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

An electronic copy of the Policy for Retention, Promotion and Graduation is available to each student in the College on the MSUCOM Office of the Registrar policies webpage.

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1. Requirements

a. Degree Conferral

- i. Pass all required courses (or approved equivalent) in the Preclerkship and Clerkship Programs. ([See Section 2f](#))
- ii. Pass COMLEX Level 1, COMLEX Level 2CE and COMLEX Level 2PE of the National Board of Osteopathic Medical Examiners (NBOME).
- iii. 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.
- iv. Receive endorsement for graduation from the Committee on Student Evaluation (COSE) and an affirmative vote from the faculty of the College. ([See Section 10g](#))

b. Curricular

- i. Each D.O. student will have **six (6) calendar years** from the student’s date of matriculation to complete all D.O. program graduation requirements.
 1. Each D.O. /Ph.D. student will have **nine (9) calendar years** from the student’s date of matriculation to complete all D.O. program graduation requirements.
 2. A student may petition COSE for one (1) additional year. 
- ii. Students displaying indicators of marginal academic performance in the Preclerkship Program will be required to appear for a mandatory [Academic/Career Checkup](#). 
- iii. A student who is reinstated or returning from dismissal, withdrawal or a leave from MSUCOM must adhere to those College curriculum requirements and retention policies that apply to the graduating class year he or she enters at the time of re-entry to MSUCOM.

c. Prerequisite

- i. Each student must pass (or successfully remediate) all required Semester 1 and 2 courses for entry into Semester 3. ([See Section 2d](#))
- ii. Each student must pass (or successfully remediate) all required Preclerkship Program courses for entry into the Clerkship Program. ([See Section 2e](#))
- iii. A student must take the COMSAE examination and receive a passing score of ≥ 450 to take the COMLEX Level 1 examination.


1. This score is subject to change as determined by the College.
Students will be provided two (2) opportunities to pass the NBOME embargoed COMSAE examination administered by the College.
2. A student who does not meet this requirement will be immediately disenrolled and placed on a College Academic Leave. ([See Section 5b](#))
 - a. A student will be provided with two (2) additional opportunities the following year to take and pass the NBOME embargoed COMSAE examination administered by the College.
 - b. A student who is unable to pass the COMSAE after four (4) attempts, and therefore unable to take COMLEX Level 1, will be dismissed from the College. (?) ([See Section 3d](#))
- iv. Each student must take the COMLEX Level 1 examination prior to any clinical rotation in the Clerkship Program.
 1. A student who does not meet this requirement will be immediately disenrolled and placed on a College Academic Leave until such time that COMLEX Level 1 has been taken. (?) ([See Section 5b](#))
- v. Each student must pass COMLEX Level 1 for enrollment in Semester 9 and continuation in the Clerkship Program.
 1. D.O./Ph.D. students must pass the COMLEX Level 1 examination as a prerequisite for clinic rotations or didactic training.
 2. A student who does not meet the requirement will be immediately disenrolled and placed on a College Academic Leave until such time that COMLEX Level 1 has been passed. (?) ([See Section 5b](#))
 - a. A student who is unable to pass COMLEX Level 1 and therefore unable to re-enroll within one (1) calendar year will be required to appear before COSE. (?)

d. **Compliancy**

- i. Prior to matriculation, each student must meet all of the following University and College compliancy requirements:
 1. Fingerprinting and criminal background check.
 2. Immunizations as required by the [Office of the University Physician](#).
 3. Official transcripts from previously attended colleges/universities.
- ii. Each student must maintain the following University and College compliancy requirements on an annual basis:

1. Centers for Disease Control and Prevention recommendations for immunization of healthcare workers, Bloodborne Pathogens (BBP) and Universal Precautions initial and refresher training.
 2. HIPAA (Health Insurance Portability and Accountability Act) initial and refresher training.
 3. Immunizations as required by the [Office of the University Physician](#).
- iii. For participation in any clinical rotation of the Clerkship Program each student must meet and maintain all of the following College compliancy requirements:
1. Negative drug screen.
 2. Certifications:
 - a. Basic Life Support (BLS)
 - b. Advanced Cardiac Life Support (ACLS).
 - c. Respirator Fit Test
- iv. A student may be subject to random drug screening during their tenure at MSUCOM.

