment and support of new 4-H clubs.
- Expansion of small ruminant production and related value-added product development programs into new areas of the state.
- Growth of apiculture support and education, including the development of a formal training curriculum for beekeepers.
- Expanded horticulture and precision agriculture education and outreach initiatives
- Strengthened collaboration with and support for community-based organizations
- Continued adult and youth nutrition education support programs.
- A new initiative to provide adult and youth programming with Oklahoma City Parks and Recreation

This expansion effort is one of the ways in which Langston University aims to broaden its impact in Oklahoma through its land-grant mission.

"Langston University is grateful for its enhanced funding," said Dr. Wesley Whittaker, Dean of the Sherman Lewis School of Agriculture and Applied Sciences. "Consumers, producers and industry professionals recognize that funding for agricultural extension and research in Oklahoma creates value on many levels. It helps to develop new revenue streams for farmers and ranchers, expand value-added products, encourage diversified agricultural practices and strengthen the competitiveness of Oklahoma agriculture.

"Our dedicated team is energized and ready to do all that is necessary to ensure impactful outcomes from our work."

LANGSTON UNIVERSITY COOPERATIVE EXTENSION AND OUTREACH PROGRAMS

BLAINE COUNTY

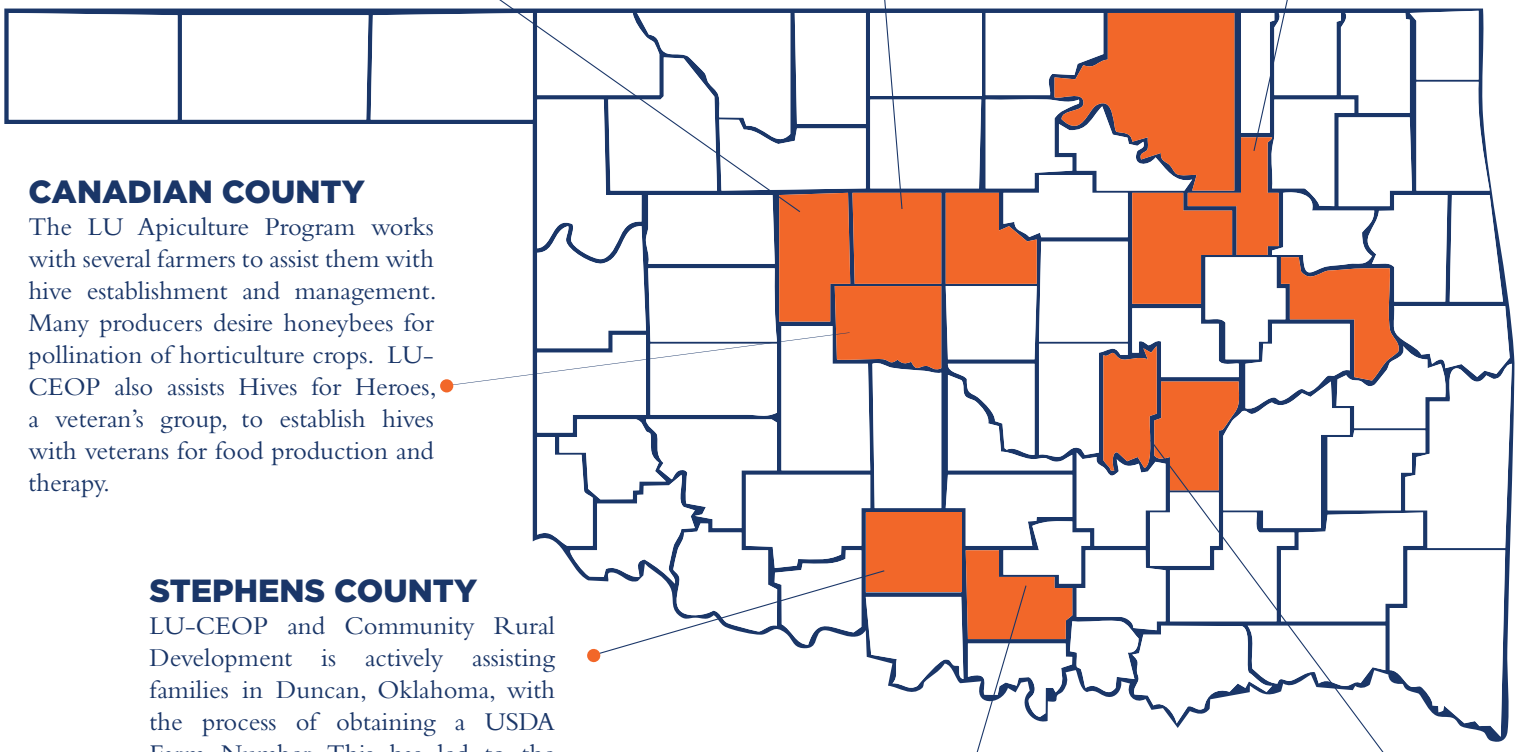
At the Blaine County Summer Bash at Watonga Library, 150 kids used smoothie bikes to make healthy smoothies, providing a fun, hands-on activity that engaged youth in healthy living. We also shared information about 4-H and the opportunities it offers for youth development.

KINGFISHER COUNTY

Kingfisher County, we facilitated culinary arts judging at the county fair. Entries showcased a variety of baked goods and other homemade foods. The event highlighted youth and community members' skills in creativity, presentation and food preparation.

TULSA COUNTY

In Tulsa County, we installed garden beds to create a community garden at the Tulsa Dream Center. This project is a collaborative partnership between the Tulsa Dream Center, the Tulsa County Health Department, and Langston University. The garden will provide fresh produce, educational opportunities, and a space for community engagement.



CANADIAN COUNTY

The LU Apiculture Program works with several farmers to assist them with hive establishment and management. Many producers desire honeybees for pollination of horticulture crops. LU-CEOP also assists Hives for Heroes, a veteran's group, to establish hives with veterans for food production and therapy.

STEPHENS COUNTY

LU-CEOP and Community Rural Development is actively assisting families in Duncan, Oklahoma, with the process of obtaining a USDA Farm Number. This has led to the completion of requirements and successfully securing their number this past spring.

CARTER COUNTY

LU-CEOP Community Rural Development Program Cluster assists families in the city of Springer to address heir's property issues, reviewing ownership formalization options and sharing USDA resources. The family plans to pursue mediation and land use planning.

SEMINOLE AND HUGHES COUNTIES

In Seminole and Hughes counties, LU-CEOP works with farmers to use goats for vegetation management. Producers use goats to remove unwanted vegetation to support pasture growth for cattle production, and after having goats, some producers add them to their farm livestock. LU-CEOP held a vegetation management workshop with the Seminole Nation of Oklahoma and is establishing vegetation management sites with the tribe. LU-CEOP is also assisting a goat producer in Hughes County to become established in the goat rental business.

LOGAN COUNTY

Langston University partners with OSU Extension to conduct a jelly-making class using juice as the main ingredient. Participants learn the process of making homemade jelly by combining practical food preservation skills with a fun, hands-on experience. Also, the FCS Extension and Academic Unit partners with the Town of Langston City to revitalize the community garden space to prepare it for growing season. The project fosters community involvement and promotes healthy living through local food production.

MUSKOGEE COUNTY

LU-CEOP is conducting a Market Garden Training Course in Summit to train producers in all aspects of gardening to produce vegetables for both home use and income generation. Additionally, LU-CEOP educators speak on the Healing Power of Horticulture and the health benefits of gardening beyond crop production.

OSAGE COUNTY

Mr. Micah Anderson, Horticulture Specialist with LU-CEOP, has supported the Clark/Asberry Homestead located in Osage County for several years in establishing sustainable farming practices. Through the LU-CEOP Market Gardening Classes in Boley, the Homestead launched a local farmers' market, inspiring multiple families to join the effort. Langston University Extension is now assisting with the introduction of dairy goats to produce milk and cheese as value-added products, further expanding the variety of items available at the market.

CREEK COUNTY

The Community Rural Development has recently partnered with G-Line Ranch in Creek County. The collaboration will enable the development and distribution of knowledge and methods to improve animal agriculture and agricultural systems in general, as well as provide LU SL-SAAS students with hands-on experience.

LANGSTON UNIVERSITY COMMUNITY GARDEN AND ORCHARD EMPOWERS LOCAL RESIDENTS WITH AGRICULTURAL EDUCATION

In the past, it was normal for young children to plant fruit and vegetables with their parents or grandparents. Squash, tomatoes, lettuce and more were staples in a backyard garden.

Now, with land becoming sparser for homeowners and the focus on individual agriculture dwindling, it's more important than ever to ensure those who wish to seek basic agricultural knowledge have access to it.

That's where the Langston University Community Garden and Orchard can help.

Horticulture Extension Educator Micah Anderson says understanding proper planting and care techniques, knowing when to harvest, and even learning how to present and market your produce are vital for community empowerment and preserving agricultural knowledge.

"People have passion and want to learn," Anderson said. "But it can be a slow process. We didn't lose this overnight. It takes time to build this knowledge back up.

"It's just getting people to take that first step. It's good for people to come in and see and learn stuff and then be able to go back home and duplicate it."

A core objective of the Langston University Horticulture Education and Research Center (HERC), established in 2023, is to share best practices and the latest research in horticulture with Oklahomans and beyond.

The community garden, launched the same year, is a free resource for community members who wish to grow their own produce and learn from the research and experience of faculty and staff members of the Sherman Lewis School of Agriculture and Applied Sciences.

Dr. Leonard Kibet, Director of Crops & Soil Sustainability, said the interaction with Langston University's faculty, staff and facilities is among the most important aspects of the community garden.

"The main thing is community engagement—being able to learn from the scientists we have here," Dr. Kibet said. "When people come to the farm, they interact with our staff, technicians, or scientists, and they learn to grow their crops better and more sustainably. Then they share that knowledge in their community, and they enjoy fresh, local produce—that is the magic of the work our team is doing."

The garden's plots are optimized for the best growing experience possible. For example, plasticulture is utilized in each plot to improve yields, quality and harvest time by warming the ground, conserving moisture, suppressing weeds and controlling pests.

Recently, Dr. Kibet and his team have planted 49 fruit-bearing trees for a community orchard. These trees will take about 3 years to grow and produce their fruit, but once they do, the HERC will give out fruit samples to the community and provide resources for those who want to plant their own trees at home.

This is just one of the many ways Langston University is helping improve local food security and teaching communities to be self-sufficient – supporting Langston University's land grant mission in promoting practical education and serving the public good.

"It's helping people grow their own food," Anderson said. "And sometimes, you even grow more than you can eat."

PAYING IT FORWARD:

LANGSTON UNIVERSITY ALUMNUS DEDICATES CAREER TO HELPING OKLAHOMA FARMERS

BY ELLIE MELERO

It takes a lot to be a successful agribusinessman.

From hard, physical labor to the complexities of proper natural resource management, there's more to it than most people would think, and no one knows that better than Cleaon Bradford.

A native of Boley, Oklahoma, Bradford has been in the agribusiness industry his entire life. He has spent countless hours meeting with people, learning about best practices and available resources, and doing whatever was needed to build a thriving cattle farm in his hometown. Throughout it all, he has also spent his 21-year career with the United States Department of Agriculture (USDA) helping other Oklahoma farmers do the same.

"Just as I was able to receive it, I want those individuals to be able to have those opportunities as well," Bradford said.

Like most Oklahomans, Bradford was exposed to Oklahoma's thriving agriculture industry at a young age. He came from a family of farmers, and he was active in 4-H. He knew he wanted to own his own farm one day, so he took every opportunity he could to learn more about the industry.

His senior year of high school, as the president of his local 4-H club, Bradford attended the Retired Educators for Youth Agriculture Program at Oklahoma State University. Through his participation in the program, he was able to secure an internship with the USDA.

He spent the summer working for the local USDA office where he learned about natural resource conservation. He decided that was what he wanted to do with his life, so he began making plans for after high school.

Growing up in Boley, Bradford was familiar with Langston University and the opportunities it could provide, especially in the realm of agricultural research and education. So when he received a national scholarship from the Bureau of Reclamation, it was an easy decision to go to LU to study natural resource management.

"It was the college to go to," Bradford said. "People spoke highly of it. It was a school where you were going to not only get your education, but you'd kind of feel like people cared about you and wanted you to succeed."

Although he was getting ready to move for school, Bradford still hadn't given up on his dream of owning his own farm. Actually, he was more motivated than ever. Not long after his high school graduation, 18-year-old Bradford secured a loan to lease land and purchase his first cattle stock, marking the beginning of his cattle production operation in Boley.

In addition to raising the livestock, he also grew and bailed hay with which to feed the animals in the winter. It was hard work, and he wouldn't have been able to do it without the help and support of his family. He relied on that help even more when he began at Langston University in the fall of 2000.

Bradford was dedicated to his farm, but he was even more dedicated to his studies. He wasted no time when he arrived on the Langston Campus, determined to get involved in the School of Agriculture and Applied Sciences (SAAS) every chance he had. For him, going to classes and attending events wasn't just about getting a degree; it was about learning concepts and skills that he could turn around and apply on his farm.

"For me, it was just very encouraging that the things I was learning, I was able to use that on my own operation," Bradford said. "That desire to learn and be successful in agriculture is one of the things that just really drove me."

To anyone who met him, Bradford's motivation to learn inside and outside the classroom was evident. Sherman Lewis, the LU alumnus and former USDA employee for whom SAAS is now named, worked at Langston University when Bradford was a student. He said Bradford's potential was evident from the beginning.

According to Lewis, young Bradford had a strong work ethic and even stronger moral character. He knew Bradford would be successful in whatever career he chose, so he tried to encourage and support Bradford throughout their shared time at Dear Langston.

"He's an outstanding young man," Lewis said. "His work is always above and beyond any reproach, he's always been a very hard worker, and he's committed to doing what is necessary to make sure he gets the job done. And you know, he's been that way from the day I met him."

Bradford said the support he received from Lewis and the other faculty and staff in SAAS is part of why he thrived in college. From the beginning, SAAS felt like its own club where everyone wanted one another to succeed, and he had it drilled into his mind not to waste the opportunities LU provides.

He attended the semiannual career fair his freshman year where he spoke to recruiters from the USDA Natural Resource Conservation Service (NRCS) in Oklahoma. They told him about the USDA Student Career Experience Program, now called the Pathways Internship Program, which is a year-round paid internship for students that offers a guaranteed full-time job upon graduation to those who complete a minimum number of hours in the program.

He applied and, having already completed a USDA internship in high school, was readily accepted to the program. He was grateful for the experience and extra income the internship provided, but balancing his classes, his job and his farm was challenging.

