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**MICHIGAN STATE UNIVERSITY**  
**COLLEGE OF OSTEOPATHIC MEDICINE**  
**POLICY FOR RETENTION, PROMOTION, AND GRADUATION**

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## 1. Graduation Requirements

- a. To graduate from the Michigan State University College of Osteopathic Medicine (MSUCOM) with a Doctor of Osteopathic Medicine (D.O.) degree, a student must satisfactorily complete all required courses (or approved equivalent) in the Preclerkship and Clerkship Curriculum Programs, successfully completing the equivalent of twelve semesters of academic study, successfully pass the COMLEX Level 1, COMLEX Level 2CE and COMLEX Level 2PE examinations of the National Board of Osteopathic Medical Examiners (NBOME) and complete four years of Responsible Conduct in Research (RCR) Training (See Section 2c).
  - i. A student who has not passed the COMLEX Level 1 examination, COMLEX Level 2CE examination or COMLEX Level 2PE examination after three attempts (three attempts on each examination) will be academically dismissed from MSUCOM (See Section 11b).
- b. From the date of matriculation, no student shall be granted more than **six calendar years** to complete the curriculum, with the exception of the D.O. /Ph.D. student who may have **nine calendar years** to complete the prescribed coursework. A student may petition COSE for one additional year. Any modification of the timeframe must be approved by COSE.
  - i. An electronic copy of the Policy for Retention, Promotion and Graduation is available to each student in the College on the “Office of the MSUCOM Registrar” webpage.
  - ii. A student who has been academically dismissed (See Section 4f), or voluntarily withdrawn (See Section 9) and is subsequently reinstated (See Section 10) to MSUCOM must adhere to College curriculum requirements and retention policies in effect at the time of readmission/restart.
  - iii. No student with non-remediated or non-completed prerequisites shall be permitted to enroll in advanced courses for which the deficiency is a prerequisite.
- c. In addition, each graduating student must receive the endorsement of the Committee on Student Evaluation (COSE; See Section 11) and an affirmative vote from the faculty of the College.

## 2. Additional Requirements

- a. Each student must be compliant with the following requirements before entry into the Clerkship Program:
  - i. Pass all Preclerkship Program courses
  - ii. Take COMLEX Level 1 examination
  - iii. Provide a negative urine drug screen. (Note: students may be subject to random drug screening while participating in the Clerkship Program)

- iv. Fingerprinting and criminal background check.
- v. Completion of Basic Life Support(BLS)/Advanced Cardiac Life Support (ACLS) training
- vi. Centers for Disease Control and Prevention recommendations for immunization of healthcare workers.
- vii. Annual OSHA (Occupational Safety and Health Act) training in Universal Precautions.
- viii. Annual HIPAA (Health Insurance Portability and Accountability Act) training.
- ix. Completion of Respirator Fit Test Training

1. For v., vii, and viii above, students are responsible for being compliant at all times during the Clerkship Program.

- b. In order to continue in the Clerkship Program, a student must pass the COMLEX Level 1 examination as a prerequisite for enrollment in Semester 9 (Spring Semester).
  - i. Failure to meet this prerequisite requires that the student be dis-enrolled from the Clerkship Program until such time that the COMLEX Level 1 examination is passed.
  - ii. The student will receive a letter from the Associate Dean/Student Services providing guidance. This letter will be placed in the students' academic file.
  - iii. Once this prerequisite is met, the student will meet with the College Registrar for re-enrollment to the Clerkship Program.
  - iv. A student who does not pass COMLEX Level 1 and re-enroll in the Clerkship Program within one year, will be required to appear before COSE for a performance review.
  - v. Upon re-enrollment to the Clerkship Program a student must adhere to College curriculum requirements and retention policies in effect at the time of his/her return.
  - vi. During this dis-enrollment period the time away does not count towards the six calendar years or nine calendar years for DO/PhD students, required to graduate from MSUCOM.
- c. A student must complete four years of Responsible Conduct of Research (RCR) Training as outlined by the "America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act", approved by Congress, and required by the University.
  - i. A form will be placed in the students' academic file verifying completion of this requirement.
  - ii. A students' graduation from the College will be placed on hold until this requirement is met.

