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

1. Committee Responsibilities

- 1.0 The Committee on Student Evaluation (COSE), acting in an advisory role with the Dean of the College (through the Associate Dean/Student Services), for the purpose of retention, promotion, and graduation, shall direct the periodic review and evaluation of the overall achievement and performance record of students pursuing the Doctor of Osteopathic Medicine (D.O.) degree in the College of Osteopathic Medicine (COM). 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 COM.
- 1.1 COSE will decide which students' academic dismissals from COM; not involving unprofessional/unethical behavior should be upheld. (See Section 4.3.3)
- 1.2 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 Section 4.2 and 4.5)
- 1.3 COSE will review petitions for reinstatement of those students who have been academically dismissed, suspended, or who have voluntarily withdrawn. Decisions will be made on an individual basis. (See Section 7)
- 1.4 For those students who are reinstated to COM following suspensions, academic dismissals, or voluntary withdrawals 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 COM.
- 1.5 All COSE decisions will be communicated in writing to the Dean who may, after further review 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 Section 8)

- 1.6 COSE will recommend to the faculty those candidates who have qualified for the awarding of the D.O. degree. (See Section 11)

2. Committee Composition

- 2.0 As outlined in the COM bylaws (bylaws [6.3.1]), COSE shall be composed of nine voting members: one faculty representative to be elected by and from each of the solely administered Departments of the College, and from the jointly administered Departments, a number of faculty representatives to be appointed by the Dean sufficient to achieve the full membership of nine. All elected members shall serve three-year terms. All appointed members shall be subject to annual appointment. All elected members may not serve more than two consecutive terms. The Associate Dean/Student Services, the Senior Associate Dean/Academic Programs, or his/her designee, the College Registrar/Student Records Officer, and the Chairperson of the COM Admissions Committee, or his/her designee, shall serve as ex-officio members without vote. With the approval of the College Advisory Council, the Dean may also appoint such other ex-officio, non-voting members to represent diverse perspectives within COM as deemed appropriate.

3. Chairperson Responsibilities

- 3.0 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.
- 3.1 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."
- 3.2 The COSE Chairperson, in coordination with the College Registrar/Student Records Officer, shall set meeting times, prepare agendas and circulate them to all Committee members.
- 3.3 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.
- 3.4 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 probation, academic dismissal or unsatisfactory clinical performance. (See Sections 5.1.1, 5.1.2 and 5.1.3)
- 3.5 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 re-enrollment in COM. (See Section 5.1.2)
- 3.6 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 receiving the designation unsatisfactory clinical performance the Committee decision concerning continued enrollment in COM. (See Section 5.1.3)
- 3.7 The COSE Chairperson, or his/her designee, shall, as warranted, discuss the reasons behind all COSE decisions with the Dean. (See Section 1.5)

- 3.8 The COSE Chairperson shall receive petitions from the College Registrar/Student Records Officer for reinstatement of those students who have been academically dismissed, suspended, or who have voluntarily withdrawn from COM. Following receipt of the petition, the COSE Chairperson, in coordination with the College Registrar/Student Records Officer, shall place the student's name on the COSE agenda for review by the Committee. (See Section 1.3)
- 3.9 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, suspension, or unsatisfactory clinical performance. (See Section 8)
- 3.10 The COSE Chairperson shall serve as a member of the Task Force on Clerkship Performance. (See Section 10.1)
- 3.11 The COSE Chairperson, or his/her designee, shall serve as an ex-officio member of the COM College Advisory Council and Admissions Committee without vote.