"I was a very busy student," Bradford said. "People used to say to me, 'Man, you're just real serious.' And I'd say, 'You know what? I am.' I really took things serious, and I really wanted to take advantage of my time out there and really be successful."

Bradford graduated in 2004 and accepted a job offer from NRCS as a Soil Conservationist in Wewoka, Oklahoma. He later became a district conservationist and served in roles as a supervisor and a team lead. Now, he's the Outreach Coordinator for NRCS Oklahoma.

A large part of his job boils down to making sure Oklahoma's producers are aware of the resources available to them through NRCS and helping them take advantage of what's there when they need it. From guiding them to NRCS' technical support to educating them about financial assistance programs, Bradford spends his days trying to help Oklahoma's farmers.

As with many aspects of the agricultural industry, the work may not be glamourous, but Bradford said it's rewarding. In every position he has held with NRCS, he has always enjoyed the outreach aspect of the job. He likes going out into the field and being with the farmers. He likes talking with them, working through their problems, and knowing at the end of the day he is helping people become successful agribusinessmen/women.

"I can look back at the times we put on an outreach event or had something going on, and you hear from the producers about how you helped them, helped their operation," Bradford said. "That's always rewarding."

Agribusiness is one of the largest industries in Oklahoma. Nearly 75% of the state is farmland, and it produces $1.8 billion in agricultural exports per year while being one of the nation's top producers of beef and rye, according to the Oklahoma Department of Commerce. Having spent his own career in the USDA, Lewis knows the systems that support this high level of agricultural industry are themselves held up by the people who work for them. People like Bradford.

Lewis worked at the NRCS' national office in Washington, D.C., not long after Bradford graduated from LU, and he kept tabs on Bradford's progress through the organization. He spoke with people from NRCS Oklahoma and other agencies who all knew Bradford and spoke highly of him.

According to Lewis, Bradford excelled not only at the technical aspects of his job, but also the relationship-building aspects. As he moved through the ranks, he did what he could to help newer employees succeed so they could help their constituents succeed. He even served as the president of the Oklahoma chapter of the National Organization of Professional Black NRCS Employees, an organization dedicated to mentoring young professionals in the workplace.

The combination of his skilled fieldwork and successful professional relationships have allowed him to have a broad impact on NRCS and Oklahoma agriculture.

"Any time you're out there on the ground, working with individual farmers and assisting them, educating them and conserving a natural resource base, you're doing something for the overall health and welfare of agriculture here in the state of Oklahoma," Lewis said. "That's what Cleaon has been doing. He's touched the lives of many, many farmers."

Throughout it all, Bradford has continued farming.

Every day, he goes to work with NRCS, then drives to Boley to tend to his herd before going home to his wife and kids. Over the years, he bought land as it became available, and with the help of his family—especially his father—he continues to grow his cattle and hay operation.

The farm is important to Bradford for many reasons. It's a way for him to connect with his children and teach them practical skills. It's a way for him to provide for their future. It's tangible evidence of the hard work he's done over two and half decades. And it's a way for him to show others that it's possible to be successful in an industry that can sometimes feel like too much.

"I want to continue to grow and master being in the ag business," Bradford said. "I want to be a successful agribusinessman and be able to show that success, shine a light on the potential, the possibilities, the opportunities and make sure I'm educating others.

"Throughout my life, I want to make sure I spread that knowledge and encourage the future for people who want to get involved with agriculture."

KEEP DREAMING:

LANGSTON UNIVERSITY COOPERATIVE EXTENSION PARTNERS WITH TULSA DREAM CENTER TO BRING STEM OPPORTUNITIES TO TULSA CHILDREN

It was a bright and clear Tuesday morning, and Tulsa was just starting to heat up under Oklahoma's unforgiving summer sun. In the north part of the city, cars drove with their windows down and people walked on sunbaked concrete sidewalks as they made their way to the Tulsa Dream Center.

Despite the early hour, the north campus of the Tulsa Dream Center (TDC) was already a hive of activity. The lobby was filled with people hoping to take advantage of one of the many services TDC provides the community. Across the parking lot, volunteers were getting ready for the twice-weekly grocery giveaway. On the second floor of the Center, there were classrooms full of eager children waiting to see what activity they were about to do with Langston University.

For six weeks in June and July, the Department of Family and Consumer Sciences (FCS)—a part of LU's Cooperative Extension and Outreach Programs through the Sherman Lewis School of Agriculture and Applied Sciences—hosted interactive STEM workshops for the TDC's Dream Academy Summer Camp. The activities ranged from sewing classes to basic coding lessons, and they were always a highlight of the week for the kids.

"The kids, they loved it," said Pastor Tim Newton, the executive director of TDC. "They're experiencing things and seeing things that they otherwise wouldn't have known even existed."

LU Extension has worked with TDC a handful of times over the past three years, but both groups have wanted to expand the partnership for a while. This year, they took the first step forward by collaborating on TDC's spring and summer day camps, and the partnership will continue growing as LU Extension grows its footprint in Tulsa.

It all started with STEM Field Day.

For several years, Extension Educator Shar Carter has organized a STEM Field Day in Tulsa at a local butterfly farm. She works with the statewide FCS team and collaborates with other LU departments, local schools and outside organizations to put on free, fun and engaging educational activities for the kids, such as demonstrations from Langston University's Drone Technology and Precision Agriculture program.

In 2022, STEM Field Day fell on Monroe Middle School's fall break, so Carter had an opening for 100 students to attend the event. She reached out to TDC to see if they would be

interested, and Pastor Tim wasted no time gathering kids to fill the open spots.

"He was like, 'I can get you kids,'" Carter said. "And from then on, we've been working with the Dream Center. They are just a feeder for so many schools in Tulsa that it just made sense."

TDC is one of the largest providers of after school childcare in Tulsa, and it serves between 700–1,000 kids daily. The average household income for these families is $27,000 per year. Because of its reach, Carter knew working with TDC would be a strategic partnership for LU Extension.

This spring, Carter approached Dr. Tiffany Williams, the program leader for Family and Consumer Sciences, about an opportunity to grow their existing relationship with TDC. Dr. Williams was immediately on board.

"The needs of the youth as well as the adults who attend TDC closely align with the outreach mission of our cooperative extension program," Dr. Williams said. "Shar recognized this and developed a partnership with TDC to implement the Children, Youth and Families at Risk program. She thought that would be a great way to really start this partnership between Langston and TDC, and she spearheaded developing that partnership."

Pastor Tim had invited FCS to be a part of TDC's spring break day camp in March, so Carter and Dr. Williams decided to do a week-long culinary camp for the kids. They worked with a professional chef to develop the program, and every day they taught the kids how to prepare healthy and delicious meals. They even sent the kids home with leftovers to share with their families.

As is her forte, Carter had fun explaining to the kids how everything from the fractions they used to measure ingredients to the chemical reactions as the food cooked tied back to STEM. For Dr. Williams, the camp was about educating the kids about healthy eating and motivating them to share the knowledge with their families. For Pastor Tim, it was about getting the kids excited to learn.

The culinary camp was such a success that Pastor Tim asked them to come back for the Dream Academy Summer Camp. FCS takes a wholistic approach to education, focusing on teaching people of all ages important life skills, so Dr. Williams and Carter got the other extension departments involved. They did different activities every week, and Carter said the kids didn't even realize how much they were learning.

"I tie everything that we do back to math, critical thinking and reading comprehension," Carter said. "I think youth learn better if they're having fun."

One of Pastor Tim's primary goals for TDC's educational programs is to expand the kids' minds, and he says the activities they do with LU go a long way toward achieving that goal. Not only does LU Extension make learning fun, but it also exposes them to new things they would probably never interact with otherwise.

In addition to helping them build foundational knowledge in areas like agriculture and food science, Pastor Tim said LU Extension is inspiring the students to pursue new interests. He anticipates there will be a long-term economic impact from this partnership as the children grow up and become more motivated, confident and prepared to pursue a higher education.

"As those kids get exposed to those things, they'll be able to leave here, earn a good education, earn wages, and be able to come back into this community," Pastor Tim said. "It will change the trajectory of this community, and really, that's the goal."

Since the spring, the collaborations between LU and TDC have been steadily increasing. Thanks to the cooperative efforts of the statewide FCS team under Dr. Williams' leadership, Community Resource Development's Joshua Davis, LU Extension's leadership team and Pastor Tim, LU and TDC have completed several community projects and begun work planning more.

Over the summer, they planted a community garden at TDC's north campus, which will serve not only as an educational tool for future Dream Academy programming but also to address food insecurity issues in an area considered a food desert.

Dr. Williams has created a nutrition education initiative to teach TDC's constituents about healthy eating, and she recently launched a nutrition education website that is a prototype for an app.

Carter is working to start a quilting club for community members of all ages, and she hopes to offer more fiber arts programming as the resources become available.

LU Cooperative Extension and Outreach hired a new 4-H educator, Marquisha Thomas, to bring LU's 4-H and Youth Development programs to TDC.

These are just some of what the group has accomplished through this partnership, and they are continually exploring new ways to collaborate for the good of the community. As Langston University's Cooperative Extension works to expand its programs around Tulsa, Carter, Dr. Williams and Pastor Tim are excited to see what the future holds.

BY ELLIE MELERO

LU LAND GRANT MISSION TIMELINE

LANGSTON UNIVERSITY WAS ESTABLISHED WITH THE CENTRAL MISSION TO PIONEER ADVANCEMENTS IN AGRICULTURAL SCIENCE AND BROADEN ACCESS TO HIGHER EDUCATION.

1897

March 12, 1897 - The Colored Agricultural and Normal University was founded as a land-grant institution through the Morrill Act of 1890.

1898

Sept. 3, 1898 – The first classes are held in a local Presbyterian Church in Langston City.

1941

The Colored Agricultural and Normal University is renamed Langston University

1948

Langston University became a member of the Association of American Colleges, the North Central Association of Colleges and Secondary Schools, and the American Association of Colleges for Teacher Education (NCATE). It also was affiliated with the State Department for the training of foreign students and nationals.

1965

The National Council for Accreditation of Teacher Education granted provisional accreditation to Langston University.

1969

1969 – 1974 -During President Williams E. Sims' tenure, research continued to expand as did cooperative education.

1979

Langston University's OKC and Tulsa campuses are established.

1979

1979-2005 - During President Ernest L. Holloway's term, LU's original land-grant mission was retained and carried out, particularly in such areas as agricultural research and cooperative extension.

1984

The E. (Kika) de la Garza American Institute of Goat Research is established.

1990

The Soil Conservation Service provided a liaison to assist with programs and activities in the Agriculture Department.

1995

State funding for Research and Extension was secured for the first time. In support of the Angora Goat Program, 160 acres of land were purchased.

2000

2000-2005 - The Institute for Goat Research was approved to accept a Middle East Regional Cooperation (MERC) and U.S. Agency for International Goat Production research grant funded at a level of 1 million dollars to do research in the Middle East.

2000

Early 2000s - the new Agricultural Research, Extension and Education Complex.

2005

Early 2000s - reaccreditation from the North Central Association, and the development of a Center of Excellence in Agriculture and Applied Sciences in partnership with the USDA in Grazeland Management, and development of a Center for Outreach, which includes a partnership with the Bureau of Land Management and the Environmental Protection Agency.

2019

Langston University received six grants totaling $1.8 million from the U.S. Department of Agriculture (USDA) through the 1890 Institution Teaching, Research, and Extension Capacity Building Grants program. These funds were allocated for projects such as establishing a large animal testing center, improving goat management and educational initiatives, enhancing undergraduate programs, and researching the effects of brackish/saline water on livestock.

2021

Langston University's American Institute for Goat Research and Oklahoma State University (OSU) received a $500,000 grant from the National Institute of Food and Agriculture to improve meat goat production.

2022

The agricultural and applied sciences school was renamed the Sherman Lewis School of Agriculture and Applied Sciences.

2023

LU-Department of Agriculture and Natural Resources received approval for new Degree programs: Bachelor of Science in Agribusiness Management and Allied Economics, Bachelor of Science in Animal Science and Management, Bachelor of Science in Plant Systems and Resource Sustainability, Master of Science in Sustainable Food and Agriculture Systems.

2024

The USDA's National Institute of Food and Agriculture (NIFA) awarded Langston University and AIFARMS a $465,000 grant for a workforce and agribusiness development project focused on small-scale goat producers.

2025

Today, the land-grant mission remains a cornerstone of the University's empowerment.

2025

Langston University continuously receives funding to support its research and extension programs in small ruminant production. LU is actively engaged in projects focused on areas such as developing sustainable internal parasite control methods, exploring the potential benefits of finishing goats to heavier weights, and enhancing the management capacity of goat and sheep production systems.

MEET THE STAFF

'E ROAR IS PRODUCED BY THE LANGSTON UNIVERSITY OFFICE OF PUBLIC RELATIONS

WANT TO BE FEATURED IN NEXT MONTH'S ISSUE? SEND US YOUR NEWS:

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BOARD OF REGENTS
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

RESOLUTION

WHEREAS, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Ms. Gladys Johnson, was claimed by death on Friday, July 11, 2025; and

WHEREAS, Ms. Johnson, by her loyalty, attention to duty, and faithful performance rendered service as a staff member of Langston University for thirty-five years, leaving the university as Director of Public Relations and Yearbook Advisor in Institutional Advancement; and

WHEREAS, her friends and Langston University have suffered an irreparable loss in her passing; NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE 0KLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT, it takes this method to express its appreciation for the thirty-five years of exemplary service rendered by Ms. Gladys Johnson to Langston University, the State of Oklahoma and its citizens, to express respect to her memory, and to extend to the family its deepest sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Langston University's beloved retired staff members.

BE IT FURTHER RESOLVED that a copy of this resolution be reflected in the minutes of the Board and a copy sent to the family of Ms. Gladys Johnson.

Adopted by the Board on the 12th day of September 2025.

_____
Regent Rick Walker, Chairman

_____
Jason Ramsey, Chief Executive Officer

BOARD OF REGENTS
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

RESOLUTION

WHEREAS, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Mr. Marvin Fisher, was claimed by death on Friday, July 25, 2025; and

WHEREAS, Mr. Fisher, by his loyalty, attention to duty, and faithful performance rendered service as a staff member of Langston University for eight years, leaving the university as the Director of the Small Business Development Center; and

WHEREAS, his friends and Langston University have suffered an irreparable loss in his passing; **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE 0KLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT,** it takes this method to express its appreciation for the eight years of exemplary service rendered by Mr. Marvin Fisher to Langston University, the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deepest sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Langston University's beloved retired staff members.

BE IT FURTHER RESOLVED that a copy of this resolution be reflected in the minutes of the Board and a copy sent to the family of Mr. Marvin Fisher.