### 3. Grades

- a. MSUCOM employs the P/N (Pass/No grade) grading system and issuance of these grades shall be in accordance with University policy. Grading on the P/N system may be postponed by use of the "I" (Incomplete) grade, which may be issued only in accordance with University definition and policy. The ET (Extension) grade may be issued in those courses as approved by the University Committee on Curriculum and only in accordance with University definition and policy.
- b. No student who has any non-remediated "N" grades or non-completed "I" grades in required semester 1 or 2 courses shall be permitted to take semester 3 courses. COSE must approve, by majority vote, any deviation from this policy.
- c. No student who has any non-remediated "N" grades or non-completed "I" grades, in required courses shall be permitted to begin the Clerkship Program.
- d. No student who has any non-remediated "N" grades or non-completed "I/ET" grades in required courses shall be recommended to the faculty for awarding of the D.O. degree.
- e. At the end of each academic Semester, the Course Coordinator/Instructor of Record shall notify the College Registrar no more than five days after the end of the course of those students not earning a "P" grade in their course(s). Using the appropriate College form ("No Grade (N) & Remediation Plan Form" and/or "Incomplete/Extension (I/ET) Grade Form", the Course Coordinator shall indicate the basis for the assignment of a non-"P" grade ("I" or "N") including grades (percentage scores) on all examinations and final grade (percentage score) for the course(s) and shall recommend the means by which the course objectives may be met (See Section 7). Upon receipt of this information, the College Registrar will determine a student's academic status (See Section 4).
- f. Issuing of "N" Grades: Any student who receives an "N" grade for any required course will have this "N" grade recorded on his/her permanent transcript. Upon remediation of the "N" grade (See Section 7), the original "N" grade remains on the permanent transcript along with the grade, "P" or "N," for the remediation experience.
- g. Completion of "I/ET" Grades: If a student is academically dismissed from MSUCOM (See Section 4e), he/she cannot complete a course in which an "I/ET" grade was received until such time as he/she has been reinstated to the College by COSE. Non-completed "I/ET" grades, in required courses, will not be used in the total credits attempted semester retention calculation when determining a student's academic standing.
- h. Change of "I/ET" Grade to "N" Grade: If a student has registered and paid fees for a semester and an "I/ET" grade from a prior required course is changed to an "N" grade during the semester in-progress, the student will be allowed to complete the

current semester and let required credits accumulate. Any action, if necessary, will be taken by COSE after conclusion of the current semester.

- i. Issuing of “I” Grades: Any student who receives an “I” grade for any required course will have this “I” grade recorded on his/her permanent transcript. Upon completion of the course the “I” grade will be changed to either an “I/P” or an “I/N” grade as appropriate.
- j. Issuing of “ET” Grades: Any student who receives an “ET” grade for any required course will have this “ET” grade recorded on his/her permanent transcript. Upon completion of the course the “ET” grade will be changed to either a “P” or an “N” grade as appropriate.

#### 4. Academic Status

- a. Academic Good Standing (Appendix 1): A designation given to any student who has passed all academic and clinical requirements in the Preclerkship and Clerkship Programs while maintaining acceptable professional behavior.
  - i. Students that are on Academic Warning, Academic Probation or Unsatisfactory Clinical Performance (have received one or more “N” grades in a clinical rotation) are not considered to be in Academic Good Standing.
- b. Academic Notice (Appendix 1): A designation given to all students with a class rank at or below the 20<sup>th</sup> percentile based on aggregate grades in completed required courses during Semesters 1, 2 and 3 of the Preclerkship Program. This status is used to provide students with assistance through required guidance and consultation.
  - i. The student receiving this designation shall be notified in writing by the Associate Dean/Student Services.
  - ii. The student must meet with the Director of Academic and Career Guidance or his/her designee, for counseling and possible referral.
  - iii. The student will be advised to discontinue participation in all extracurricular activities, including student organization E-boards, and College/University Committees until such time that the student is no longer on Academic Notice.
  - iv. A student failing to meet any of these requirements will be referred to the Associate Dean/Student Services.
- c. Academic Warning (Appendix 1): A status given to any student who has received one or more "N" grades in required courses during any semester.
  - i. The student receiving this designation shall be notified in writing by the Associate Dean/Student Services. The letter will become a part of the student’s academic file in the College. A student will be removed from Academic Warning once the “N” grade(s) has been successfully remediated

(See Section 7). Successful completion of course requirements (i.e. remediation) shall be determined by the Course Coordinator.