2. Grades

- a. MSUCOM employs the P-N (Pass-No Grade) grading system. The issuance of a P or N grade will be in accordance with University policy. Grading on the P-N system may be postponed through use of a Conditional grade (I-Incomplete or ET-Extension) in accordance with University definition and policy and as approved by the University Committee on Curriculum. 
- b. Recording of grades on official transcript:
 - i. A P grade received in any course is permanently recorded on the students' official transcript.
 - ii. An N grade received in any course is permanently recorded on the student's official transcript, and will not be removed even if the course is subsequently successfully remediated or repeated.
 - iii. An I grade assigned in any course will be recorded on the student's official transcript until all requirements of the course are completed, at which time it will be permanently changed to an I/P or an I/N grade, as appropriate.
 - iv. An ET grade assigned in any course will be recorded on the student's official transcript until all requirements of the course are completed at which time it will be permanently changed to a P or N grade, as appropriate.

- c. Completion of Conditional grades:
 - i. A student that is dismissed from the College cannot complete the requirements for courses in which a conditional grade was assigned until after he or she has been reinstated to the College.
- d. No student will be permitted to advance to Semester 3 if he or she has any non-completed prerequisites, non-remediated N grades or outstanding conditional grades in required courses from Semester 1 and/or 2.
- e. No student will be permitted to advance to the Clerkship Program if he or she has any non-completed prerequisites, non-remediated N grades or outstanding conditional grades in any required Preclerkship courses.
- f. No student will be recommended to the faculty for awarding of the D.O. degree if he or she has any non-completed prerequisites, non-remediated N grades or outstanding conditional grades in any required courses.

3. **Academic Standing** – Academic standing determination will commence at the end of semester 2 and will be based solely on performance in courses required for successful completion of the D.O. Program. ?

a. **Good Standing (Appendix 1):**

- i. A status given to any student who:
 1. Has passed all required Preclerkship courses, including remediations and/or;
 2. Has passed all required Clerkship courses; and
 3. Is compliant with all University immunizations and College compliancy requirements and;
 4. Has maintained an acceptable level of professional behavior.

b. **Warning (Appendix 1):**

- i. An in house designation given at the end of each Preclerkship semester (commencing at the end of semester 2) to any student who:
 1. Has accumulated N grades, remediated and non-remediated, in excess of 15% of the accumulated total required credits attempted in the Preclerkship program to date.

- a. The student will be required to appear before the COSE Preclerkship Performance Subcommittee. ?

([See Section 10ei](#))


- i. 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.

c. **Unsatisfactory Clinical Performance (Appendix 3):**

- i. An in house designation determined at the end of each Clerkship course and given to all students who have:
 - 1. Received one (1) and/or two (2) N grades in a Clerkship course.
 - a. The student will be required to appear before the COSE Clerkship Performance Subcommittee. ?
(See Section 10eii)
 - 2. Received an overall rating of “Below Expectations” in any section of the Clinical Clerkship Rotation Evaluation.
 - a. Evaluations will be referred to the Instructor of Record for review and grade determination.
 - b. The Associate Dean/Student Services will be notified of any “Below Expectations” ratings received in Section II of the Clinical Clerkship Rotation Evaluation.
- ii. Students receiving two or more Clinical Clerkship Rotation Evaluations with overall “Below Expectations” ratings in any section will be required to appear before the COSE Clerkship Performance Subcommittee. ?
 - 1. 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.
- iii. Students displaying indicators of marginal performance in the Clerkship Program may be required to appear before the COSE Clerkship Performance Subcommittee. ?

d. **Dismissal (See Section 10b; Appendix 1 & 2):**

- i. A status given to any student who:
 - 1. Has accumulated N grades, remediated and non-remediated, in excess of 20% of the accumulated total credits attempted in required courses of the Preclerkship Program, commencing at the end of semester 2 and at the end of each subsequent Preclerkship semester;
or