Adopted by the Board on the 12th day of September 2025.

_____
Regent Rick Walker, Chairman

_____
Jason Ramsey, Chief Executive Officer

BOARD OF REGENTS
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

RESOLUTION

WHEREAS, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Dr. Lester Clark, was claimed by death on Friday, June 13, 2025; and

WHEREAS, Dr. Clark, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Langston University for thirty-seven years, leaving the university as Chair, Elementary/Special Education in the School of Education and Behavioral Science; and

WHEREAS, his friends and Langston University have suffered an irreparable loss in his passing; **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE 0KLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT,** it takes this method to express its appreciation for the thirty-seven years of exemplary service rendered by Dr. Lester Clark to Langston University, the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deepest sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Langston University's beloved retired faculty members.

BE IT FURTHER RESOLVED that a copy of this resolution be reflected in the minutes of the Board and a copy sent to the family of Dr. Lester Clark.

Adopted by the Board on the 12th day of September 2025.

_____
Regent Rick Walker, Chairman

_____
Jason Ramsey, Chief Executive Officer

C – POLICY AND OPERATIONAL PROCEDURES

1. Approval is requested to bestow the Honorary Doctorate of Humane Letters (L.H.D.) to Sherman L. Lewis of Oklahoma City, Oklahoma

   Mr. Lewis is a 1964 graduate of Langston University, where he earned a degree in Agricultural Economics with a minor in Mathematics. He went on to serve his country in the U.S. military, earned a Master in Public Administration from Harvard University's Kennedy School, and had a distinguished career with the U.S. Department of Agriculture. He later returned to Langston University as Director of the Center for Outreach Programs, supporting recruitment, minority business development, and federal/state partnerships.

   Mr. Lewis has remained a tireless champion for Langston University. Appointed to the University's Board of Trustees in 2013, he was elected Chair of the Urban Campuses Board of Trustees in 2024. His record-setting philanthropy led to the naming of the Sherman Lewis School of Agriculture and Applied Sciences, the first named school in Langston's history. Alongside his wife, he also established the Sherman and Berniece Lewis Endowment, providing scholarships that fully fund tuition and supplies for deserving students.

   Mr. Lewis has been recognized with the Heart of the Lion Award (2014) and the 1890 Career Exemplar Award (2015) from the Association of Public and Land-Grant Universities. His leadership, generosity, and commitment to education exemplify the highest ideals of Langston University.

   We wish to bestow this honorary degree in recognition of his excellence and meritorious service to Langston University and to the State of Oklahoma. Upon approval, the request will be submitted to the Oklahoma State Regents for Higher Education for consideration.

The Oklahoma State Regents for Higher Education

Acting Through

LANGSTON UNIVERSITY

have admitted

SHERMAN L. LEWIS

to the degree of

HONORARY DOCTOR OF HUMANE LETTERS

and all the honors, privileges and obligations belonging thereto, and in witness thereof have authorized the issuance of this diploma duly signed and sealed

Issued at Langston, Oklahoma on the ninth day of May, two thousand and twenty six.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION — VITA ABUNDANTIOR — 1941

VICE CHAIRMAN

CHAIRMAN, BOARD OF REGENTS

SECRETARY

PRESIDENT OF THE UNIVERSITY

CHANCELLOR

VICE PRESIDENT OF ACADEMIC AFFAIRS

LANGSTON UNIVERSITY — EDUCATION FOR SERVICE — LANGSTON 1897 OKLAHOMA

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

Personnel actions pertaining to appointments, reappointments, changes in salary, changes title or rank, personnel leaves, etc.

Board approval is requested for the following personnel actions:

Name	**Action**	**Effective Date**	**Salary/Rate**
Smith-Keys, Sherri	Addition of Title with Stipend, Interim Director of Nursing-Tulsa	07/01/2025	$30,000 annually July 1, 2025 – June 30, 2026 (12-month basis)
Coppage, Nacasaw	Change of title **from** Interim Director of Financial Aid **to** Director of Financial Aid	07/01/2025	$72,000 annually (12- month basis)
Albright, Elizabeth	Change of title **from** Assistant Professor **to** Acting Dean of the School of Education & Behavioral Science	07/07/2025	$62,500 annually July 7, 2025 - December 31, 2025 (6-month basis)
Washington, Khadidra	Employ as Assistant Professor of Rehabilitation Counseling	07/15/2025	$75,000 annually (12-month basis)
Rathore, Roshita	Employ as Research Faculty, School of Physical Therapy	07/15/2025	$90,000 annually (12-month basis)
Jones, Doris	Employ as Instructor of Mathematics	07/28/2025	$50,000 annually (9-month basis)
Shumate, LaToya	Employ as Instructor of Special Education/Program Coordinator	07/28/2025	$60,000 annually (12- month basis)
Lewis, Emanuel	Employ as Assistant Professor & Program Coordinator of Rehabilitation Services	08/01/2025	$67,000 annually (12-month basis)
Muhammad, Alivia	Employ as Instructor of English	08/04/2025	$48,500 annually (9-month basis)
Johnson, Dana	Employ as Assistant Professor of Computer Science	08/04/2025	$65,000 annually (12-month basis)
Kaerwer, Kevin	Change in Salary, Associate Head Coach, Men's Basketball	07/01/2025	$60,000 annually (12-month basis)
Vincent, Christopher	Change in Salary, Head Women's Basketball Coach	07/01/2025	$90,000 annually 3-year term July 1, 2025-April 30, 2027

The following personnel items are listed for informational purposes only:

Name	Title	Type	Effective Date	Service Time
Fisher, Carrie	Assistant Professor of Nursing	Resignation	06/05/2025	08/01/2024-06/05/2025
Patterson Harris, Emily	Dean of the School of Education and Behavioral Science	Retirement	06/30/2025	10/01/1981-06/30/2025
Scott, Julie	Assistant Professor of Nursing	Resignation	06/30/2025	06/05/2023-06/30/2025
Habig, Stewart	Assistant Professor of English	Resignation	07/01/2025	01/08/2025-07/01/2025
Sassin, John	Assistant Professor, Rehabilitation Counseling	Retirement	8/1/2025	05/21/2025-08/01/2025
Goggans, Adam	Assistant Football Coach/Defensive Coordinator	Resignation	07/23/2025	08/01/2024-07/23/2025
Huang, I'Lin	Associate Professor of Business	Retirement	07/31/2025	08/01/2000-07/31/2025
Johnson, Latoya	Assistant Professor of Mathematics	Resignation	07/31/2025	08/10/2020-07/31/2025
Bruner, Ashley	Assistant Head Coach Women's Basketball	Resignation	08/13/2025	08/01/2024-08/13/2025

E – INSTRUCTIONAL PROGRAMS

Approval is respectfully requested to submit Low Productivity Reports to the Oklahoma State Regents for Higher Education as listed and enclosed. The proposed reports have been reviewed and recommended by the chairpersons and deans of the respective departments and schools.

Langston University seeks approval to submit Low Productivity Reports for the following academic programs:

Bachelor of Science in Chemistry

Bachelor of Science in Education, Elementary Education

Bachelor of Arts in English

Bachelor of Science in Family and Consumer Sciences

Bachelor of Science in Mathematics

Bachelor of Arts in Music

Bachelor of Arts in Sociology

Bachelor of Science in Education, Special Education

Bachelor of Science in Technology

Bachelor of Science in Education, Secondary Education

Bachelor of Science in Computer Science

Associate of Science in Electronics

Associate of Science in Drafting

Associate of Science in Financial Planning

Associate of Science in Child Development

Master of Entrepreneurial Studies in Entrepreneurship

Master of Science in Visual Rehabilitation Services

Bachelor of Science in Rehabilitation Services

Bachelor of Science in Organizational Leadership

Langston University respectfully submits these program reports for consideration by the Oklahoma State Regents for Higher Education. The full request is included for your review and approval. Contingent upon approval, the request will be sent to the Oklahoma State Regents for Higher Education.

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

Langston University Chemistry 011
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:	**Required**	**Achieved**
Minimum number of majors enrolled *(see 3.7.5.B.3)*	12	12
Minimum number of graduates *(see 3.7.5.B.3)*	25	4

External review completed? (not required) Yes ☐ No ☒
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

☐ Deletion of the Program* (if so, a Request for Program Modification form and Program Deletion Form must be submitted **AFTER** governing board approval);

☐ Suspension of the Program* (if so, a Request for Program Modification form and Program Suspension Form must be submitted **AFTER** governing board approval);

OR

☒ Continuation of the program (if so, **indicate the appropriate extension option below)**

☐ 1. New Program

☐ 2. Liberal Arts and Sciences Program

☐ 3. Offline Program

☐ 4. Restructured Program

☐ 5. Special Purpose Program

☐ 6. Data Discrepancy

☒ 7. No Cost/Justifiable Cost Program

Response:

Although the Chemistry degree program at Langston University does not meet the Regents' minimum productivity threshold of five graduates per year over a five-year period, the program is essential to the institution's mission and academic ecosystem. Chemistry provides foundational instruction across multiple disciplines—including Biology, Nursing, Physical Therapy, Agriculture, and General Education—ensuring that students in diverse majors acquire core scientific literacy, problem-solving ability, and quantitative reasoning skills. In addition, upper-division Chemistry courses prepare students for advanced study in STEM and health sciences, including MD and PhD programs.

Evidence of success underscores the program's importance: over 70% of participants in the Langston Integrated Network College(LINC) program—56 of 81 Chemistry and Life Sciences graduates—pursued advanced degrees, with more than 60% achieving terminal degrees such as the PhD or MD. The program has also directly supported STEM teacher preparation, with a 400% increase in Biology teachers and a substantial increase in Chemistry teachers from none to eight. These contributions address the urgent national demand for both STEM professionals and K–12 STEM educators.

Retaining Chemistry also strengthens Langston's role as a critical contributor to the nation's articulated need for qualified STEM personnel. It is also critical for sustaining a pipeline of underrepresented minorities into the STEM workforce, as this population has been identified as a resource for meeting the total need for qualified personnel. It also supports ensuring equity in advanced scientific training. The program is currently operated with existing faculty and infrastructure, imposing no additional cost to the institution.

A discussion on the shortfall of producing Chemistry graduates in numbers commensurate with the Regents' minimum productivity threshold is incomplete without acknowledging the national decline in Chemistry B.S. degrees since 2019. Since 2019, the number of Chemistry B.S. degrees awarded by 4-year public institutions in the United States has shown a marked decline. This trend is attributed to several key factors, including declining overall enrollment in physical sciences, the perceived difficulty of chemistry coursework, a shift in student interest toward interdisciplinary or applied life sciences such as Biochemistry, and disruptions caused by the COVID-19 pandemic. This decline raises particular concern for smaller departments, which face increasing scrutiny under state productivity thresholds. Analysis of completions data from IPEDS shows that large institutions consistently produce the highest number of Chemistry B.S. graduates. Smaller institutions, particularly those under 5,000 total enrollment, face structural and resource limitations that impact degree productivity. The attached document provides significant information on this topic.

Future Plans:

Biochemistry has emerged as a preferred undergraduate major for students interested in health sciences and biomedical careers. In Oklahoma and nationally, it often surpasses Chemistry in completions.

Langston University (LU) proposes to strengthen its Chemistry program through the addition of a Biochemistry degree. The primary objectives of this initiative are to:

1. Expand and enhance STEM educational opportunities for students.
2. Increase research capabilities and opportunities for LU STEM majors.
3. Improve retention and graduation rates while preparing students for diverse career paths in STEM-related industries and research.
4. To meet the minimum threshold of five graduates per year over a five-year period

Currently, LU graduates 10–15 biology majors and about 3 chemistry majors annually, with many biology majors completing chemistry minors. The Biochemistry degree will particularly appeal to students interested in healthcare and medical fields rather than the mathematics-intensive aspects of traditional chemistry. This new program will enhance LU's STEM profile, attract students seeking a rigorous education, and improve graduates' career prospects by broadening their scientific knowledge, professional skills, and competitiveness for employment and graduate study.

The proposed degree aligns with LU's mission to prepare students for the competitive 21st-century job market and reaffirms the institution's commitment to excellence in STEM education. The initial year will be to develop an ACS-aligned Biochemistry curriculum, and that the current laboratory facilities and equipment meet the necessary standards.

Leveraging of the existing Biology & Chemistry faculty will provide capable resources for delivering the required courses.

Despite low numeric productivity, Langston's Chemistry program:

1. Serves a historically underserved population identified as a potential reservoir of talent that can help fulfil the nation's need for STEM professionals
2. Produces graduates in a high-need discipline
3. Demonstrates alignment with institutional mission and state needs

The proposed expansion into Biochemistry represents a thoughtful mitigation strategy, not a retreat. Continued support of this program is consistent with broader goals of equity, scientific workforce development, and student opportunity.

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

Langston University Child Development 064
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:	**Required**	**Achieved**
Minimum number of majors enrolled *(see 3.7.5.B.3)*	25	*17 total*
Minimum number of graduates *(see 3.7.5.B.3)*	25	9 total

External review completed? (not required) Yes ☐ No ☒
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

☐ Deletion of the Program* (if so, a Request for Program Modification form and Program Deletion Form must be submitted **AFTER** governing board approval);

☐ Suspension of the Program* (if so, a Request for Program Modification form and Program Suspension Form must be submitted **AFTER** governing board approval);

OR

☒ Continuation of the program (if so, **indicate the appropriate extension option below)**

☐ 1. New Program
☐ 2. Liberal Arts and Sciences Program
☐ 3. Offline Program
☐ 4. Restructured Program
☐ 5. Special Purpose Program
☐ 6. Data Discrepancy
☒ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

Click here to enter text.

The FCS Department request that the A.S. Child Development degree be continued as the degree helps to meet the state's need for qualified trained childcare professionals. The state continues to face a worker shortage with many parents forced to stay home because of the lack of quality childcare.

Some of the recent efforts to increase the program's vitality have been to make changes in the program's plan of study and increase recruitment activities. In April 2023, the A.S. Child Development program was approved for program modification. The changes will provide a direct transfer of course credit for some courses and align with trends at other colleges. It is the hope that this change will aid in the students being able to transfer into our program seamlessly.

The faculty and staff have also visited high schools and childcare centers in OKC, Guthrie, and Tulsa to promote the program. Changes to the course modality to evening, Hybrid, and online options were also changed to attract childcare center staff.

While there has been low productivity for the degree in the past five years, plans are in place to increase enrollment and retain students in order to produce more graduates by 2028.