- ii. The student must meet with the Director of Academic and Career Guidance or his/her designee, for counseling and possible referral. A form that indicates fulfillment of this requirement, as well as recommendations for academic success, will be placed in the student's academic file.
  - iii. The student will not be permitted to enroll/continue in any elective course offering, other than that/those which is/are required for full financial aid; until such time that the student is no longer on Academic Warning.
  - iv. The student must step down from all student organization E-boards, and College/University Committees until such time that the student is no longer on Academic Warning.
  - v. A student failing to meet any of the requirements will be referred to the Associate Dean/Student Services. A letter summarizing the meeting and corrective action(s) will be placed in the student's academic file.
- d. **Academic Probation (Appendix 1):** A status given to any student who has received "N" grades exceeding 15% of the total required credits earned in the program to date.
- i. The student receiving this designation will be notified in writing by the Associate Dean/Student Services. The letter will become a part of the student's academic file in the College. The student shall appear before the Preclerkship Performance Subcommittee, which is defined later within this document, for guidance and consultation.
  - ii. Before appearing before the Subcommittee, the student must meet with the Director of Academic and Career Guidance, or his/her designee and/or the Director of Personal Counseling and Health Promotion, or his/her designee, for counseling and possible referral. A form indicating fulfillment of this requirement, as well as recommendations for academic/personal success, will be placed in the student's academic file.
  - iii. Each student appearing before the Subcommittee shall be given an opportunity to discuss their academic performance.
  - iv. Student academic files shall be reviewed by the Subcommittee during the meeting. The Subcommittee will confer with the student and may accept materials offered and hear from advocates speaking on the student's behalf. The Subcommittee may recommend or require that the student alter his/her course of study, seek academic/personal counsel or other assistance and may prescribe levels of achievement to be attained within a designated time.

- v. A student failing to appear without due cause before the Subcommittee, as directed, will be referred to the Associate Dean/Student Services. A letter summarizing the meeting and corrective action(s) will be placed in the student's academic file.
  - vi. The student will not be permitted to enroll/continue in any elective course offering, other than that/those which is/are required for full financial aid; until such time that the student is no longer on Academic Probation.
  - vii. The student must step down from all student organization E-boards and College/University Committees until such time that the student is no longer on Academic Probation.
  - viii. A student failing to meet any of the requirements will be referred to the Associate Dean/Student Services. A letter summarizing the meeting and corrective action(s) will be placed in the student's academic file.
  - ix. A student will be removed from Academic Probation once the "N" grades have been successfully remediated. Successful completion of course requirements shall be determined by the Course Coordinator.
- e. **Unsatisfactory Clinical Performance (See Addendum A)**: A status given to a student who has received one or more "N" grades in a clinical rotation or who has received Marginal Evaluations on two or more clinical rotations.
- i. Marginal Evaluations are defined as clinical evaluations with an overall score of 3 or below. With regard to clerkship rotations, below average scores are defined as rankings of Needs Improvement/Unsatisfactory (on a scale of Needs Improvement/Unsatisfactory-Exceptional) or 3 and below (on a numerical scale of 1-7). A single marginal evaluation from any clinical rotation will be referred to the department chairperson for review and appropriate intervention.
  - ii. A student with unsatisfactory clinical performance shall appear before the Clerkship Performance Subcommittee for review of the student's overall performance. The student receiving this designation will be notified in writing by the Associate Dean/Student Services and the Clerkship Performance Subcommittee Chairperson.
  - iii. A student directed to appear before the Subcommittee must have all of his/her clinical evaluations for completed rotations available for review prior to his/her appearance before the Subcommittee. Assistance may be obtained from the College Assistant Registrar/Clerkship.
  - iv. Student clinical evaluations and performance materials shall be reviewed by the Subcommittee during the meeting. The Subcommittee will confer with the student and may accept materials offered and hear from advocates speaking on the student's behalf. The Subcommittee may recommend or require that the

student alter his/her course of study, seek academic/personal counsel or other aid and may prescribe levels of achievement to be attained within a designated time. The recommendations/requirements will be communicated to the student within seven (7) calendar days by the chairperson of the clerkship performance subcommittee. This letter will become a part of the student's academic file in the College.

