

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Students

Policy B9121

TOPIC: Student Promotion and Graduation

Approval Date: 05/16
Ratified: 11/29/16
Revised: 6/18, 11/18,
3/12/19, 10/24/19,
5/25/23

Approved: Signature on File

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POLICY

Students are required to be in good academic standing with no un-remediated failures to advance to the subsequent term.

RESPONSIBLE OFFICIAL(S)

Office of Academic Affairs, Office of Curriculum Effectiveness and Evaluation, Student Performance Committee, Registrar

PROCEDURE

1. Within five (5) business days of course completion for pre-clinical courses, the Office of Curriculum Effectiveness and Evaluation shall submit all grades, as confirmed by the course director(s), to the Registrar. Final grades for pre-clinical courses at the end of the Fall term shall be finalized prior to the start of the Spring term. The Registrar shall submit the names of course failures to the Chair of the Student Performance Committee (SPC).
2. The Office of Clinical Education shall submit grades, as confirmed by the clerkship/course director(s), to the Registrar within twenty-five (25) days of completion of clinical courses. The Office of Clinical Education shall submit the names of course failures to the Chair of the Student Performance Committee (SPC).
3. The Registrar shall enter all grades into the student's permanent record within two (2) business days upon receipt.
4. At the end of each term, the SPC shall review all student progress in the degree program and make recommendation to the Dean of the College regarding promotion of students to the succeeding term. Students who have any coursework deficiencies that have not been remediated may not advance in the degree program until such deficiencies have been rectified.

The SPC may recommend that any student be placed on Academic Probation if upon review of the student's academic record it is determined that the student's body of work at the College falls below standards set by the faculty. The SPC may also recommend withdrawal from the College or repeat of an academic year.
5. Upon program completion, students will follow the procedures outlined within the Policy B1050, Doctor of Osteopathic Medicine Degree.
6. Students will follow the procedures outlined within Policy B6070 regarding the passage of COMLEX-USA[®] board examinations.
7. Satisfactory completion of the program thereby resulting in the awarding of the earned degree requires each candidate to satisfy the following requirements:
 - a. Satisfactory completion of all required courses and credit hours as stated in the catalog with attainment of at least the minimum passing grade, as determined by the faculty, for each course;
 - b. Attainment of a passing score for COMLEX-USA[®] Level 1 as administered by the National Board of Osteopathic Medical Examiners (NBOME). The passing score is determined for each examination cycle by the NBOME;
 - c. Attainment of passing scores for COMLEX-USA[®] Level 2-CE and Level 2-PE as administered by the National Board of Osteopathic Medical Examiners (NBOME). The passing score is determined for each examination cycle by the NBOME;

- d. Have no outstanding financial obligation to the College;
 - e. Have no unresolved disciplinary violations;
 - f. Receive recommendation for graduation from the faculty of the College.
8. Candidates for the degree are encouraged to attend the College's annual graduation ceremony. Students whose graduation date is delayed are able to participate in the graduation ceremony provided all graduation requirements can be reasonably completed no later than June 30th of the graduation year. Students anticipating completion of graduation requirements later than June 30th shall have their graduation delayed until the following year.

CROSS REFERENCE:

Policy B1050, Policy B6070