Increase Enrollment

1. Increase recruitment efforts by visiting at least 3 high schools per semester to share information about the A.S. degree option.
2. Provide A.S. degree and scholarship to information to current Psychology, Nursing, and HPER students and advisors. Many of these students currently take FCS courses as electives and may be close to obtaining their associate degree in child development.
3. Work with the enrollment and admission team to identify students who may be interested in the A.S. Child Development degree instead of the Associates Arts.
4. Advertise more to childcare center staff
5. Offer courses at the center building;

Student Retention

1. Connect students with FCS advisors during the first semester by encouraging all A.S. Child Development majors to take the FCS 1412 Survey of Family and Consumer Science course. The course will now be offered in person instead of online to encourage stronger connection to the FCS faculty and students.
2. Encourage students to join the FCS club to create a sense of belonging for students.
3. Work with the advisors in University College to ensure students are enrolled in the correct courses and have the needed support and resources.

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_COMPUTER SCIENCE 045**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	12	88
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	20

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

_____ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__x__ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

__x___ 5. Special Purpose Program

_____ 6. Data Discrepancy

__ ___ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages).*

Response

The Computer Science program at Langston University averaged five graduates per year from 2019 through 2023, demonstrating its viability and productivity. While there were no graduates in the 2023–2024 academic year, this decline is attributed to the lingering impacts of COVID-19 rather than a lack of student interest or program demand. Currently, the program enrolls approximately 88 majors, ensuring that it will have no difficulty meeting and sustaining the Regents' productivity threshold of five graduates per year over the next reporting cycle.

At the same time, national demand for computer scientists continues to grow at an extraordinary pace. The U.S. Bureau of Labor Statistics projects computer and information technology occupations to expand much faster than the average for all occupations, with particularly strong demand in artificial intelligence, cybersecurity, cloud computing, data science, and big science initiatives Source: https://www.bls.gov/ooh/about/data-for-occupations-not-covered-in-detail.htm#Computer%20and%20mathematical%20occupations. These areas are not only driving innovation but also shaping every sector of the economy, from healthcare and business to national security and scientific research.

By preparing students for these high-demand, high-wage careers, the Computer Science program also supports other academic disciplines that depend heavily on computing and quantitative skills. Retaining the program ensures Langston University remains aligned with national workforce priorities, expands opportunities for students, and strengthens the institution's role in preparing the next generation of technology leaders.

Plans

We are implementing several strategies to address the limiting factors affecting our program and to make it more attractive to potential students. These strategies include:

Langston University is committed to expanding and strengthening the Computer Science program to ensure its long-term success and compliance with the Regents' productivity standards. With more than 80 current majors, the program is already positioned for significant growth, and future plans are designed to support that trajectory.

Specifically, the university intends to increase outreach and recruitment efforts, particularly in partnership with high schools and community colleges, to attract more students into the program.

We have identified federal grant dollars that will be leveraged to support curriculum development, student research, and technology infrastructure, while additional faculty hires will be pursued to expand capacity in emerging areas such as artificial intelligence, cybersecurity, cloud computing, data science, and big science applications.

In addition, the program will place a strong emphasis on industry-recognized certifications, ensuring that students graduate with credentials that immediately enhance their employability in high-demand technology fields. The recent realignment of Computer Science into the School of Arts and Sciences and the proposed joint degree in Computer Science and Mathematics will further increase the program's visibility, interdisciplinarity, and graduate productivity. Through these initiatives, Langston University will not only meet but exceed the Regents' thresholds while

positioning its students at the forefront of one of the fastest-growing sectors in the global economy.

Finally, Langston University anticipates strengthening the mathematics program by building on its new alignment with the Department of Computer Science, which has been moved into the School of Arts and Sciences. is strategic restructuring positions the university to propose a joint Mathematics and Computer Science degree program, reflecting a trend at other universities where the disciplines are closely integrated. The core mathematics curriculum is already embedded as a requirement for the Computer Science degree, ensuring that students in both areas gain a strong foundation in quantitative reasoning, algorithms, and problem-solving. By combining the strengths of Mathematics and Computer Science, Langston will expand degree offerings in high-demand fields, increase graduate productivity, and further support STEM disciplines across the university**.**

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

Langston University DRAFTING TECHNOLOGY-AS-053-
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:	**Required**	**Achieved**
Minimum number of majors enrolled *(see 3.7.5.B.3)*	25	8
Minimum number of graduates *(see 3.7.5.B.3)*	25	11

External review completed? (not required) Yes ☐ No ☒
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

☐ Deletion of the Program* (if so, a Request for Program Modification form and Program Deletion Form must be submitted **AFTER** governing board approval);

☒ Suspension of the Program* (if so, a Request for Program Modification form and Program Suspension Form must be submitted **AFTER** governing board approval);

OR

☐ Continuation of the program (if so, **indicate the appropriate extension option below)**

☐ 1. New Program
☐ 2. Liberal Arts and Sciences Program
☐ 3. Offline Program
☐ 4. Restructured Program
☐ 5. Special Purpose Program
☐ 6. Data Discrepancy
☐ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exceptions, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

Response

Langston University acknowledges that the Associate in Drafting Technology program has produced only 11 graduates over the past five years, falling short of the five-per-year average requirement. However, this program fulfills a vital mission by offering access to students with academic deficiencies—particularly in ACT scores or high school GPA—through supportive advising and lab resources in writing, reading, and math. Importantly, from 2019 to 2024, 100% of students who remained in the program transferred into bachelor's degree pathways, reaffirming that the associate degree serves effectively as an accessible entry point to higher education success.

The U.S. Bureau of Labor Statistics projects employment for drafters will be around 16,900 job openings largely due to retirements and career transition. The median wage is $65,380. Technological Stability: While automation and CAD/BIM software have reshaped the profession, many tasks remain in demand, especially roles requiring technical precision. The drafting field remains essential in construction, manufacturing, and infrastructure, and still offers opportunities for upward career

Zip Recruiter Online job listings show that there are currently more than 85 drafter-related positions in Oklahoma, including roles titled CAD Drafter, Design Drafter, and Electrical Designer, many of which explicitly list an associate degree as the required credential.

Collectively, these data affirm that drafting remains a viable, middle-skilled profession offering tangible job opportunities for skilled graduates in both Oklahoma and nationwide.

Plans

The Department of Technology requests to suspend admission into the program while it is being restructured. Beginning next academic year, the associate degrees in Electronics and Drafting & Design will be consolidated into a single, comprehensive Associate of Science in Engineering Technology.

This unified program will offer specialized tracks in Electronics and Drafting & Design, providing students with a more versatile and interdisciplinary foundation while allowing the institution to meet minimum graduation requirements. This merger also paves the way for future expansion into related fields, including Computer Engineering Technology and Pre-Engineering, broadening academic and career pathways for students

These efforts have demonstrated measurable success in fostering student engagement in Science and Technology. Moving forward, the department is committed to strengthening these outcomes by implementing a robust support system designed to retain students and nurture their academic and professional growth in these critical fields

Budget implications

There are no additional budgetary requirements currently.

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

Langston University ELECTRONICS TECHNOLOGY-AS-054-
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:	**Required**	**Achieved**
Minimum number of majors enrolled *(see 3.7.5.B.3)*	25	7
Minimum number of graduates *(see 3.7.5.B.3)*	25	4

External review completed? (not required) Yes ☐ No ☒
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

☐ Deletion of the Program* (if so, a Request for Program Modification form and Program Deletion Form must be submitted **AFTER** governing board approval);

☒ Suspension of the Program* (if so, a Request for Program Modification form and Program Suspension Form must be submitted **AFTER** governing board approval);

OR

☐ Continuation of the program (if so, **indicate the appropriate extension option below)**

☐ 1. New Program

☐ 2. Liberal Arts and Sciences Program

☐ 3. Offline Program

☐ 4. Restructured Program

☐ 5. Special Purpose Program

☐ 6. Data Discrepancy

☐ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

Click here to enter text.

Response

Langston University acknowledges that the Associate of Science in Electronics has produced only four graduates over the past five years, with a total of seven declared majors during that period, which falls below the Regents' requirement of five graduates per year on average. However, the program continues to provide important access for students seeking entry into technical fields and supports Langston University's mission of broadening opportunities for students with diverse academic backgrounds.

According to the U.S. Bureau of Labor Statistics, employment for electrical and electronics engineering technicians is projected to remain steady over the next decade, with about 9,900 job openings per year created primarily through retirements and career transitions (bls.gov). The median annual wage is $67,550, significantly higher than the U.S. average for all occupations.

In Oklahoma, job postings consistently list openings for electronics technicians, engineering technicians, and related roles in energy, manufacturing, aviation, and defense industries, all of which are critical sectors in the state. Average wages in Oklahoma range from $25 to $31 per hour, depending on specialization and location (indeed.com).
This data demonstrates that while degree productivity has been low, the electronics field remains a viable and well-compensated career pathway, with steady demand across both national and state labor markets.

Plans

We request to suspend the program while it is being restructured. Beginning in Fall 2026, Langston University will consolidate the Associate of Science in Electronics with the Associate of Science in Drafting and Design into a single Associate of Science in Engineering Technology degree. This comprehensive program will include specialized tracks in Electronics and Drafting & Design, allowing students to pursue focused training while benefiting from a broader and more interdisciplinary foundation. This restructuring will:

1. Enhance enrollment and retention by offering students a flexible, market-relevant degree option.
2. Strengthen workforce alignment by integrating both drafting and electronics competencies, which are increasingly interconnected in modern engineering and technology fields.
3. Ensure productivity compliance by combining enrollment streams into one program, improving the likelihood of meeting or exceeding the Regents' graduation threshold.

Through this consolidation, Langston University will maintain its commitment to providing accessible, workforce-aligned associate degrees while creating a stronger, more sustainable program to prepare students for in-demand technical careers.

Budget implications

There are no additional budgetary requirements currently

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_ELEMENTARY EDUCATION 017_____**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	12	21
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	6

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

_____ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__**X**__ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

____x_ 5. Special Purpose Program

_____ 6. Data Discrepancy

_____ 7. No Cost/Justifiable Cost Program

Response

Langston University acknowledges that the Bachelor of Science in Elementary Education program has not met the Oklahoma State Regents' requirement of graduating an average of five students per year over the past five years. The program has produced only six graduates during this period. However, the program currently enrolls 21 students, which indicates ongoing interest and provides a strong foundation for future growth.

The program's low productivity has been influenced by several factors, including high faculty turnover (with complete turnover twice in the past seven years), which disrupted advising and program continuity. Additionally, the ease of alternative certification routes, which impose fewer GPA and course requirements, has led some students to shift to other majors while still entering the classroom through alternative pathways. These challenges have contributed to reduced graduation numbers despite steady student interest.

The Elementary Education program is vital to Langston University and to the state of Oklahoma. It provides required coursework that supports not only the Elementary Education major but also Early Childhood and Secondary Education degrees, both of which would be jeopardized if the program were eliminated. More importantly, Elementary Education teachers are listed among Oklahoma's Top 100 Critical Occupations, with more than 1,000 job openings projected annually in the state alone. Nationally, the U.S. Bureau of Labor Statistics projects employment for elementary teachers to remain steady, with approximately 109,000 annual job openings nationwide due to workforce turnover and replacement needs (BLS, 2023). The demand for qualified teachers underscores the continuing importance of the program.

Future Plans

Langston University is actively addressing the program's challenges and has developed a plan to ensure future viability:

1. Program Modification – The Elementary Education program will undergo restructuring over the next two years to streamline requirements, improve advising, and ensure alignment with current school district needs.
2. Faculty Stability – Steps are being taken to provide greater continuity of faculty leadership, strengthening advising and mentoring support for students.
3. Collaboration Across Departments – The program will work closely with the Family and Consumer Sciences Department and other units to expand student support services and enrich the curriculum.
4. Recruitment and Retention – With 21 students currently enrolled and new marketing/recruitment efforts, the program expects to increase enrollment and graduation numbers within the next reporting cycle.

Conclusion

The Elementary Education program plays an indispensable role in preparing highly qualified teachers for Oklahoma schools. With over 1,000 openings projected annually in the state, the program directly addresses one of the most urgent workforce shortages. Given current enrollment, anticipated increases in completions, and the program's essential role in supporting other education degrees, Langston University respectfully requests an exception for continuation of the Bachelor of Science in Elementary Education program.

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_ENGLISH__018_____**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	12	7
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	11

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

_____ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__**X**__ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

__x___ 4. Restructured Program

_____ 5. Special Purpose Program

_____ 6. Data Discrepancy

__x___ 7. No Cost/Justifiable Cost Program

Response

The English degree program at Langston University, while not meeting the Regents' minimum threshold of five graduates per year over a five-year period, remains an essential and justifiable academic program due to its critical role in supporting the general education curriculum. Every student at the university is required to complete English composition and literature courses, which are foundational to written communication, critical thinking, and academic success across all disciplines. Because the program already exists with dedicated faculty and resources, there is no additional cost to the university to continue offering the English degree. Retaining the program ensures both compliance with general education requirements and the preservation of a core discipline that underpins the academic mission of the institution. In addition, retaining the program ensures an impactful pipeline of flexible students for the field of education.

Furthermore, we are a small land grant HBCU that honors the land grant mission of making college accessible to all. Our English program is significant to the success of this mission. The *Bureau of Labor and Statistics* supports the value of an English program because it helps students develop strong communication skills needed for the workforce. 63% of English majors work in roles requiring a degree, and 56% of English majors spread across education, management, business/finance, and media. A little over 20% of English majors cluster in secondary education (*Occupational Outlook Handbook*). These statistics underscore that graduates from an English program armed with strong writing and communication training are not only employable, but earn significantly, fill stable, growing roles, and remain versatile.

Although the upper-division English courses are not tied to general education requirements, the English degree remains central to the university's academic mission. A standalone English program develops advanced skills in written and oral communication, critical analysis, cultural literacy, and creative expression, competencies that are indispensable for graduate study, professional success, and civic engagement. Moreover, the English degree supports broader university goals by preparing graduates for careers in education, law, public service, and fields where clear communication and analytical thinking are paramount. Retaining the English program ensures the continued presence of a core humanities discipline that fosters intellectual growth, institutional diversity, and the comprehensive educational experience expected of a university.

Plans

In addition to adding faculty and English majors, sub-committees within the department have redesigned the entire English major curriculum. Our new proposed curriculum/ degree plan offers two areas of concentration—one in literature and the other in creative writing. We have developed several new courses that will attract new students as well as new faculty. This revision will help the English department remain competitive and an attractive destination for potential students. The department also plans to develop an alternative to the College Board's Major Field Test in Literature as an exit exam for our graduating seniors. These initiatives, generated in response to student concerns and maintained by energy from new faculty, we believe will take the

Department of English and Foreign Languages out of the "low productivity" category in the next three academic years.