- v. The Subcommittee may recommend that the student who has received one or more "N" grades in a clinical rotation be academically dismissed. The student will appear before COSE to have his/her status in MSUCOM determined. COSE will review the student's academic/clinical performance; determine whether dismissal is appropriate or if the student's circumstances warrant an opportunity for continuation in the curriculum. The student's eligibility to remediate will be determined following this COSE decision.
- f. **Academic Dismissal** (See Section 11b; Appendix 2): This status is given to any student who has accumulated "N" grades, remediated and non-remediated, in excess of 20% of the accumulated total credits attempted in required courses for Semester 2 and beyond. In addition, academic dismissal is a designation given to any student who has not passed the COMLEX Level 1 examination, COMLEX Level 2CE examination or COMLEX Level 2PE examination after three attempts (three attempts on each examination).
- i. A student who receives an "N" grade in the Semester 1 Anatomy course will be dismissed. Should such a student desire to remain at MSUCOM, he/she can petition COSE for reinstatement following Semester 1. If reinstatement is granted, the student will be required to restart the curriculum from the beginning the following academic year.
  - ii. Students who have accumulated "N" grades exceeding 20% of the accumulated total credits attempted in required courses during Semesters 1 and 2 will be dismissed at the end of Semester 2. Should such a student desire to remain at MSUCOM, he/she can petition COSE for reinstatement following Semester 2. If reinstatement is granted, the student will be required to restart the curriculum from the beginning of Semester 2 the following academic year.
  - iii. Students who have accumulated "N" grades exceeding 20% of the accumulated total credits attempted in required courses at the end of Semester 3 and beyond will be dismissed.
  - iv. Students who have accumulated "N" grades exceeding 40% of the total credits attempted in required courses during a single semester, beginning in semester 3 and beyond will appear before COSE. COSE will review the student's cumulative academic performance; determine whether dismissal is appropriate or if the student's circumstances warrant reinstatement. The student's eligibility to remediate will be determined if the student is reinstated.



- v. The Associate Dean/Student Services shall notify the student of his/her academic dismissal. After notice is given, the student shall have the opportunity to appear before COSE for consideration of reinstatement. Within seven calendar days of receiving notice of academic dismissal, a student seeking reinstatement must request in writing to meet with COSE by contacting the College Registrar.
  - 1. The seven day requirement for notifying the College Registrar of a student's intention to appear before COSE applies to all semesters except for Semester 1. At the end of Semester 1, a student who is academically dismissed will be automatically scheduled to meet with COSE by the College Registrar.
- vi. COSE will review the academic file, confer with the student, accept materials offered and hear from advocates speaking on the student's behalf. COSE will then make a decision concerning reinstatement to MSUCOM. This decision will be communicated in writing and personally (when possible), to the student in a timely fashion by the Associate Dean/Student Services.
- vii. Names of students dismissed from MSUCOM are submitted to the Office of Academic Programs, as well as to faculty who may be remediating these students the following semester to assure that dismissed students are not able to participate in all university activities, unless directed by COSE.

**5. Appeal**

- a. If academic dismissal is upheld/decided by COSE, a student shall be given an opportunity for an appeal of the COSE decision to the Dean or his/her designee. A request for an appeal must be filed with the Dean's office within seven calendar days after the student has been notified in writing of the COSE decision. The student must notify the Associate Dean/Student Services of appeal.

**6. Conflict of Interest**

- a. In order to avoid a possible conflict of interest:
  - i. COSE members who are also responsible for issuing an N grade to a student will not vote on any COSE decisions made regarding that student; however, if requested, they may provide information to COSE.
  - ii. Any health professional providing health services, including psychiatric or psychological counseling services, will recuse him/herself from the academic assessment or promotion of the student receiving those services and appearing before COSE.

**7. Remediation (See Addendum A)**

- a. Remediation is the method by which course objectives will be met after receiving an "N" grade. Remediation examination/experience will be offered only after the "N"

grade is recorded by the College Registrar and student eligibility for remediation has been determined.