#### 4. Definitions

- 4.0 Grades: COM 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.
- 4.1 Remediation: The method by which course objectives can be met after having received an "N" grade. Remediation exam/experiences will be offered only after the "N" grade is recorded in the University system and semester retention calculations have been determined. (See Sections 5.1.4)
- 4.2 Leave of Absence: A designation given to any student who has received permission from the Associate Dean/Student Services for a leave of absence from responsibilities in COM (See Section 6.5)
- 4.3 Performance:
  - 4.3.0 Academic Good Standing: A designation given to any student who has satisfactorily completed all required academic and clinical requirements while maintaining acceptable professional behavior.
  - 4.3.1 Academic Warning: A designation given to any student who has received one or more "N" grades in required courses during any semester or three or more "N" grades during any academic year. This is an in-house designation only. (See Section 5.1.0)
  - 4.3.2 Academic Probation: A designation given to any student who has received "N" grades exceeding 15% of the total required credits earned in the program to date; or three "N" grades in any required individual Department or course sequence. A student receiving this designation will receive a letter written by the Associate Dean/Student Services indicating that he/she is on academic probation. The letter will become a part of the student's permanent academic record in the College. The student will be referred to COSE. This is an in-house designation only. (See Section 5.1.1)

- 4.3.3 Academic Dismissal: A designation given any student who has accumulated "N" grades, remediated and non-remediated, exceeding 40% of the total credits attempted in required courses in any single semester (excluding semester 1) or in excess of 20% for Semester 2 and beyond. (See Section 5.1.2) In addition, academic dismissal is a designation given to any student who has not passed any section of the COMLEX Level 1 examination, COMLEX Level 2CE examination or COMLEX Level 2PE examination after three attempts.
- 4.3.3.0 Students who fail the semester 1 anatomy course will be dismissed. Should such a student desire to remain at MSUCOM, he/she can petition the COSE committee 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.
- 4.3.3.1 Students who have accumulated "N" grades exceeding 20% of the accumulated total credits attempted in required courses at the end of Semester 2 will be dismissed. Should such a student desire to remain at MSUCOM, he/she can petition the COSE committee 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.
- 4.3.3.2 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.
- 4.3.3.3 Students who have accumulated "N" grades exceeding 40% of the total credits attempted in required courses during any single semester will be dismissed.
- 4.3.4 Unsatisfactory Clinical Performance (See Addendum B): A designation given that student who has received one or more "N" grades in a clinical rotation in the Clerkship Program. (See Section 5.1.3)
- 4.4 Suspension: An interruption in a student's ability to participate, for a specified period of time, in the College professional curriculum leading to the D.O. degree, for unsatisfactory academic or clinical performance or unprofessional/unethical behavior.
- 4.5 Voluntary Withdrawal: A designation given any student who has received permission from the Associate Dean/Student Services to withdraw voluntarily from responsibilities in COM. (See Section 7)
- 4.6 Reinstatement: A designation given any student who had previously been academically dismissed, suspended, voluntarily withdrawn, or had a leave of absence, upon re-entering COM. (See Section 7)
- 4.7 Contingency: A designation assigned when continued enrollment or reinstatement is contingent upon the completion of specific recommendations and/or requirements as made by COSE, the Dean, or the Associate Dean/Student Services.

5. Procedures

- 5.0 Quorum: Any member of the committee may designate a proxy to serve in his/her absence from a COSE meeting. The proxy member shall have voice in the deliberations but no vote in the COSE decisions. The COSE Chairperson should be notified of the proxy prior to the COSE meeting.
- 5.1 Notification: At the end of each academic Semester during the Preclerkship Program, the course instructor or coordinator shall notify the Associate Dean/Student Services and the College Registrar/Student Records Officer in a timely fashion of those students not earning a "P" grade in their course(s). Using the appropriate College form ("No Grade (N) & Remediation Plan Form" and "Incomplete/Extension (I/ET) Grade Form", the course instructor or 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.
- 5.1.0 Academic Warning: 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 permanent academic record in the College. A student will be removed from Academic Warning once the "N" grade(s) has been remediated. Successful completion of course requirements (remediation) shall be supervised by the course instructor or course coordinator.
- 5.1.0.0 The student must meet with the Director of Academic Support or his/her designee, for counseling and possible referral.
- 5.1.0.1 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.
- 5.1.0.2 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.
- 5.1.0.3 A student failing to meet any of the requirements in 5.1.0.0 – 5.1.0.2 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 permanent academic file.
- 5.1.1 Academic Probation: The student receiving this designation will be notified in writing by the Associate Dean/Student Services and/or the COSE Chairperson, or his/her designee, in a timely fashion, and will be directed to appear before COSE. Preclerkship Program students who fall within the probationary range for the first time due to level of "N" grades received (excluding levels resulting in academic dismissal) will be directed to appear before a COSE subcommittee for guidance and consultation. This subcommittee will consist of the Associate Dean/Student Services and one COSE member.
- 5.1.1.0 It is strongly recommended that a student directed to appear before COSE or a COSE subcommittee should consult with an Academic Counselor, a faculty mentor, and/or a faculty member before his/her scheduled COSE appearance.