Recruitment

The Department of English has implemented the recruitment that involves visiting middles schools and high schools to ensure that potential students are aware of our programs. We have also secured scholarships for our students through grants and collaboration that help support their tuition and alleviate the cost of education, which remains the key factor impacting our retention and graduation rate. To guarantee the sustainability of the increase in the number of students, we will continue to institute the following:

- New exit assessment "capstone" which reframes the educational path of the major, giving students a chance to work one on one with a faculty advisor and giving insight into what a career in higher education in English could look like.
- Involve faculty and undergraduate majors in recruitment efforts by participating in local recruiting campaigns administered by the Office of Admissions, including the presence at Majors Fairs, discovering undeclared undergraduates, and outreach alumni.
- Cultivate an online and in-person presence that provides open information on current events in the department and publicizes the work in the English department.
- Continue to efficiently use Canvas and develop an online learning system to share the resources available at Langston with underserved high schools.
- Continue to seek and secure external funding to offer scholarships to attract and retain new students.

Retention

The English department has implemented an embedded tutors program for all students enrolled in composition one. Each instructor is assigned 2-3 student tutors who attend his/her class once per week. When students visit the writing center, tutors can effectively assist them because the tutors are aware of the instructor's requirements, which helps them meet the needs of the students.

In addition, the writing center keeps a log of all students who visit the center and work with a tutor. Each English faculty receives a personalized report at the end of each month. This hands-on support for students has resulted in an 80% pass rate for our general education English students.

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

Langston University **FAMILY AND CONSUMER SCIENCES 021**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:	**Required**	**Achieved**
Minimum number of majors enrolled *(see 3.7.5.B.3)*	12	47
Minimum number of graduates *(see 3.7.5.B.3)*	25	21

External review completed? (not required) Yes ☐ No ☒
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

☐ Deletion of the Program* (if so, a Request for Program Modification form and Program Deletion Form must be submitted **AFTER** governing board approval);

☐ Suspension of the Program* (if so, a Request for Program Modification form and Program Suspension Form must be submitted **AFTER** governing board approval);

OR

☒ Continuation of the program (if so, **indicate the appropriate extension option below)**

☐ 1. New Program
☐ 2. Liberal Arts and Sciences Program
☐ 3. Offline Program
☐ 4. Restructured Program
☒ 5. Special Purpose Program
☐ 6. Data Discrepancy
☐ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

The Family and Consumer Sciences program at Langston University has not fully met the State Regents' requirement of averaging five graduates per year over a five-year period. Over the past five years, the program has produced 21 graduates, just four short of the Regents' threshold of 25 graduates. Despite this slight shortfall, the program demonstrates clear productivity and continued student interest, as it currently enrolls 47 majors. The program remains important to the university and the state because it provides critical support to related fields, including Education, Nutrition, Human Development, and Community Engagement. Its interdisciplinary curriculum prepares students with knowledge and skills that directly address workforce needs in areas such as family services, youth development, and consumer sciences education fields vital to strengthening Oklahoma communities**.** Additionally, Family and Consumer Sciences graduates are well-positioned for diverse career pathways. Nationally, there are about 512,000 workers employed in fields related to Family and Consumer Sciences, with a median annual wage of $48,000 Bureau of Labor Statistics+2aafcs.org+2. These professionals often pursue roles in education (23%), healthcare (10%), management (15%), community and social services (10%), and administrative support (10%)

Plans

Langston University is confident the program will meet and exceed Regents' thresholds based on current enrollment and interest. To ensure this success, the university will:

- Continue recruitment and outreach, including partnerships with school districts and community organizations.
- Streamlining advising and pathway clarity for students.
- Review and align curriculum more closely with state and national workforce needs, especially in high-demand sectors tied to FCS competencies (e.g., nutrition, wellness, education, family services).
- Increasing interdisciplinary collaboration with departments such as Education, Allied Health, and Community Engagement to broaden student opportunities and outcomes.

With these strategic initiatives and growing demand for FCS competencies both regionally and nationally Langston University is well-positioned to sustain and elevate the productivity of the Family and Consumer Sciences program.

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_FINACIAL PLANNING 061**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	25	11
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	2

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

__x___ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__**_**_ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

__ ___ 5. Special Purpose Program

_____ 6. Data Discrepancy

__ ___ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

Response

The Financial Planning program has produced only two graduates in the past five years and currently has only three students remaining. Student interest in the program has steadily declined, and it no longer appears to be a viable academic offering. Langston University therefore requests approval to delete the program following a full teach-out plan to ensure that the remaining enrolled students are able to complete their degrees.

Plans

NA

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

Langston University **MATHEMATICS, 024**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:	**Required**	**Achieved**
Minimum number of majors enrolled *(see 3.7.5.B.3)*	12	2
Minimum number of graduates *(see 3.7.5.B.3)*	0	0

External review completed? (not required) Yes ☐ No ☒
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

☐ Deletion of the Program* (if so, a Request for Program Modification form and Program Deletion Form must be submitted **AFTER** governing board approval);

☐ Suspension of the Program* (if so, a Request for Program Modification form and Program Suspension Form must be submitted **AFTER** governing board approval);

OR

☒ Continuation of the program (if so, **indicate the appropriate extension option below)**

☐ 1. New Program
☐ 2. Liberal Arts and Sciences Program
☐ 3. Offline Program
☐ 4. Restructured Program
☐ 5. Special Purpose Program
☐ 6. Data Discrepancy
☒ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

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Response:

The Mathematics degree program at Langston University, though it does not meet the Regents' minimum threshold of five graduates per year over a five-year period, is essential to the academic mission of the institution. Mathematics is a required component of the general education curriculum and serves every student at the university, providing foundational skills in quantitative reasoning, problem solving, and analytical thinking that support success across all academic disciplines. The program operates with existing faculty and resources, incurring no additional cost to the university, and is therefore a no-cost justifiable program. Retaining a Mathematics degree ensures the university's continued ability to meet state general education requirements and prepares students with the critical skills necessary for both academic and professional achievement.

While upper-division mathematics courses extend beyond the general education curriculum, they play a vital role in supporting multiple academic programs across the university. Advanced mathematics courses directly underpin the success of chemistry and computer science majors, equipping students with the quantitative and analytical skills necessary for complex problem-solving, data analysis, and scientific application. The mathematics degree therefore provides essential interdisciplinary support, ensuring academic rigor and preparing students for graduate study and STEM-related careers. Retaining the mathematics degree strengthens the university's overall STEM profile, sustains the academic pipeline for other critical majors, and continues to provide a no-cost, high-value program to the institution

Future Plans:

Looking ahead, Langston University anticipates strengthening the mathematics program by building on its new alignment with the Department of Computer Science, which has been moved into the School of Arts and Sciences. This strategic restructuring positions the university to propose a joint Mathematics and Computer Science degree program, reflecting a trend at other universities where the disciplines are closely integrated. The core mathematics curriculum is already embedded as a requirement for the Computer Science degree, ensuring that students in both areas gain a strong foundation in quantitative reasoning, algorithms, and problem-solving. By combining the strengths of Mathematics and Computer Science, Langston will expand degree offerings in high-demand fields, increase graduate productivity, and further support STEM disciplines across the university**.**

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_ENTREPRENEURIAL STUDIES 066_____**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	6	14
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	15	10

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

_____ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__**x**__ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

____x_ 5. Special Purpose Program

_____ 6. Data Discrepancy

_____ 7. No Cost/Justifiable Cost Program

Response

Langston University acknowledges that the Master of Entrepreneurial Studies program has not met the Oklahoma State Regents' minimum productivity requirement of three graduates per year over five years, graduating 10 students instead of the required 15. Currently, the program enrolls 14 students surpassing the 6 required by the Regents and demonstrating ongoing interest and potential for growth. Historically, low productivity was the result of structural barriers, including the original 48-credit-hour format, the absence of dedicated faculty leadership, and limited marketing resources.

These challenges have been addressed under the new leadership of our new dean through curriculum reforms, stronger oversight, and expanded outreach. In 2023, the degree was streamlined from 48 to 33 hours, with a new 12-month completion model beginning in 2025–2026. One-hour courses have been consolidated into three-hour courses, and new high-demand electives have been introduced, including Real Estate Development, Sports Management/NIL, Agri-Tech, Global Entrepreneurship, and Digital Ventures.

Additionally, in 2024-25, Langston has built new partnerships, including collaboration with a regional private institution to integrate MES courses into its MBA program (with over 150 graduate students), and national visibility through events such as the Howard University x PNC Entrepreneur Summit (2025).

Future Plans
The MES program has undergone significant modernization and is now positioned for rapid growth:

The program is launching a 4+1 accelerated pathway for Langston undergraduates, allowing students to begin MES coursework during their senior year, reducing time and cost to completion.

Conclusion
With 14 students currently enrolled, a streamlined curriculum, expanded electives, new partnerships, and enhanced marketing, Langston University projects that the MES program will exceed Regents' minimum productivity requirements within three years. Given its central role in preparing leaders for entrepreneurship, workforce development, and community impact, Langston University respectfully requests an exception for continuation of the Master of Entrepreneurial Studies program.

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_MUSIC 027**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	12	0
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	0

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

__x___ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__**_**_ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

__ ___ 5. Special Purpose Program

__x___ 6. Data Discrepancy

__ ___ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

Response

The data reported under "Music 027" in the Regents Low Productivity Report reflects a discrepancy. Langston University does not currently offer a standalone **degree in Music**; rather, the university offers a program in **Music Education**. As such, there should be no data reported under Music, since the correct reporting category is **Secondary Education – Music Education**. The inclusion of Music in the productivity report is therefore inaccurate.

For context, the Music Education program is an active and vibrant program with **more than 50 declared majors**. These students are preparing to meet the statewide and national demand for highly qualified music educators. Accordingly, the data for Music should be removed from the low productivity report, and all degree productivity should be properly reflected under Secondary Education – Music Education.

Plans
NA

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_ORGANIZATIONAL LEADERSHIP 775_____**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	12	21
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	16

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

_____ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__**X**__ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

___x__ 5. Special Purpose Program

_____ 6. Data Discrepancy

_____ 7. No Cost/Justifiable Cost Program

Response

The Bachelor of Science in Organizational Leadership at Langston University does not currently meet the Oklahoma State Regents' productivity threshold of five graduates per year over a five-year period. However, the program remains an essential and justifiable offering because of its central role as part of the State Regents' *Reach Higher* adult degree completion initiative.

The Organizational Leadership degree is designed specifically for working adults who previously started but did not complete a degree. As part of Reach Higher's FlexFinish and DirectComplete models, the program provides affordable, accelerated eight-week courses with multiple start dates each year, including online and hybrid delivery. This structure allows adult learners to complete their degree while managing work and family responsibilities. It is a critical access point for underserved and place-bound students.

Although overall numbers remain below the Regents' minimum threshold, the program advances statewide goals of increasing adult degree attainment, strengthening workforce readiness, and supporting economic development. Graduates gain vital skills in leadership, ethics, communication, and organizational behavior that are in high demand across Oklahoma's economy. Additionally, the program has recently been moved back into the School of Business, which will allow it to benefit from stronger alignment with business-related curricula, faculty expertise, and advising resources. Early indicators show increased interest among current undergraduate students in pursuing Organizational Leadership as a major, which we anticipate will contribute to future enrollment growth.

Plans

Enrollment Growth Plan (aligned with Reach Higher best practices):

- Assign dedicated staff to guide adults from inquiry through graduation, with proactive outreach to stop-outs and near-completers.
- Expanded RECONNECT Events: Host Reach Higher: RECONNECT days at LU-OKC and LU-Tulsa each spring (and fall mini-events) to provide one-stop enrollment, advising, and financial aid support.
- Finish Line Scholarships: Target students within 15–30 credits of completion for scholarship awards and promote organizational leadership as a priority degree for this aid.
- Provide targeted student supports, including FAFSA completion help and faculty mentoring.

Langston University is committed to scaling these strategies to strengthen both enrollment and completions. While the Organizational Leadership program does not meet minimum productivity thresholds, it fulfills a unique and mission-critical role in Oklahoma's higher education landscape by providing adult learners with an accessible pathway to degree completion.

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_REHABILITATION SERVICES 068**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	12	47
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	20

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

_____ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__x__ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

___x__ 5. Special Purpose Program

_____ 6. Data Discrepancy

__ ___ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

Response

This program was launched with funding from a capacity-building grant provided by the U.S. Department of Education's Rehabilitation Services Administration (RSA). Several factors have restricted enrollment headcount and graduation numbers, including (1) the presence of competing programs with similar curricula located nearby and (2) limited availability of scholarships and marketing resources to attract students to the program. However, with 47current majors the demand for the program remains very strong.

Plans

We are implementing several strategies to address the limiting factors affecting our program and to make it more attractive to potential students. These strategies include:

1. Developing a modified Plan of Study Curriculum that will reduce the current requirement from 74 hours to 60 hours, aligning our program with other university programs and rehabilitation services (Integrated Human Services).

2. Implementing an accelerated 4+1 years initiative for the Rehabilitation Services to Master's in Rehabilitation Counseling Bridge program.

3. Conceptualizing a joint marketing articulation agreement and venture between LU-Tulsa and TCC, which will serve as a feeder system for the rehabilitation services program.

4. We submitted a new grant proposal on June 23, 2025, to the U.S. Department of Education's Personnel Development to Improve Services and Results for Children with Disabilities (ALN 84.125M) competition. If funded, this grant, totaling $1.25 million over five years, will support 36 new students with scholarships (covering tuition, fees, and living stipends), thereby increasing enrollment and graduation rates.

5. We submitted another grant proposal in July 2025 for a U.S. Department of Education grant for Undergraduates in Rehabilitation Services (ALN 84.129L). If approved, this $875,000 grant over five years will provide scholarships for an additional 30 new students (covering tuition, fees, and living stipends), further enhancing enrollment and graduation numbers in the future.

Time Frame for Accomplishing Strategies: We expect to have the new 60-credit hour plan of study implemented by Fall 2026. The accelerated Bridge initiative pilot will start in either Fall 2026. The joint LU-TCC program was launched by the Summer 2025 semester. If we secure a grant from the U.S. Department of Education, we will offer scholarships for students starting in Spring 2026.

Budget Implications for Continuation of the Program: We will maintain consistent funding for this program. If a grant is secured, we will utilize these resources to enhance all areas that support effective program operations, including recruitment, retention, and graduation rates.

Revised June 2016

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

_LANGSTON UNIVERSITY **_SECONDARY EDUCATION 037_____**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	12	55
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	11

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

_____ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

_x_ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

___x__ 5. Special Purpose Program

_____ 6. Data Discrepancy

_____ 7. No Cost/Justifiable Cost Program

Response

Langston University acknowledges that the Bachelor of Science in Secondary Education has not yet met the Oklahoma State Regents' requirement of graduating an average of five students per year over the past five years. Over that period, the program has produced 11 graduates. However, the program currently enrolls 55 students, a strong indication of growing demand and the program's viability moving forward.