- b. If a student is academically dismissed from MSUCOM, he/she cannot remediate a course in which an "N" grade was received until such time as he/she has been reinstated to the College by COSE.
- c. To successfully remediate an "N" grade, a student must demonstrate that he/she has mastered the course objectives. To do this he/she may either:
  - i. Retake the course when it is next offered; or
  - ii. Enroll in a College directed course of study that is Administered by Academic Programs and designed, delivered and supervised by the course coordinator.
- d. If he/she is successful in passing the remediation examination/experience, he/she will receive a "P" for the directed study course which indicates that he/she has remediated the original course. If he/she is not successful in passing the remediation examination/experience, he/she will receive an "N" grade for the directed study course and he/she must retake the course in which the original "N" grade was received.
- e. If a student is not academically dismissed and seeks to retake a course(s) in addition to regularly scheduled courses during a semester, he/she must petition COSE for permission to take the course(s) as an overload (See Section 11e).

**8. Leave of Absence (See Section 11c)**

- a. A designation given to any student who has received permission from the Associate Dean/Student Services, or his/her designee, for a leave of absence from responsibilities in MSUCOM
- b. During the leave of absence, the student is no longer enrolled in MSUCOM and the time away does not count towards the six calendar years or nine calendar years for DO/PhD students, required to graduate from the College.
- c. A student may request a personal leave of absence up to one year.
- d. If a student does not re-enroll in the College at the end of one year, he/she must appear before COSE to seek reinstatement or request an extension of the leave of absence. COSE will make a decision on re-enrollment and extension of leave in the College.
- e. A student must adhere to College curriculum requirements and retention policies in effect at the time of his/her return.

**9. Voluntary Withdrawal (See Section 11c)**

- a. A designation given any student who has received permission from the Associate Dean/Student Services, or his/her designee, to withdraw voluntarily from responsibilities in MSUCOM.

**10. Reinstatement (See Section 11d and 11f and Appendices 2 and 3)**

- a. A designation given any student who had previously been academically dismissed or voluntarily withdrawn upon re-entering MSUCOM.
  - i. A student shall be given the opportunity to petition COSE (with appearance before the Committee unless exempted by the Committee), through the College Registrar for reinstatement into the College.
  - ii. At the beginning of the semester following his/her first academic dismissal a student dismissed from MSUCOM may petition COSE to appear at a designated meeting for consideration of reinstatement (Appendix 2).
  - iii. After a second academic dismissal from MSUCOM the student will not be allowed to appear before COSE without approval from the Dean through an appeal directly to the Dean (See Section 5a; Appendix 3).
  - iv. After a student's third failure of a COMLEX Level 1, Level 2CE or Level 2PE examination a student may petition COSE for consideration of reinstatement (Appendix 2).
  - v. A student who has voluntarily withdrawn from MSUCOM may petition COSE for reinstatement prior to the start of any academic year.
  - vi. Names of students reinstated to MSUCOM are submitted to the Office of Academic Programs, as well as to faculty who may be remediating these students to assure that reinstated students are able to participate in all university activities, unless directed by COSE.

**11. Committee Responsibilities**

- a. COSE shall have responsibility, delegated by the Dean and the faculty of the College, for administration of the policy ("Michigan State University College of Osteopathic Medicine Policy for Promotion, Retention and Graduation") governing promotion, retention and graduation of students pursuing the D.O. degree. On a periodic basis, through the Associate Dean/Student Services, COSE shall receive and evaluate the overall achievement and academic file of students pursuing the D.O. degree in MSUCOM. In accomplishing this task, the Committee may assume the additional responsibility for the review and evaluation of procedures used to determine the achievement and performance of students enrolled in MSUCOM.