- 5.1.1.1 Each student appearing before COSE or a COSE subcommittee shall be given ample opportunity to discuss their academic performance.
  - 5.1.1.2 Student performance records shall be reviewed by COSE or a COSE subcommittee during the meeting. The Committee/Subcommittee will confer with the student (if present), and may accept any materials that may be offered and may hear other representatives (e.g., faculty member or other advocates) that may be present. COSE or a COSE 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.
  - 5.1.1.3 A student failing to appear without due cause before COSE or a COSE 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 permanent file.
  - 5.1.1.4 The student must meet with the Director of Academic Support and/or the Director of Personal Counseling and Professional Development, or his/her designee, for counseling and possible referral.
  - 5.1.1.5 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.
  - 5.1.1.6 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.
  - 5.1.1.7 A student failing to meet any of the requirements in 5.1.1.4 – 5.1.1.6 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 permanent academic file.
  - 5.1.1.8 A student will be removed from Academic Probation once the "N" grades have been remediated. Successful completion of course requirements (remediation) shall be supervised by the course instructor or course coordinator.
- 5.1.2 Academic Dismissal: The Associate Dean/Student Services and/or the COSE Chairperson, or his/her designee, in a timely fashion, shall notify the student personally (if possible), and in writing, of his/her academic dismissal. The student shall have the opportunity to appear before COSE for consideration of reinstatement. The student seeking reinstatement must request in writing to meet with COSE for consideration by contacting either the College Registrar/Student Records Officer or the Associate Dean/Student Services. (See Section 7)

- 5.1.2.0 It is strongly recommended that a student directed to appear before COSE should consult with an Academic/Personal Counselor, and/or a faculty member before his/her scheduled COSE appearance.
- 5.1.2.1 COSE, upon reviewing the records and performance of the student during the meeting, conferring with the student (if present), accepting any materials that may be offered, and hearing representatives (e.g., faculty member or other advocates) that may be present, will make a decision concerning reinstatement in COM. This decision will be communicated in writing and personally (if possible), to the student in a timely fashion by the Associate Dean/Student Services and/or the COSE Chairperson, or his/her designee.
- 5.1.3 Unsatisfactory Clinical Performance (See Addendum B): A student with unsatisfactory clinical performance will be directed to appear before COSE for review of the student's overall performance. The student receiving this designation will be notified personally (if possible), and in writing, by the Associate Dean/Student Services and/or the COSE Chairperson, or his/her designee, in a timely fashion, of his/her unsatisfactory clinical performance.
  - 5.1.3.0 It is strongly recommended that a student directed to appear before COSE should consult with a faculty member to serve as his/her advocate before his/her scheduled COSE appearance.
  - 5.1.3.1 A student directed to appear before COSE should have all of his/her clinical evaluations for completed rotations available for review prior to his/her appearance before COSE. Assistance may be obtained from the Registrar/Student Records Officer.
  - 5.1.3.2 COSE, upon reviewing the records and performance of the student during the meeting, conferring with the student (if present), accepting any materials that may be offered, and hearing representatives (e.g., faculty member or other advocates) that may be present, will make a decision concerning continued enrollment in COM. This decision may recommend or require that the student alter his/her course of study, seek academic/personal counsel or prescribe levels of achievement to be attained within a designated time frame. This decision will be communicated in writing and personally (if possible), to the student in a timely fashion by the Associate Dean/Student Services and/or the COSE Chairperson, or his/her representative. This letter will become a part of the student's permanent academic record in the College.
- 5.1.4 Remediation of "N" Grades (See Addendum B):
  - 5.1.4.0 If a student is academically dismissed or suspended from COM, 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.