A primary factor contributing to low productivity has been the availability of alternative certification routes, which often require lower GPA thresholds and fewer course requirements than traditional preparation programs. This has drawn some students into other majors while still allowing them to enter the classroom through alternative pathways. Additionally, the Music Education concentration previously included excessive course requirements, which reduced efficiency and discouraged degree completion. Following recent program modifications, however, the university has already observed an immediate increase in completions. For example, in 2022–2023 and 2023–2024, five students graduated each year, in 2024–2025, at least four graduated, and for 2025–2026, five secondary education students are currently in student teaching. Based on these improvements, the program is expected to meet the Regents' five-year productivity threshold within the next reporting cycle.

Rationale for Continuation

The Secondary Education program is essential to both Langston University's mission and the state's workforce. According to the U.S. Bureau of Labor Statistics, employment for high school teachers is projected to grow by 4% nationally from 2022–2032, with approximately 67,000 job openings annually due to workforce turnover and replacement needs (BLS, 2023). In Oklahoma, the Oklahoma State Department of Education continues to list teaching among the state's most critical shortage areas, especially in mathematics, English, and music education, which are the very concentrations within Langston's program. Reports from the Oklahoma Office of Educational Quality and Accountability (OEQA) confirm that demand for certified secondary educators far exceeds the supply of qualified graduates statewide.

Future Plans

To sustain and grow productivity, Langston University has taken and will continue to take the following actions:

1. Curriculum Revisions – Recently streamlined the Music Education program, producing immediate increases in graduates; additional review of Math and English Education is underway to remove structural barriers and improve student retention and progression.
2. Recruitment and Retention – With 55 students currently enrolled, the program is building on this strong pipeline to ensure more students progress to graduation. Targeted advising and early interventions are being implemented to reduce attrition.
3. Addressing State Needs – Strengthen collaborations with Oklahoma school districts to create stronger pipelines into secondary education and ensure graduates are prepared for high-need teaching fields.
4. Timeline – With modifications already showing results, Langston anticipates meeting and sustaining Regents' productivity requirements within two years.
5. Budget Implications – No significant new resources are required, as program modifications have been achieved through faculty realignment and curricular streamlining. Modest investments in advising and marketing will further strengthen outcomes.

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

Langston University **SOCIOLOGY 022**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:	**Required**	**Achieved**
Minimum number of majors enrolled *(see 3.7.5.B.3)*	12	28
Minimum number of graduates *(see 3.7.5.B.3)*	25	18

External review completed? (not required) Yes ☐ No ☒
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

☐ Deletion of the Program* (if so, a Request for Program Modification form and Program Deletion Form must be submitted **AFTER** governing board approval);

☐ Suspension of the Program* (if so, a Request for Program Modification form and Program Suspension Form must be submitted **AFTER** governing board approval);

OR

☒ Continuation of the program (if so, **indicate the appropriate extension option below)**

☐ 1. New Program
☒ 2. Liberal Arts and Sciences Program
☐ 3. Offline Program
☐ 4. Restructured Program
☐ 5. Special Purpose Program
☐ 6. Data Discrepancy
☐ 7. No Cost/Justifiable Cost Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

Response

Langston University acknowledges that the Bachelor of Arts in Sociology program has not met the State Regents' requirement of averaging five graduates per year over the past five years. While degree productivity has been low, the program continues to play a vital role in the university's mission by preparing students to understand and address complex social issues. Currently, the program enrolls 28 majors, with three students expected to graduate in 2025 and an additional 13 students entering their junior and senior years, positioning the program to increase graduation numbers in the coming years.

The demand for sociology graduates remains strong according to both the National Job Outlook (U.S. Bureau of Labor Statistics), which projects employment for sociologists to grow by 7% over the next decade with about 300 job openings annually, and the Oklahoma Employment Security Commission, which identifies ongoing demand for graduates prepared to work in areas such as social services, community development, public policy, and corrections. These outlooks underscore the continued workforce relevance of the program.

Future Plans

To increase program productivity, the Department of Social Science and Humanities is implementing a series of program modifications and recruitment strategies. These include:

- Curriculum revision with updated materials and the development of new online courses to expand access.
- Launch of a Sociology with an option in Corrections degree pathway, designed to attract students interested in criminal justice, juvenile delinquency, and mass incarceration issues.
- Targeted recruitment and mentoring through major fairs, faculty outreach, and advising undeclared students toward sociology.
- Retention initiatives, including hiring an additional faculty member, creating more research opportunities for undergraduates, and increasing co-curricular and professional development opportunities.

With 28 students currently enrolled and strong national and state-level job demand, Langston University is confident the Sociology program will strengthen graduation outcomes, remain aligned with workforce needs, and continue to provide students with critical skills to contribute effectively in diverse professional fields.

Revised June 2016

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

LANGSTON UNIVERSITY **SPECIAL EDUCATION 034**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	12	3
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	25	0

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

_____ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

___x__ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

___ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

_____ 5. Special Purpose Program

_____ 6. Data Discrepancy

_____ 7. No Cost/Justifiable Cost Program

Response

The Special Education program currently enrolls only three (3) majors and has produced no graduates over the past five years. Given these challenges, Langston University will suspend the program for the next two years in order to teach out the current students and to take a focused and comprehensive look at its future viability. During this suspension period, the university will engage in a thorough review of the program's structure, demand, and alignment with workforce needs.

This review will include consultation with partner high schools and school districts to determine the extent of continued interest in Special Education as a degree pathway and to identify how Langston University can play a meaningful role in addressing the state's critical shortage of Special Education teachers. The university also recognizes that Special Education is identified on Oklahoma's Top 100 Critical Occupations list, with more than 100 job openings projected annually, underscoring the importance of evaluating whether and how Langston can contribute to meeting this need.

The review will also explore options for curricular restructuring, stronger alignment with certification requirements, and the development of scholarships and other supports to attract and retain students. At the conclusion of the two-year period, Langston University will determine whether to restructure and reinitiate the program or formally discontinue it, based on demonstrated demand, program sustainability, and the potential to contribute effectively to solving one of Oklahoma's most pressing educational workforce needs.

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

Langston University TECHNOLOGY(ENG. TECHNOLOGY -036-
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:	**Required**	**Achieved**
Minimum number of majors enrolled *(see 3.7.5.B.3)*	12	30
Minimum number of graduates *(see 3.7.5.B.3)*	25	**12**

External review completed? (not required) Yes ☐ No ☒
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

☐ Deletion of the Program* (if so, a Request for Program Modification form and Program Deletion Form must be submitted **AFTER** governing board approval);

☐ Suspension of the Program* (if so, a Request for Program Modification form and Program Suspension Form must be submitted **AFTER** governing board approval);

OR

☒ Continuation of the program (if so, **indicate the appropriate extension option below)**

☐ 1. New Program
☐ 5. Special Purpose Program
☒ 2. Liberal Arts and Sciences Program
☐ 6. Data Discrepancy
☐ 3. Offline Program
☐ 7. No Cost/Justifiable Cost Program
☐ 4. Restructured Program

Provide a brief explanation of the reason for requested exception, the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

Langston University acknowledges that the Department of Engineering Technology has not met the State Regents' requirement of graduating an average of five students per year over the past five years, with only 12 graduates during this period. However, the program currently enrolls 30 majors, demonstrating a strong and growing pipeline of students.

The program plays a critical role in addressing persistent disparities in STEM education and workforce participation. Although African Americans and Hispanics comprise 26% of the U.S. workforce, they hold only 11% of STEM positions (The Guardian). Data from the American Society for Engineering Education (2023) show that African Americans earned only 8.7% of engineering technology degrees, while Hispanics earned 14.6%—both still below their representation in the broader labor force. These inequities are driven by systemic barriers, including limited access to rigorous math and science preparation, under-resourced schools, and reduced exposure to engineering pathways.

Langston's Engineering Technology program directly addresses these challenges. As Oklahoma's only HBCU, the program intentionally recruits and supports students from underrepresented and underserved backgrounds. With targeted mentoring, skill-building, and academic support, students who may have faced barriers in math and science are empowered to persist and succeed. Alumni of the program are thriving in high-demand industries across Oklahoma and the nation, holding positions at organizations such as the Oklahoma Department of Transportation, Muller Water Products, AWG, Hetronics USA, AVL Systems Design, Access Midstream, and Baker Hughes.

The national job outlook for engineering technologists remains strong. As of 2022, there were over 508,000 individuals employed in engineering technology fields, earning a median annual wage of $80,000 (BLS, 2023). The U.S. Bureau of Labor Statistics projects 3% national growth from 2023 to 2033 in fields such as electrical, electronic, and civil engineering technology, with nearly 19,800 annual openings nationwide. Median salaries remain highly competitive, including $77,180 for electrical/electronic technologists and $64,200 for civil technologists.
In Oklahoma, engineering technology jobs are projected to grow even more quickly in some fields. Civil engineering technologists are expected to see 12.4% growth, earning median wages of $62,940, while electrical/electronic technologists are projected to grow by 7.2%, with a median wage of $80,350 (BLS, 2024). Mechanical technologists are also projected to add more than 140 annual job openings in Oklahoma, reflecting demand in energy, infrastructure, and advanced manufacturing.

By equipping students from underrepresented groups with these in-demand skills, Langston's Department of Engineering Technology addresses both state and national workforce needs while also expanding access to STEM careers for African American, Hispanic, and first-generation college students.

<u>Plan</u>

The Department of Technology has implemented the recruitment plan as previously proposed and has seen its impacts on our student population and students in the graduation pipeline. We also have secure scholarships for our students through grants and collaboration that help support their

tuition and alleviate the cost of education, which remains the key factor impacting our retention and graduation rate. However, many students encounter financial hardships during their final year, which can hinder their ability to graduate or graduate on time. To guarantee the sustainability of the increase in the number of students, we will continue to institute the following recruiting plan with an approximate year of full implementation in parentheses.

- Involve faculty and undergraduates in the recruitment efforts by participating in local recruiting campaigns administered by the Office of Admissions (2025-2026).
- Diversify by targeting Caucasian, Hispanic, American Indian, and women students in the Department of Engineering (2025-2026). We recognize that we continue to have a small number of students among these minorities.
- Continue to efficiently use Canvas and develop an online learning system to share the resources available at Langston with underserved high schools (2025-2026)
- Continue to seek and secure external funding to offer scholarships to attract and retain new students (2025-2026).

The Department of Technology (Engineering Technology) will continue the following retention plan to guarantee the growth required and productivity, with an approximate year of full implementation in parentheses.

- Continue to create an approach to keep track of students' needs and provide immediate help. The Department of Technology has created and maintains a student MS Teams channel where students can interact with the chair and instructors. The Department organized a monthly Technology Club meeting to communicate with all students and share their needs and concerns (2025-2026).
- Continue to improve our curriculum to provide the most current course content and pedagogical practices. We plan to modify the Associate Degree and possibly add a new option to boost our pipeline.
- Continue to improve the learning environment by providing the students with up-to-date laboratory equipment. The Department of Technology will keep the laboratory computers and software for teaching and practicing computer design and electronics updated. This equipment will improve the learning environment of our students and trigger their interest in Engineering and Technology (2025-2026).
- Collaborate with industry. In the past, the Department of Technology was able to attract students from different backgrounds by establishing and maintaining collaboration with OGE, Boeing, FAA, the Oklahoma Department of Transportation, and other in-state and out-of-state industries. We intend to continue working with industries in and out of state to share their expertise and knowledge with the Department, guarantee internships for our students, and negotiate recruitment after graduation (2025-2026).

We believe the suggested timeframes for full implementation of our plan are reasonable and will continue to help bring the Department in line with the Oklahoma State Regents for Higher Education requirements.

Oklahoma State Regents for Higher Education
LOW PRODUCTIVITY PROGRAM REPORT

LANGSTON UNIVERSITY **VISUAL REHABILITATION SERVICES 067**
(Institution submitting request) (Program name and State Regents' program code)

Provide a brief status report summarizing the program and explaining its failure to meet State Regents' (five-year average) minimum productivity requirements for graduates and/or headcount enrollment *(limit response to three pages)*.

Provide the following information:

Minimum Productivity Criteria:		**Required**	**Achieved**
1.	Minimum number of majors enrolled *(see State Regents' policy 3.7.5.B.3)*	5	0
2.	Minimum number of graduates *(see State Regents' policy 3.7.5.B.3)*	5	0

External review completed? Yes_____ No____X_____
If yes, please provide a copy of the report.

Based on the institution's assessment and/or external review of the low-producing program, the institution requests:

___x__ Deletion of the Program* (if so, complete Request for Program Modification form and Program Deletion Form and attach);

_____ Suspension of the Program* (if so, complete Request for Program Modification form and Program Suspension Form and attach);

NOTE: Must have Governing Board approval.

OR

__ __ Continuation of the program (if so, **indicate the appropriate extension option below** and provide a brief explanation of the future plans for the program that will enable it to meet the productivity requirements, the time frame required to accomplish these plans, and the budget implications for continuation of the program. *(limit response to three pages)*.

_____ 1. New Program

_____ 2. Liberal Arts and Sciences Program

_____ 3. Offline Program

_____ 4. Restructured Program

_____ 5. Special Purpose Program

_____ 6. Data Discrepancy

__ ___ 7. No Cost/Justifiable Cost Program

Response

This highly specialized program was initiated with funding from a U.S. Department of Education-Rehabilitation Services Administration (RSA) capacity-building grant. Due to its specialization, the program has always had a relatively small number of students enrolled, making federal grant funding essential for its operation. Although we were able to secure a five-year follow-up grant to support the program, we did not obtain funding during the most recent five-year period. This lack of funding limited enrollment numbers. Specifically, we were unable to provide student scholarships, which include tuition, fees, and living stipends, nor could we pay adjunct faculty or implement effective marketing and recruitment efforts. Other factors that contributed to the low average enrollment included (1) a declining demand for graduates in visual rehabilitation services within the Oklahoma Department of Rehabilitation Services' visual services division, and (2) a shortage of core faculty members with expertise in blindness rehabilitation who were qualified to teach the program's courses.

Plans

Deletion of the Program

G - OTHER BUSINESS AND FINANCIAL MATTERS

a. Peace officer commissions:

NAME	CAMPUS
Maverick (Canine)	Langston

b. Revocation of peace officer commissions:

NAME	CAMPUS	COMM. NO.
Buckner, Jeremy	LU	822
Solomon, Henry	LU	784

H – CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Approval is requested for a Special Request to enter into an agreement with Adidas America, Inc. and Midwest Sporting Goods for the purposes of supplying Langston University with athletic uniforms and footwear, both for competition and practice, as well as warm-up gear for the Langston University Marching Pride Band.