2. Has accumulated N grades, remediated and non-remediated, in excess of 40% of the accumulated total credits attempted in required courses of the Preclerkship Program during a single semester, commencing at the end of semester 3 and at the end of subsequent Preclerkship semesters; or
 3. Has not passed the COMSAE examination after four (4) attempts.
 4. Has not passed the COMLEX Level 1 examination, COMLEX Level 2CE examination or COMLEX Level 2PE examination after three (3) attempts on any single level exam.
 5. Has received three (3) or more N grades in Clerkship courses.
- ii. A student seeking immediate reinstatement after his or her first (1st) dismissal will be given an opportunity to petition COSE for reinstatement.
 - a. A student seeking reinstatement after a second (2nd) dismissal and all subsequent dismissals must wait a period of at least two consecutive Semesters before petitioning COSE for reinstatement. 

4. **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 standing 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.
- 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 course of directed study that is designed and supervised by the Instructor of Record and administered by Academic Programs; or
 2. Retake the course.

- v. A student that successfully remediates by a prescribed examination and/or experience will receive a P grade for the course of directed study. 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 course of directed study and must retake the original course.
- b. **Clerkship Program**
- i. Remediation is not offered for Clerkship courses.
 - 1. If a student receives an N grade in a Clerkship course they must :
 - a. Core: Successfully repeat by receiving a P grade in the Clerkship course for which they received the original N grade.
 - b. Selective/elective: Successfully complete the requirements of an equivalent Clerkship course with a P grade.


5. **Leave from College**

a. **Student Initiated Leave (Personal Leave)**

- i. A designation given to any student who has received permission to be temporarily released from their responsibilities in the College.
 - 1. A student will be required to submit their request in writing and provide documentation supporting their request for review and leave approval.
 - a. An approved leave will not supersede a student's academic standing determination at the end of each semester.
([See Section 3](#))
- ii. During the leave of absence, the student is no longer enrolled in the College and the time away does not count against the six (6) or nine (9) calendar years' requirement to graduate from the College. ([See Sections 1bi & 1bi1](#))
- iii. If a student does not return to the College at the end of one (1) calendar year, he or she must appear before COSE to request a leave extension or withdraw from the College. 
([See Section 10c](#)).

b. **College Directed Leave (Academic Leave)**

- i. A designation of Academic Leave will be given to all students prohibited from curricular advancement and/or degree conferral due to:
 - 1. Conditional grades (I or ET) and/or omitted required courses; and/or

2. Non-remediated N grades; and/or
 3. Failure to take COMLEX Level 1 prior to entry into the clerkship program; and/or
 4. Failure to meet the COMLEX Level 1 examination prerequisite for enrollment in Semester 9; and/or
 5. Failure to pass the COMLEX Level 2CE and/or Level 2PE examination prerequisite for degree conferral.
- ii. During the academic leave, the student is no longer enrolled in the College and the time away does not count against the six (6) or nine (9) calendar years requirement to graduate from the College. ([See Sections 1bi & 1bi1](#))
 - iii. If a student has not met curricular advancement and/or degree conferral requirements at the end of one (1) calendar year, he or she must appear before COSE or withdraw from the College. 

6. Withdrawal ([See Section 10c](#))

- a. A status given to any student:
 - i. Whose intent is not to return to the College; or
 - ii. Who has not communicated their intent to return from a leave at the end of one (1) calendar year; or
 - iii. Who is not actively participating in curricular advancement and/or degree conferral requirements.

7. Reinstatement 

- a. A student will be given an opportunity to seek reinstatement by petitioning COSE:
 - i. Immediately after their first (1st) dismissal from the current COM semester; and/or
 - ii. After a waiting period of two consecutive Semesters following a second (2nd) dismissal and any subsequent dismissals; and/or
 - iii. After a previous withdrawal; and/or
 - iv. After a dismissal from a previous semester of COM

8. Appeal

- a. A student will be given the opportunity to appeal the College Retention, Promotion and Graduation policy, and/or a COSE decision by first consulting with the Associate Dean/Student Services.

9. **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.