- b. COSE will decide which students' academic dismissals from MSUCOM; not involving unprofessional/unethical behavior, should be upheld (See Section 4f).
- c. The Associate Dean/Student Services will approve/deny requests from students for voluntary withdrawal and leave of absences from COM and report decisions to COSE (See Sections 8 and 9).
- d. COSE will review petitions for reinstatement of those students who have been academically dismissed, who have voluntarily withdrawn and who have been on a leave of absence from the College for one year or more. Decisions will be made on an individual basis (See Sections 8 and 10).
- e. COSE will review petitions for course overloads of those students who must retake a course(s) in addition to regularly scheduled courses during a semester (See Section 7).
- f. For those students who are reinstated to MSUCOM following academic dismissal, voluntary withdrawal or a leave of absence from one year or more and for students placed on academic probation, COSE will recommend guidelines and/or requirements, which may facilitate successful completion of the curriculum. In addition, COSE will recommend guidelines and/or requirements (e.g., additional coursework, counseling) for students who are academically dismissed from MSUCOM (See Sections 8 and 10).
- g. All COSE decisions will be communicated in writing to the Dean who may, after further review (e.g. appeal from student) and discussion with the COSE Chairperson or his/her designee, uphold or overturn the COSE decision. Reasons for overturning a COSE decision shall be communicated in writing to COSE by the Dean (See Sections 5 and 13h).
- h. COSE will recommend to the faculty those candidates who have qualified for the awarding of the D.O. degree (See Section 1).

**12. Committee Composition and Meeting Times (Appendix 4)**

- a. The composition and quorum of the Committee on Student Evaluation shall be as described in the bylaws of the Michigan State University College of Osteopathic Medicine.
  - i. COSE shall meet with the Dean at the beginning of each Fall Semester to discuss the committee's activities of the preceding year as well as proposed activities of the upcoming year.
  - ii. COSE will meet each semester following certification of all grades by the College Registrar.
- b. COSE shall oversee the activities of two Subcommittees:

- i. Preclerkship Performance Subcommittee: This subcommittee shall consist of three (3) voting members of COSE, one serving as the subcommittee chair, each selected by the COSE parent committee. This subcommittee will meet each semester and review students placed on Academic Probation during the preceding semester and provide students with guidance in consultation with the Associate Dean/Student Services and the Director of Academic and Career Guidance.
- ii. Clerkship Performance Subcommittee: This subcommittee shall consist of three (3) voting members of COSE, two of which must be physicians. Each subcommittee member, including the subcommittee chair, shall be selected by the COSE parent committee. This subcommittee will meet each semester and review students placed on Academic Probation during the preceding semester and provide students with guidance in consultations with the Associate Dean/Student Services and the Director of Academic and Career Guidance.

### 13. **Chairperson Responsibilities**

- a. The COSE Chairperson (elected by and from the voting members of that committee at its first meeting of each academic year; bylaws [6.1.6]), or designee, shall serve as head of the Committee and preside over all Committee meetings.
- b. The COSE Chairperson shall see that all Committee meetings and activities adhere to the guidelines established in the "Michigan State University College of Osteopathic Medicine Policy for Retention, Promotion and Graduation."
- c. The COSE Chairperson, in coordination with the College Registrar, shall set meeting times, prepare agendas and circulate them to all Committee members.
- d. The COSE Chairperson, and/or the Associate Dean/Student Services, shall meet with the entering class during College orientation each year to discuss the responsibilities and functions of COSE and review common problems which may result in an appearance before the Committee.
- e. The Associate Dean/Student Services, in consultation with the COSE Chairperson, shall notify personally (if possible), and in writing, each student receiving the designation academic notice, academic warning, academic probation, academic dismissal or unsatisfactory clinical performance. (See Sections 4b, 4c, 4d, 4e and 4f)
- f. The Associate Dean/Student Services in coordination with the COSE Chairperson, or his/her designee, shall communicate personally (if possible), and in writing, to the student who has been academically dismissed the Committee's decision concerning reinstatement in MSUCOM. (See Sections 4e and 4f)
- g. The COSE Chairperson shall receive petitions from the College Registrar for reinstatement of those students who have been academically dismissed, who have voluntarily withdrawn and who have been on a leave of absence for one year or more from MSUCOM and students who are requesting course overloads. Following

receipt of the petition, the COSE Chairperson, in coordination with the College Registrar, shall place the student's name on the COSE agenda for review by the Committee. (See Section 11d and 11e)

- h. The COSE Chairperson will meet with the Dean after each COSE meeting to discuss COSE decisions. The Dean, or his/her designee, shall listen to and review student appeals of a COSE decision involving academic dismissal (See Section 5 and 11g).
- i. The COSE Chairperson, in consultation with the Dean, will review COSE membership participation.