- 5.1.4.1 In context of 5.1.4.0, academic dismissal is that status which occurs as the result of accumulated "N" grades (See Section 4.3.3) and which is determined after submission of final semester grades to the Office of the Registrar. Students will be notified personally (if possible) and by letter of their dismissal status after submission of final semester grades to the Office of the Registrar. It is the responsibility of the student to be aware of the College policies, which may affect his/her academic status at the conclusion of the semester. Beginning with the determination of academic dismissal, it includes that period of time when a student may be applying for reinstatement to COM, his/her appearance before COSE, and it continues until a student receives verbal communication, if possible, to be followed by a letter from COSE which indicates that he/she has subsequently been reinstated to COM. Names of students dismissed from COM should be submitted in a timely fashion 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 classes, small groups, clinical activity, or participate in remediation.
- 5.1.4.2 In order to remediate an "N" grade, a student who was not academically dismissed, and a reinstated student, must demonstrate that he/she has mastered the course objectives. To do this he/she may either:
- 5.1.4.2.0 Re-take the course when it is next taught; or
  - 5.1.4.2.1 Sign up for a Department/College directed study course in order to be eligible to take the remediation examination or experience. 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 re-take the course in which the original "N" grade was received.
- 5.1.5 Completion of "I/ET" Grades:
- 5.1.5.0 If a student is academically dismissed from COM, 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.
  - 5.1.5.1 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.



5.1.6 Change of "I/ET" Grade to "N" Grade:

- 5.1.6.0 If a student has registered and paid fees for the current semester and an "I/ET" grade from a prior required course is changed to an "N" grade during the current semester, the student will be allowed to complete the current semester and let required credits accumulate and any action, if necessary, will be taken by COSE after conclusion of the current semester.

5.1.7 Issuing of "I" Grades:

- 5.1.7.0 Any student who receives an "I" grade for any required course will have this "I" grade recorded on their permanent transcript. Once completion of the course and a final grade is determined the "I" grade will be changed to either an "I/P" or an "I/N" grade as appropriate.

6. General Considerations

- 6.0 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 and may petition COSE for one additional year. Any modification must be approved by COSE.
- 6.1 No student with non-remediated prerequisites shall be permitted to enroll in advanced courses for which the deficiency is a prerequisite. No student who has any non-remediated, non-"P" grades in required semester 1, 2 or 3 courses shall be permitted to take semester 4 courses. COSE must approve any deviation from this policy. No student who has any non-remediated, non-"P" grades in required courses shall be permitted to begin the Clerkship Program. No student who has any non-remediated, non-"P" grades in required courses shall be recommended to the faculty for awarding of the D.O. degree.
- 6.2 A student must have passed the COMLEX-USA Level 1 examination as a prerequisite for enrollment in Semester 9 (Spring Semester); failure to have completed this prerequisite requires that the student receive a letter from the Associate Dean/Student Services providing guidance. This letter will be placed in the students' permanent academic file.
- 6.2.1 Once this prerequisite is met, the student will meet with the College Registrar for re-enrollment to the Clerkship Program. 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.
- 6.2.2 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.

## 6.2.3

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.