   The agreement provides for Adidas to serve as the exclusive outfitter for Langston University Athletics. Langston University will have the opportunity for rebates through the Adidas agreement, dependent upon the expenditures for the year, with a minimum spend of $222,500.00 per year on all athletic uniforms, footwear, and practice gear. Midwest Sporting Goods will serve as the merchant for the branded gear and will offer discounts to the University through this agreement. Midwest Sporting Goods will manage the online sales and distribution of Adidas branded Langston University merchandise to fans and the general public through this agreement.

   This agreement has been reviewed by the Office of Legal Counsel. The enclosed agreement reflects their revisions which have been presented to Adidas/Midwest Sporting Goods. The final agreement will be reviewed by the Office of Legal Counsel.

adidas

~~GENERAL~~

This Team Agreement "Agreement") is entered into between adidas America, Inc., an Oregon corporation {"adidas"), and **Langston University-OK** ("Customer"), effective as of the first day of the Term (as defined below}. The parties agree as follows:

1. **Term and Covered Teams.** This Agreement starts on **7-1-2025** and ends **6-30-2030** {the "Term"). This agreement and associated term will replace any existing agreement still in effect. This Agreement includes the following sports, teams, and their participants: **ALL** (the "Teams" and "Team Participants").

2. **adidas Products.** During the Term, Customer agrees to purchase adidas footwear, apparel, accessories, uniforms, headwear, and equipment {"adidas Products"} from an authorized adidas Team Dealer and/or an authorized third-party licensee such as Agron or Saranac {an "adidas licensee"} for Team Participants' use in accordance with the adidas Team Program. School shall not be responsible for Products worn or displayed by its student athletes in or during activities not sponsored by the University, including but not limited to any private endorsements or sponsorships engaged in by School's student athletes.

3. Customer shall be eligible to purchase adidas Products at the following discounts:

Product	Discount
adidas Footwear	35% off MSRP
adidas Apparel and Accessories	40% off MSRP
adidas Uniforms {stock+ adiCustom)	40% off MSRP
adidas Locker Room Apparel	30% off MSRP

4. **Exclusive Use.** During the Term, Customer ensures that, to the extent Customer or any other individual or entity acting on Customer's behalf (including any individual or entity providing financial support to the Teams) provides the Teams (including Team Participants) with footwear, apparel, and/or accessories for use in competition or any other Team events or activities, each Team {including Team Participants) shall exclusively use and wear adidas Products whenever engaged in such competition, events, or activities. Customer shall not permit any Team Participant or any other person to "spat," obstruct, or alter adidas's logos and marks in any way. Students that may need a different brand of shoe due to medical or physical abnormalities, must submit documentation prior to use. Also, there may be limitations to this exclusivity clause due to the nature of current NIL policies and regulations for individual student athletes as well as the need to spat a shoe for football for prescribed injury prevention measures. Langston University will do everything within reason to promote the Adidas brand when possible but should not be held in breach of contract for individual student athlete NIL deals outside of team functions and team marketing opportunities.

5. **License.** Customer hereby grants to adidas ~~the~~ a non-exclusive, royalty-free right and license, during the Term ~~and at all times thereafter~~ to the extent necessary for adidas', lawful business purposes, to use Customer's name and trademarks worldwide in connection with the development, promotion, marketing, advertising and sale of adidas Products. Customer shall not knowingly grant any comparable right to any other person or entity during the Term if the other person or entity is engaged in any sportswear business directly competitive with adidas. Langston University Public Relations Department shall approve the use of all Langston branding prior to creation and distribution of said products.

6. **Minimum Annual Spend.** For each School Year during the term, Customer shall maintain a minimum purchase volume of $200,000 measured in actual amounts paid by Customer (i.e., after applying the discounts set forth in section 2 above but not including Promotion Merchandise set forth in section ~~6~~ 7 below). If Customer fails to comply with this minimum purchase requirement for any School Year, adidas may require Customer to pay cash compensation equivalent to the purchase shortfall and/or may reduce the amount of Promotional Merchandise provided to school during that School Year and/or a future School Year in an amount sufficient to offset any loss

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to adidas.

7. **Promotional Merchandise.** For each School Year during the Term, adidas shall provide Customer with Promotional Merchandise at no cost to Customer in the amounts set forth below.

7.1. "Promotional Merchandise" is defined adidas Products available from the adidas Team Sales Catalog, excluding products sold directly by adidas Licensees. Amounts of Promotional Merchandise for each School Year are divided equally into two six-month periods, the first from July 1 to December 31, and the second from January 1 to June 30. Any unused amounts of Promotion Merchandise from either of these six-month periods expire on the last day of the six-month period (i.e., on December 31 and June 30), and cannot be carried over to the next six-month period and/or School Year. Ensuring that amounts of Promotional Merchandise are used and determining how such amounts are allocated among Teams is the sole responsibility of Customer. All Promotional Merchandise ships free via ground and Customer cannot apply any shipping upgrades. Returns and/or exchanges of Promotional Merchandise are not permitted.

~~GENERAL~~

7.2. For each School Year during the Term, adidas shall provide Promotional Merchandise to Customer as follows:

Allocation	Amount
Athletic Director	$30,000 at MSRP
First Year Signing Bonus	$7500 at MSRP
Band Director	$1000 at MSRP
Branding package-1st year	$10,000 at MSRP

8. **Termination.** This Agreement is binding during the Term. Either party may terminate this Agreement, effective at the end of the Term (i.e., at the end of the initial Term or the end of any one-year extension thereof), by providing written notice no less than 30 days before the expiration of the Term. adidas may, in its sole discretion, terminate this Agreement and/or reduce the amounts of Promotional Merchandise set forth in section ~~5~~ 7 above if the Teams or Team Participants fails to use adidas Products as required or if Customer fails to meet its annual target purchase requirement.

9. **Miscellaneous.**

9.1. Confidentiality. **(Subject to applicable state public records law,)** the terms of this Agreement are strictly confidential and neither party may disclose the terms hereof to any third party without the prior written consent of the other party. Adidas understands and acknowledges School is an Oklahoma State Agency and is subject to the Oklahoma Open Records Act. In the event School receives a request for the terms of this Agreement pursuant to the Oklahoma Open Records Act, Langston will, to the extent possible, provide notice to ~~School~~ Adidas of such request.

9.2. Compliance with Law. Each party shall comply with all laws, rules and regulations applicable to it in the performance of its obligations under this Agreement.

9.3. Binding Effect. This Agreement will be binding on and inure to the benefit of the parties and their respective heirs, personal representatives, successors, and permitted assigns.

9.4. Assignment. Customer may not assign, sell, or transfer this Agreement or any of its rights, interests, or obligations under this Agreement without adidas's prior written consent.

9.5. Severability and Construction. If any provision of this Agreement is held to be invalid or unenforceable in any respect for any reason, the validity and enforceability of such provision in any

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other respect and of the remaining provisions of this Agreement will not be in any way impaired. The captions used in this Agreement are provided for convenience only and will not affect the meaning or interpretation of any provision of this Agreement.

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9.6. Customer/adidas Relationship. Nothing contained in this Agreement shall be construed as establishing an employer/employee, agency, partnership, or joint venture relationship between the parties.

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9.7. **Entire Agreement.** This Agreement, together with the terms and conditions of the adidas Team Sales catalog and of any account or credit application completed in connection with execution of this Agreement, all of which are incorporated into this Agreement by reference, constitutes the entire understanding between the parties with respect to the subject matter hereof and cannot be amended or modified except by an agreement in writing, signed by each of the parties. All previous understandings or agreements between the parties related to the subject matter herein shall have no further force and effect.

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9.8. Limitation of Liability. adidas shall not be liable for any injury or damage suffered by Customer or any Team Participants from wearing or using adidas Products, and Customer expressly knowingly and irrevocably waives all such liability, except to the extent such injury or damage is caused by adidas's gross negligence or willful misconduct. **ADIDAS WILL IN NO EVENT BE LIABLE FOR ANY INCIDENTAL, CONTINGENT, SPECIAL, CONSEQUENTIAL, OR OTHER DAMAGES. ADIDAS'S TOTAL LIABILITY TO CUSTOMER FOR DAMAGE OR LOSS ARISING OUT OF, OR IN ANY WAY RELATED TO, THE SALE OF ADIDAS PRODUCTS SHALL IN NO EVENT EXCEED THE PURCHASE PRICE OF THE ADIDAS PRODUCTS TO WHICH SUCH CLAIM RELATES. ALL GOODS PURCHASED OR OTHERWISE ACQUIRED BY CUSTOMER PURSUANT TO THIS AGREEMENT ARE TRANSFERRED AS-IS. ADIDAS HEREBY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE THAT MAY ARISE BY COURSE OF DEALING, COURSE OF PERFORMANCE, OR USAGE OF TRADE.**

9.9. **Representations and Warranties.** Each party represents and warrants that it is not party to any agreement, contract, or understanding, whether oral or written, that would prevent, limit or hinder the performance of any of its obligations under this Agreement, and that it has the due and proper authority to enter into and perform its obligations under this Agreement.

~~Adidas understands and acknowledges School is an Oklahoma State Agency and is subject to the Oklahoma Open Records Act. In the event School receives a request for the terms of this Agreement pursuant to the Oklahoma Open Records Act, Langston will, to the extent reasonably possible, provide notice to School of such reques~~IN WITNESS WHEREOF, the undersigned hereby certify that they are duly authorized to execute this Agreement on behalf of the parties.

Commented [BH3]: This language is included above.

adidas America, Inc.	**LANGSTON UNIVERSITY**
Name:	Name:
Title:	Title:

Name:
Title:

Name:
Title:

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Langston	Midwest/Adidas Yearly	Adidas Branding Package	Total
Year I	$ 48,500.00	$ 10,000.00	$ 58,500.00
Year 2	$ 41,000.00		$ 41,000.00
Year 3	$ 41,000.00		$ 41,000.00
Year 4	$ 41,000.00		$ 41,000.00
Year 5	$ 41,000.00		$ 41,000.00
	$ **212,500.00**	$ **10,000.00**	$ **222,500.00**

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MIDWEST SPORTING GOODS

Midwest University Partnership Agreement

Langston University

March 24, 2025

Donnita Drain-Rogers
Langston University
701Sammy Davis Jr Drive
Langston, OK 73050

Mrs. Drain-Rogers:

Below, please find the proposal from Midwest Sporting Goods, Tulsa, Oklahoma, to exclusively sell athletic apparel and equipment to Langston University. This agreement shall run S years starting July 1, 2025, thru June 30, 2030. All promotional product orders must come from the Athletic Director or Athletic Department. Individual coaches or groups will not be allowed to order promotional products directly from Midwest Sporting Goods.

Midwest Sporting Goods will provide Langston University the following.

1. $10,000 each year of this agreement to be used on coach and player apparel and footwear valued at then current retail price.
    - All dollars spent are included in the rebate total, including all organizations in the school.
2. All promotional soft-goods products from Adidas or Midwest are offered blank with no decoration. Midwest will decorate promotional items at "Midwest Best" pricing, if requested by the customer at the time of the order. Promotional items will be shipped FOB shipping point and must be used by June 30 of the year earned and do not carry over to the following year.

Langston University will agree to the following each year:

- All team uniforms, apparel, and equipment will be purchased from Midwest Sporting Goods
- Midwest Sporting Goods will have the exclusive right to offer online web stores to all student athletes and parents. A minimum of 1 store per sports, per year is required, plus special event web stores for state championships. Additional web stores can be requested by coaches at any time.
- Freight charges will be no more than 8% on UPS/Fed Ex shipments. Truck freight will be priced at the time of quote.
- Invoices will be sent within 30 days of completion and paid within 60 days. School must be current on all payment obligations to Midwest to be eligible for promotional products.

For Langston University Donnita Drain-Rogers

Donnita Drain-Rogers

For Midwest Sporting Goods John Lassiter

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Dr. Ruth Jackson, Langston University President

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Midwest University Partnership Agreement

Langston University

March 24, 2025

Donnita Drain-Rogers
Langston University
701 Sammy Davis Jr Drive
Langston, OK 73050

Mrs. Drain-Rogers:

Below, please find the proposal from Midwest Sporting Goods, Tulsa, Oklahoma, to exclusively sell athletic apparel and equipment to Langston University. This agreement shall run 5 years starting July 1, 2025, thru June 30, 2030. All promotional product orders must come from the Athletic Director or Athletic Department. Individual coaches or groups will not be allowed to order promotional products directly from Midwest Sporting Goods.

Midwest Sporting Goods will provide Langston University the following.

1. $10,000 each year of this agreement to be used on coach and player apparel and footwear valued at then current retail price.
    - All dollars spent are included in the rebate total, including all organizations in the school.
2. All promotional soft-goods products from Adidas or Midwest are offered blank with no decoration. Midwest will decorate promotional items at "Midwest Best" pricing, if requested by the customer at the time of the order. Promotional items will be shipped FOB shipping point and must be used by June 30 of the year earned and do not carry over to the following year.

Langston University will agree to the following each year:

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- Midwest Sporting Goods will have the exclusive right to offer online web stores to all student athletes and parents. A minimum of 1 store per sports, per year is required, plus special event web stores for state championships. Additional web stores can be requested by coaches at any time.
- Freight charges will be no more than 8% on UPS/Fed Ex shipments. Truck freight will be priced at the time of quote.
- Invoices will be sent within 30 days of completion and paid within 60 days. School must be current on all payment obligations to Midwest to be eligible for promotional products.