## Addendum A

Beginning Summer Semester 2016, the following sections will be replaced by Section 4e and Section 5 located in the [Class of 2020 Policy for Retention, Promotion and Graduation](#) to represent the new rating system used on the Clinical Clerkship Rotation Evaluation approved by the faculty of the college June 9, 2016.

**Section 4e**

*Section 4e - Unsatisfactory Clinical Performance: A status determined at the end of each rotation and given to all students who have:*

- i. Received one or more N grades in clinical rotations.
 
  - 1. The student will be required to appear before the COSE Clerkship Performance Subcommittee, for guidance and consultation.*
  - 2. The student will be placed on an in house designation of Academic Warning.**
- ii. Received an overall rating of "Below Expectations" on Section I of the Clinical Clerkship Rotation Evaluation.
 
  - 1. "Below Expectations" evaluations will be referred to the Instructor of Record/Department Chairperson of the clinical rotation department for review and grade determination.
 
    - a. Students receiving two or more Clinical Clerkship Rotation Evaluations with overall "Below Expectations" rating in Section I will be required to appear before the COSE Clerkship Performance Subcommittee for guidance and consultation.***
- iii. Received an overall rating of "Below Expectations" on Section II of the Clinical Clerkship Rotation Evaluation.
 
  - 1. Evaluation will be referred to the Associate Dean/Student Services, in consultation with the Instructor of Record/Department Chairperson for review and determination of further action.**
- iv. The Associate Dean/Student Services will notify a student of his or her unsatisfactory clinical performance in writing. This document will become part of the student's academic file.*
- v. A student directed to appear before the Subcommittee must have all attending evaluations from completed clinical rotations available for review prior to his or her appearance. Assistance may be obtained from the Office of the Registrar.
 
  - 1. In preparation for an appearance before the Subcommittee, a student may want to meet with the Associate Dean/Student Services or the College Registrar to discuss meeting guidelines and expectations.**
- vi. The Subcommittee will review the student's academic file, clinical evaluations, accept materials offered or hear from advocates speaking on the student's behalf, as well as provide an opportunity for the student to discuss their academic and clinical performance.*
- vii. The Subcommittee may recommend or require that the student seek academic or personal counsel or other forms of assistance and may prescribe levels of achievement to be attained within a designated time.*
- viii. The Associate Dean/Student Services will communicate to the student in writing a summary of the Subcommittee recommendations or requirements. This document will become part of the student's academic file.
 
  - 1. If the Subcommittee recommends academic dismissal, the student will appear before COSE to have his or her status in the College determined. COSE will review the student's academic and clinical performance as well as reasons for the recommendation of academic dismissal and determine whether dismissal is appropriate.*
  - 2. The Associate Dean/Student Services will communicate to the student in writing and personally, when possible, the decision of COSE. This document will become part of the student's academic file.*
  - 3. If the Subcommittee refers the student to the College Hearing Committee he or she must meet with the Associate Dean/Student Services immediately following the receipt of the referral.**
- ix. A student that fails to appear before the Subcommittee without due cause, when directed, or fails to meet any of the Subcommittee's requirements, will be referred to the Associate Dean/Student Services for further action.*

## Addendum A Continued

**Section 7***Section 5 - Remediation**a. Preclerkship Program*

- i. In the Preclerkship Program remediation is the process by which course objectives may be met after receiving an N grade.*
- ii. A remediation examination and/or experience, if recommended by the Instructor of Record, will be offered to the student only after the N grade has been officially recorded with the University and the College Registrar has determined the student's academic status and eligibility for remediation.*
- iii. If a student is academically dismissed from the College, he or she cannot remediate a course in which an N grade was received until reinstated to the College by COSE.*
- iv. To successfully remediate an N grade, a student must achieve a predetermined level of competency determined by the course Instructor of Record. To accomplish this, the student may either:
 
  - 1. If eligible, enroll in a College directed course of study that is designed and supervised by the Instructor of Record and administered by Academic Programs; or*
  - 2. Retake the course when it is next offered.**
- v. A student that successfully remediates by a prescribed examination and/or experience will receive a P grade for the directed study course. This indicates that the student has remediated the original course.*
- vi. If the student is not successful in passing the remediation examination and/or experience, he or she will receive an N grade for the directed study course and must retake the course in which the original N grade was received at its next offering.*
- vii. No student may re-take a required, non-remediated course during a semester in which they are already carrying a full load of required courses. In other words, course enrollment "overloads" will not be allowed.*

*b. Clerkship Program*

- i. Remediation is not offered for Clerkship courses.
 