6.3 A student must complete 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.

6.4 In accordance with current statute, each student must be compliant with the following requirements before entry into the Clerkship Program:

- Pass all Preclerkship curriculum courses
- Take COMLEX Level 1 examination
- Centers for Disease Control and Prevention recommendations for immunization of healthcare workers.
- Annual OSHA (Occupational Safety and Health Act) training in Universal Precautions.
- Annual HIPAA (Health Insurance Portability and Accountability Act) training.
- Urine drug screen. (note: students may be subject to random drug screening while participating in the Clerkship Program)
- Fingerprinting and criminal background check.
- Completion of BLS/ACLS training

6.5 A student who has been dismissed, suspended, or voluntarily withdrawn and is subsequently reinstated to COM/starts COM academic program over must adhere to College curriculum requirements and retention policies in effect at the time of readmission/restart.

6.6 A student may request a personal leave of absence up to one year. With supporting documentation, a student may reapply to COSE for an additional year's leave of absence. 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. A student must adhere to College curriculum requirements and retention policies in effect at the time of their return.

## 7. Reinstatement

7.0 After academic dismissal, suspension, unsatisfactory clinical performance, or voluntary withdrawal from COM, a student shall be given the opportunity to petition COSE (with appearance before the Committee unless exempted by the Committee), either through the COSE Chairperson, the Associate Dean/Student Services or the College Registrar/Student Records Officer, for reinstatement to the College.

7.0.0 At the beginning of the semester following his/her first academic dismissal a student dismissed from COM may petition COSE to appear at a designated meeting for consideration of reinstatement.

7.0.1 After a second academic dismissal from COM as a result of not passing required courses in the Preclerkship and Clerkship curriculum, a student will not be considered for reinstatement by COSE (See Section 8).

- 7.0.2 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. (See Section 4.3.3)
- 7.0.3 After a period of at least one semester following his/her suspension a student suspended from COM may petition COSE to appear at a designated meeting for consideration of reinstatement.
- 7.0.4 A student who has voluntarily withdrawn from COM may petition COSE for reinstatement prior to the start of any academic year.

## 8. Appeal

- 8.0 After academic dismissal or unsatisfactory clinical performance, a student shall be given an opportunity for an appeal 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 and personally (if possible) of the COSE decision.

## 9. Conflict of Interest

- 9.0 In order to avoid a possible conflict of interest, COSE members who are also course instructors/coordinators responsible for issuing an "N" grade to a student who is academically dismissed for the semester in question will not vote; however, they may provide objective information to COSE if requested.

## 10. Task Force on Clerkship Performance (See Addendum A & Addendum B)

- 10.0 Task Force Standing: The Task Force on Clerkship Performance functions under the authority of and reports to COSE.
- 10.1 Task Force Composition: The Task Force on Clerkship Performance shall be composed of the Chairperson or his/her designee from the Clinical Departments of Family and Community Medicine, Internal Medicine, Osteopathic Manipulative Medicine, Pediatrics, Psychiatry, and Osteopathic Surgical Specialties; and the COSE Chairperson or his/her designee. The Director of Clerkship Curriculum, the Associate Dean/Student Services, and the Director of the Primary Care Ambulatory Clerkship (PCAC) are ex officio (nonvoting) members. The Task Force will be chaired by a person elected from its voting membership during its first meeting each year.
- 10.2 Purpose: The Task Force on Clerkship Performance shall monitor and confront issues of poor student performance during the Clerkship Program, before they reach the dimensions which generate formal review by COSE. This includes, but is not limited to students who have received marginal evaluations on two or more clerkship rotations, but have not been issued an "N" grade; and/or students who have demonstrated unprofessional/unethical behavior.
  - 10.2.0 Marginal Evaluations (See Addendum B): Marginal Evaluations are defined as clinical evaluations which have below average scores in two or more categories. 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. As noted above (10.2), any student with two or more marginal evaluations will be referred to the Task Force on Clerkship Performance for review.