For Langston University Donnita Drain-Rogers _____

For Midwest Sporting Goods John Lassiter _____

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Midwest Adidas Combine

Langston	Midwest Adidas Yearly Allotment	Adidas Rebate @ $50,000 Spend	Midwest Premium Branding Package	Total Over life of the Agreement
Year I	$12,000.00	$5,000.00	$5,000.00	$22,000.00
Year 2	$11,000.00	$5,000.00		$16,000.00
Year 3	$11,000.00	$5,000.00	These branding dollars can be used at	$16,000.00
Year 4	$11,000.00	$5,000.00	anytime during the agreement	$16,000.00
Year 5	$11,000.00	$5,000.00		$16,000.00
Total	**$56,000.00**	**$25,000.00**	**$5,000.00**	**$86,000.00**

Langston	Midwest Adidas Yearly Allotment	Adidas Rebate @ $100,000 Spend	Midwest Premium Branding Package	Total Over Life of the Agreement
Year 1	$12,000.00	$10,000.00	$5,000.00	$27,000.00
Year 2	$11,000.00	$10,000.00		$21,000.00
Year 3	$11,000.00	$10,000.00	These branding dollars can be used at	$21,000.00
Year 4	$11,000.00	$10,000.00	anytime during the agreement	$21,000.00
Year 5	$11,000.00	$10,000.00		$21,000.00
Total	**$56,000.00**	**$50,000.00**	**$5,000.00**	**$111,000.00**

Langston	Midwest Adidas Yearly Allotment	Adidas Rebate @ $150,000 Spend	Midwest Premium Branding Package	Total Over Life of the Agreement
Year 1	$12,000.00	$17,500.00	$5,000.00	$34,500.00
Year2	$11,000.00	$17,500.00		$28,500.00
Year 3	$11,000.00	$17,500.00	These branding dollars can be used at	$28,500.00
Year4	$11,000.00	$17,500.00	anytime during the agreement	$28,500.00
Year 5	$11,000.00	$17,500.00		$28,500.00
Total	**$56,000.00**	**$87,500.00**	$5,000.00	**$148,500.00**

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J – PURCHASE REQUESTS

Auxiliary Enterprises Funds

1. Approval is requested to engage with University Loft Furniture through the Oklahoma A&M Contract for the routine purchase of furniture for use in residential communities. The use of University Loft Furniture will allow us to purchase matching furniture to ensure continuity with the furniture already in place within our residential communities on our Langston Campus.

   The total cost is estimated at $190,065.12. Funding for this expenditure will come from legally allowable funds. (Auxiliary Enterprises Funds)

2588 Jannetides Blvd, Greenfield, IN 46140
Phone: 800-423-LOFT Fax: 317-866-5639

QUOTE #043081-00

DATE: 8/7/2025 12:00:00
VALID UNTIL: 9/30/2025 12:00:00
TERMS: NET 30

Customer #:007192

LANGSTON UNIVERSITY

701 SAMMY DAVIS JR. DRIVE
LANGSTON, OK 73050
USA

PREPARED BY:

DAVID BAKER
DBaker@uloft.com

CHLOE NYE
cnye@uloft.com

SPECIAL INSTRUCTIONS: SCHOLARS

PRODUCT	QTY	UNIT PRICE	EXTENDED PRICE
SHIPPING FROM TENNESSEE			ALL PRICES USD
665 JENNINGS II SOFA DV LOOSE **RFP#R-22000-22 (freight and install included)** 665LV05.XCP135.BLK Rev: 000 CUT & SEWN DILLON BLACK W/BLACK PLASTIC FEET 84"W X 37 1/2"D X 36"H If the grade of fabric changes, ULC has the right to charge accordingly. The determination of the grade will be made by ULC.	122	$688.61	**$84,010.42**
665 JENNINGS II CHAIR VELCRO **RFP#R-22000-22 (freight and install included)** 665LV15.XCP135.BLK Rev: 000 CUT & SEWN DILLON BLACK W/BLACK PLASTIC FEET 36"W X 37 1/2"D X 36"H If the grade of fabric changes, ULC has the right to charge accordingly. The determination of the grade will be made by ULC.	122	$394.33	**$48,108.26**

CONFIDENTIAL: *Contains proprietary information. Not intended for external distribution.*

Initials

University Loft Company is committed to providing superior contract furniture at extremely competitive prices with an unmatched level of customer service.

UNIVERSITY est. 1986 LOFT CO.
2588 Jannetides Blvd, Greenfield, IN 46140
Phone: 800-423-LOFT Fax: 317-866-5639

QUOTE #043081-00

DATE: 8/7/2025 12:00:00
VALID UNTIL: 9/30/2025 12:00:00
TERMS: NET 30

LANGSTON UNIVERSITY

701 SAMMY DAVIS JR. DRIVE
LANGSTON, OK 73050
USA

PREPARED BY:
DAVID BAKER
DBaker@uloft.com
CHLOE NYE
cnye@uloft.com

PRODUCT TOTAL	$132,118.68
FREIGHT SERVICES	$0.00
TAX	$0.00
PROJECT TOTAL	**$132,118.68**

PAYMENT TERMS: NET 30

THIS IS NOT AN INVOICE

Thank you for allowing us the opportunity to provide this quote for a furniture solution to elevate your student housing. If any information is not correct, please notify us immediately. Please contact your salesperson or project manager should you have any questions or changes at (800) 423-5638.

Note: Your acceptance of this quote acknowledges your agreement to the following conditions. Please allow up to 72 business hours for confirmation of order.

PAYMENT IS DUE BY THE THIRTIETH DAY AFTER THE INVOICE DATE.

TOTAL DUE: $132,118.68

Deposits or balances not paid can result in delayed shipments. *Invoices will be sent to the billing contact. Please pay from Invoice.*

SHIPPING MEMO:

RFP#R-22000-22 - FR and Install built into product price
ULC partners with common carriers to source the best rates and delivery options for your furniture order. Services such as lift-gate, inside delivery, re-routing, re-delivery, driver assist unload, or other requests are subject to additional fees if they were not requested to be included on this quote.
You'll receive notification via email when your shipment is ready and when your order is shipped. These emails contain detailed information about receiving your order so please be on the lookout for these important notifications.

SHIP TO:

LANGSTON UNIVERSITY

100 HILLVIEW DR
LANGSTON, OK 73050
UNITED STATES

CONTACT: DESMOND MASSEY 980-458-5512

SIGNATURE: _____ **DATE:** _____

PRINTED: _____ INITIALS: _____ I've read Terms and Conditions attached.

CONFIDENTIAL: *Contains proprietary information. Not intended for external distribution.*

UNIVERSITY LOFT CO. est. 1986
2588 Jannetides Blvd, Greenfield, IN 46140
Phone: 800-423-LOFT Fax: 317-866-5639

QUOTE #043083-00

DATE: 8/7/2025 12:00:00
VALID UNTIL: 9/30/2025 12:00:00
TERMS: NET 30

Customer #:007192

LANGSTON UNIVERSITY

701 SAMMY DAVIS JR. DRIVE
LANGSTON, OK 73050
USA

PREPARED BY:

DAVID BAKER
DBaker@uloft.com

CHLOE NYE
cnye@uloft.com

SPECIAL INSTRUCTIONS: CENTENNIAL

PRODUCT	QTY	UNIT PRICE	EXTENDED PRICE
SHIPPING FROM TENNESSEE			ALL PRICES USD
JENNINGS II 665 LOVESEAT **RFP#R-22000-22 (freight and install included)** 665LV10.XCP135.BLK Rev: 000 CUT & SEWN DILLON BLACK W/BLACK PLASTIC FEET 59 1/2"W X 37 1/2"D X 36"D If the grade of fabric changes, ULC has the right to charge accordingly. The determination of the grade will be made by ULC.	62	$540.29	**$33,497.98**
665 JENNINGS II CHAIR VELCRO **RFP#R-22000-22 (freight and install included)** 665LV15.XCP135.BLK Rev: 000 CUT & SEWN DILLON BLACK W/BLACK PLASTIC FEET 36"W X 37 1/2"D X 36"H If the grade of fabric changes, ULC has the right to charge accordingly. The determination of the grade will be made by ULC.	62	$394.33	**$24,448.46**

CONFIDENTIAL: *Contains proprietary information. Not intended for external distribution.*

Initials

University Loft Company is committed to providing superior contract furniture at extremely competitive prices with an unmatched level of customer service.

UNIVERSITY LOFT CO. est. 1986
2588 Jannetides Blvd, Greenfield, IN 46140
Phone: 800-423-LOFT Fax: 317-866-5639

QUOTE #043083-00

DATE: 8/7/2025 12:00:00
VALID UNTIL: 9/30/2025 12:00:00
TERMS: NET 30

LANGSTON UNIVERSITY

701 SAMMY DAVIS JR. DRIVE
LANGSTON, OK 73050
USA

PREPARED BY:
DAVID BAKER
DBaker@uloft.com
CHLOE NYE
cnye@uloft.com

PRODUCT TOTAL	$57,946.44
FREIGHT SERVICES	$0.00
TAX	$0.00
PROJECT TOTAL	**$57,946.44**

PAYMENT TERMS: NET 30

THIS IS NOT AN INVOICE

Thank you for allowing us the opportunity to provide this quote for a furniture solution to elevate your student housing. If any information is not correct, please notify us immediately. Please contact your salesperson or project manager should you have any questions or changes at (800) 423-5638.

Note: Your acceptance of this quote acknowledges your agreement to the following conditions. Please allow up to 72 business hours for confirmation of order.

PAYMENT IS DUE BY THE THIRTIETH DAY AFTER THE INVOICE DATE.

TOTAL DUE: $57,946.44

Deposits or balances not paid can result in delayed shipments. *Invoices will be sent to the billing contact. Please pay from Invoice.*

SHIPPING MEMO:

RFP#R-22000-22 - Freight and Install built into product price
ULC partners with common carriers to source the best rates and delivery options for your furniture order. Services such as lift-gate, inside delivery, re-routing, re-delivery, driver assist unload, or other requests are subject to additional fees if they were not requested to be included on this quote.
You'll receive notification via email when your shipment is ready and when your order is shipped. These emails contain detailed information about receiving your order so please be on the lookout for these important notifications.

SHIP TO:

LANGSTON UNIVERSITY

1 CENTENNIAL DRIVE
LANGSTON, OK 73050
UNITED STATES

CONTACT: DESMOND MASSEY 980-458-5512

SIGNATURE: _____ **DATE:** _____

PRINTED: _____ INITIALS: _____ I've read Terms and Conditions attached.

CONFIDENTIAL: *Contains proprietary information. Not intended for external distribution.*

J – PURCHASE REQUESTS

Federal Grant Funds

1. Approval through Sole Source is sought to engage with Automated Building Systems (ABS) for the installation and programming of digital climate control systems within goat research laboratories within the Sherman Lewis School of Agriculture and Applied Sciences (SL/SAAS). The existing system in the laboratories utilizes technology which is no longer supported and cannot be repaired by vendors.

   This project will include the furnishing, installation, and programming of the Direct Digital Control System by ABS. Langston University utilizes ABS throughout our campuses and the vendor was selected to ensure that the laboratories will integrate with the energy management system used university-wide. Our request to procure the equipment and labor through Sole Source is to ensure continuity with the university-wide system and allow for seamless integration.

   The estimated cost of the expenditure is $309,000. Funds for the projects are available through a federal grant, USDA Research Capacity Grants and Oklahoma Cost Share.

AUTOMATED BUILDING SYSTEMS, INC.

OKLAHOMA CITY ● TULSA

7/15/2025

PROPOSAL

RE: Langston University Goat Research Lab Upgrade

Kristie Smith:

We propose to furnish, install, and program the Direct Digital Control System at the subject facility per this scope of work:

This proposal includes:

Lab Valves & Equipment

- **Provide (26) Phoenix Supply Valve Retrofit Kits**
- **Provide (20) Phoenix General Exhaust Valve Retrofit Kits**
- **Provide (18) Phoenix Hood Valve Retrofit Kits**
- **Provide (18) Fume Hood Display Monitors**
- **Provide (26) Phoenix Space Temperature Sensors**
- **Provide (26) Discharge Air Temperature Sensors**
- **Provide (26) Reheat Valve and Actuators**
    - Valves to be installed by M.C.
- **Provide new Power Panel w/ step down transformers**
- **Provide new Jace controller and control panel**
- **24v power wiring to phoenix valves and devices**
- **Demo of existing phoenix control boards and sensors no longer in use**
- **Communication wiring and conduit**
- **Programming**
- **Graphics generation**

General Items Included

- **Creation of graphic screens, schedules, and trend logs onto the ABS provided workstation**
- **Provide submittals, shop drawings, O&M's, and record drawings**
- **Creation of alarm points for critical monitoring points**
- **One-year parts and labor warranty from date of beneficial use**
- **Provide BAS engineering, programming, and project management**
- **TAB Assistance**

Automated Building Systems, Inc.

- **Provide all required control wire, conduit, and labor**

This proposal does NOT include:

- **Ethernet drop, IP address, routers, hubs, and switches**
- **Installation reheat valves**
- **Replacing, repairing, or reprogramming any existing controllers or devices other than what is mentioned above**
- **Provision, installation or programming of other mfg.'s interfaces, controllers, or valves**
- **Integration of or to any other building automation systems**
- **All cutting, patching, installation of thermal wells, flow elements, pressure taps, dampers, valve bodies, and/or other service or equipment traditionally provided or installed by others**
- **Smoke Dampers, Fire/Smoke dampers, fire alarm systems, smoke detectors, heat detectors and test stations are provided, installed, and controlled by others**
- **Provision, control of lighting control devices, security and access systems, and other systems not listed above**
- ***Any and all items not specifically addressed above are excluded***

Total Price……$309,000.00

Contact me if you have any questions.

Regards,

Weston Sisson

weston.sisson@abscompanies.com
Automated Building Systems, Inc.
O: 405-948-1794
C: 405-823-1779

Accepted by _____ Date _____

Company Name _____

The pricing for this Scope of Work is valid for 60 days.

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION

FTE Employee Report[1]

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma Senate, and the Speaker of the Oklahoma House of Representatives

From: Langston University (Institution) Dr. Ruth R. Jackson (President)

Subject: FTE Employee Report for Fiscal Quarter Ending 6 (Mo.) / 30 (Day) / 2025 (Yr.)

The following information is provided pursuant to 74 O.S. 1981, Section 3602.[2]

FTE EMPLOYEE CATEGORIES

	Educational & General Budget Part I			Educational & General Budget Part II			Agency Accounts: Other			Sub-Total			Total FTE
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
		Regular	Student		Regular	Student		Regular	Student		Regular	Student	
A. FTE Employees for Reported Fiscal Quarter	86.10	172.62	17.38	12.66	32.36	9.13	0	11.18	53.61	98.76	216.16	80.12	395.04
B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter[3]	97.94	173.57	9.58	14.98	32.22	5.19	0	10.98	42.17	112.92	216.77	56.94	386.63
C. Increase or Decrease in FTE Employees (Item A minus Item B)	-11.84	-0.95	7.80	-2.32	0.14	3.94	0	0.20	11.44	-14.16	-0.61	23.18	8.41
D. Comparable Quarter Last Year	85.08	171.63	15.04	14.41	32.01	10.61	0	10.78	41.60	99.49	214.42	67.25	381.16

[1]File with State Regents' office by the tenth of the month following the end of the calendar quarter being reported.

[2]The term employee shall mean "a full-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 519 hours (173 hours per month multiplied by three months) the total payroll hours (excluding seasonal employees) for the quarter.

[3]This figure reflects the total number of FTE employees for the main campus, branch campus(es), and all constituent agencies.