  - 1. If a student receives an N grade in the Clerkship Program they must :
 
    - a. Core: Successfully repeat by receiving a P grade in the clinical rotation in which they received the original N grade; or*
    - 2. S/elective: Successfully complete the requirements of an equivalent clinical rotation with a P grade.***
- ii. Any student who receives an N grade in the Clerkship Program will be required to appear before the COSE Clerkship Performance Subcommittee.*



# Progression of Academic Status in MSUCOM

## Academic Good Standing

>20 percentile Ranking

## Academic Notice

- Letter from Associate Dean
- Meet with Director of Academic and Career Guidance (designee)
- Encourage withdrawal from Extracurricular Activities

≤20 percentile Ranking

## Academic Probation

- Letter from Associate Dean
- Meet with Director of Academic and Career Guidance (designee)
- Appear before appropriate COSE performance subcommittee
- Not allowed to enroll in Electives
- Must withdraw from Extracurricular Activities
- Must remediate N grades

>15% total 'N' grades

Please refer to "Policy for Retention, Promotion and Graduation" for more detailed information

# COSE Committee Structure and Meeting Times

Full Committee-Described in bylaws of MSUCOM

## Full COSE Committee

- Described in Bylaws of MSU COM



**Meeting time:**  
Every semester

## Preclerkship Performance Subcommittee

- Three voting members of Full COSE Committee (Chair elected)



**Meeting time:**  
Every semester

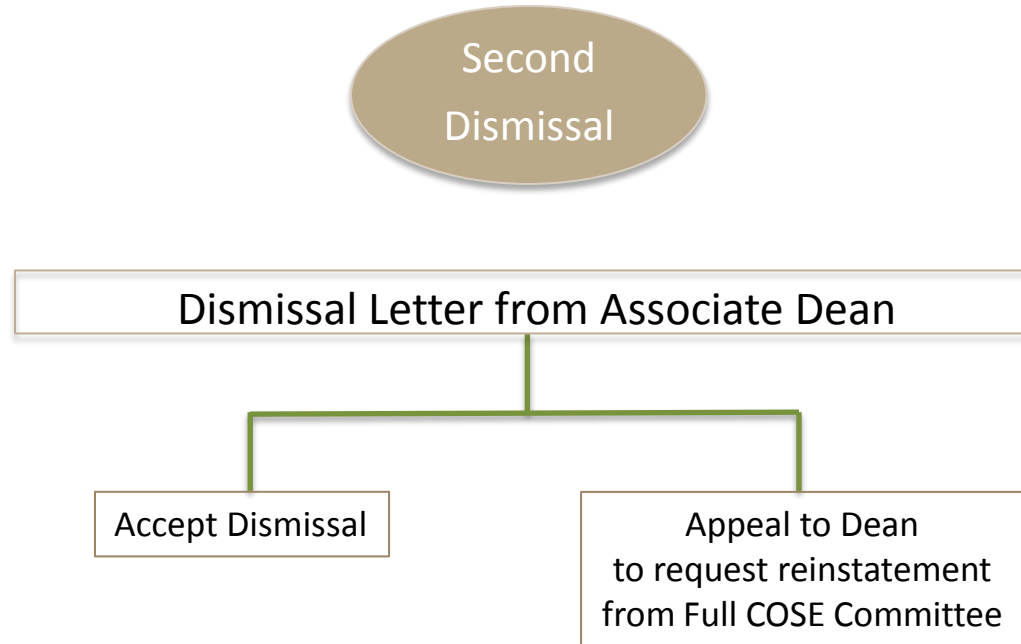
## Clerkship Performance Subcommittee

- Three voting members of Full COSE Committee, two of Whom must be physicians.



**Meeting time:**  
monthly or as necessary

Please refer to “Policy for Retention, Promotion and Graduation” for more detailed information



Please refer to "Policy for Retention, Promotion and Graduation" for more detailed information