- 10.2.1 Unprofessional/Unethical Behavior: Actions which include the following:
- 10.2.1.0 Academic Dishonesty - This includes, but is not limited to plagiarism; copying exam answers from other students, with or without their knowledge or consent; providing answers to another student; acquiring and using in any way a secured exam answer key; taking an exam on behalf of another student and subsequently submitting it under that student's name; falsifying academic or medical records.
  - 10.2.1.1 Disrespect and Inappropriate Care for Patients - Deliberately acting or permitting others to act in ways which the student knows, or should know, would endanger the life or medical welfare of patients; failure to respect the well-acknowledged rights of patients and families or other caregivers (e.g., the rights of informed consent and confidentiality).
  - 10.2.1.2 Disrespect and Inappropriate Care for Fellow Professionals - Insulting or degrading other students, faculty or health professionals; not seeking or providing help for peers impaired by drugs and/or alcohol.
  - 10.2.1.3 Disrespect for the Law - Engaging in felonious criminal activity.
  - 10.2.1.4 Violation of the American Osteopathic Association (AOA) Code of Ethics or Institutional Standards of Conduct - Students shall also be bound by the other precepts of professional behavior contained within the AOA Code of Ethics and the institutions in which they rotate on services.
  - 10.2.1.5 Inappropriate Behavior - This includes, but is not limited to alcohol and other substance abuse, intoxication, sexual harassment or abuse of others.
- 10.3 Procedure: The Task Force on Clerkship Performance will meet on a quarterly (or more frequent, if warranted) basis. Initial identification of poor student performance or alleged unprofessional/unethical behavior will be established in the Office of Student Services, in coordination with the College Registrar/Student Records Officer. Upon notification, the Task Force will convene to review performance records of the student(s) having two or more marginal evaluations, as well as alleged unprofessional/unethical behavior. The student(s) who will appear

before the Task Force will be notified in writing and personally (if possible) by the Chairperson of the Task Force, in coordination with the College Registrar/Student Records Officer, in a timely fashion. The student(s) will appear before the Task Force to explain the reasons for his/her clinical performance and/or behavior. If they so choose, they may select a faculty member to accompany them to the meeting. The student(s) will also have the opportunity to review any information regarding the charges, whether they are in the form of faculty evaluations, grades and/or written comments. If there are verbal complaints against a student(s), the individual making those complaints may be asked to provide a written account of the complaint and/or appear at the meeting.

#### 10.4 Task Force Recommendation

- 10.4.0 At the close of the meeting, the Task Force will make a recommendation regarding each case. These may include, but are not limited to the following:
- 10.4.0.0 The student being directed to receive an "N" grade.
  - 10.4.0.1 The student being directed for counseling or specified assistance.
  - 10.4.0.2 The student being referred to either the College Hearing Committee or COSE.
- 10.4.1 Following the meeting the Task Force Chairperson will send a letter of recommendation(s) to the Student, the Instructor of Record, the Director of Clerkship Curriculum and the College Registrar/Student Records Officer.
- 10.4.2 If an "N" grade is recommended, the Instructor of Record will send an additional letter confirming grade to the student, and the College Registrar/Student Records Officer.

#### 11. Requirements for Graduation

To graduate from Michigan State University with a Doctor of Osteopathic Medicine (D.O.) degree, a student must satisfactorily complete the courses (or approved equivalent) in the Preclerkship and Clerkship Programs of the curriculum, successfully completing the equivalent of eleven semesters of academic study and successfully pass the COMLEX-USA Level 2CE and COMLEX-USA 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 6.3)

In addition, each graduating student must receive the endorsement of COSE and an affirmative vote from the faculty of the College. An electronic copy of the Policy for Retention, Promotion and Graduation is available to each student on admission to COM.

## Addendum A

**Section 10**

Beginning Summer Semester 2015, the composition and structure of the Committee on Student Evaluation (COSE) for hearing student cases shall be as described in the bylaws of MSUCOM (Section 6.9.1) and the [“Policy for Retention, Promotion and Graduation”](#) revised and approved by the faculty of the college June 09, 2015 (Section 12).

## Addendum B

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 4.3.4, Section 5.1.3 & Section 10**

*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 Subcommittees requirements, will be referred to the Associate Dean/Student Services for further action.*

## **Section 5.1.4**

### *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.*