10. **COSE Responsibilities**



- a. COSE will have responsibility, delegated by the Dean and the faculty of the College, for administration of the “Michigan State University College of Osteopathic Medicine Policy for Retention, Promotion and Graduation” governing students pursuing the D.O. degree. On a periodic basis, through the Associate Dean/Student Services, COSE will receive and evaluate the overall achievement and academic file of students pursuing the D.O. degree. 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 the College.
- b. COSE will decide whether a student’s academic dismissal from the College, not involving unprofessional/unethical behavior, should be upheld ([See Section 3d](#)).
- c. COSE will review petitions for reinstatement submitted by students that have been academically dismissed or have withdrawn from the College. Decisions will be made on an individual basis. COSE may offer recommendations and/or render requirements, which may facilitate successful completion of the curriculum. (See Sections [3d](#), & [6](#)).
- d. COSE will review petitions for an extension of leave submitted by students that have been on a personal leave or academic leave from the College for one (1) calendar year or more. Decisions will be made on an individual basis. COSE may offer recommendations and/or requirements, which may facilitate successful completion of the curriculum. (See Section [5](#))
- e. 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 designee, uphold or overturn a COSE decision. Reasons for overturning a COSE

decision by the Dean will be communicated through the COSE Chairperson or designee. (See Sections [8](#) and [12h](#)).

- f. COSE will oversee the activities of two Subcommittees:
 - i. Preclerkship Performance Subcommittee: This Subcommittee will review students placed on Academic Warning.
 - ii. Clerkship Performance Subcommittee: This Subcommittee will review students placed on Unsatisfactory Clinical Performance. 
- g. COSE will recommend to the faculty those candidates who have qualified for the awarding of the D.O. degree ([See Section 1iv](#)).

11. COSE Composition and Meeting Times

- a. The composition and quorum of COSE will be as described in the bylaws of the Michigan State University College of Osteopathic Medicine.
 - i. COSE will 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 the verification of all grades by the College Registrar.
- b. Subcommittees:
 - i. Preclerkship Performance Subcommittee: This Subcommittee will consist of three (3) voting members of COSE selected by the COSE full Committee. The Subcommittee members will select the Subcommittee chair. This Subcommittee will meet each semester.
 - ii. Clerkship Performance Subcommittee: This Subcommittee will consist of three (3) voting members of COSE, including a minimum of two (2) physicians, selected by the COSE full Committee. The Subcommittee members will select the Subcommittee chair. This Subcommittee will meet each semester or as needed.

12. COSE Chairperson Responsibilities

- a. The Chairperson (elected by and from the voting members of the Committee at large and 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 Full Committee meetings.

- b. The Chairperson will 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 Chairperson, in consultation with the Dean, will review COSE membership participation.
- d. At the beginning of each Fall Semester the Chairperson will convene a special meeting of the Full Committee to review the Policy for Retention, Promotion, and Graduation document.
- e. The Chairperson, and/or the Associate Dean/Student Services, will meet with the entering class during College orientation each year to discuss the responsibilities and functions of COSE.
- f. The Chairperson shall receive petitions from the College Registrar for reinstatement of those students that have been academically dismissed or have withdrawn from the College. Following receipt of the petition, the COSE Chairperson, in coordination with the College Registrar, will place the student's name on the COSE agenda for review by the Committee.
- g. The Chairperson shall receive petitions from the College Registrar for an extension of leave from students that have been on an personal leave or academic leave for one (1) calendar year or more from the College. Following receipt of the petition, the COSE Chairperson, in coordination with the College Registrar, will place the student's name on the COSE agenda for review by the Committee.
- h. The Chairperson, in coordination with the College Registrar, will set meeting times, prepare agendas and circulate them to all Committee members.
- i. The Chairperson will meet with the Dean after each COSE meeting to discuss COSE decisions.

Academic Status Progression

Good Standing

Passed all academic or clinical requirements

Compliant with College and University training requirements and immunizations

Maintained acceptable professional behavior

Warning

(In house status)

Exceed 15% total N grades

Appear before COSE Performance Subcommittee for guidance

Subcommittee may recommend/require additional academic or personal counseling

Dismissal

Exceed 20% total accumulated N grades

(beginning in Sem 2)

or

Exceed 40% total accumulated N grades in a single semester

(beginning in Sem 3)

or

Unsuccessful after 4 attempts of COMSAE

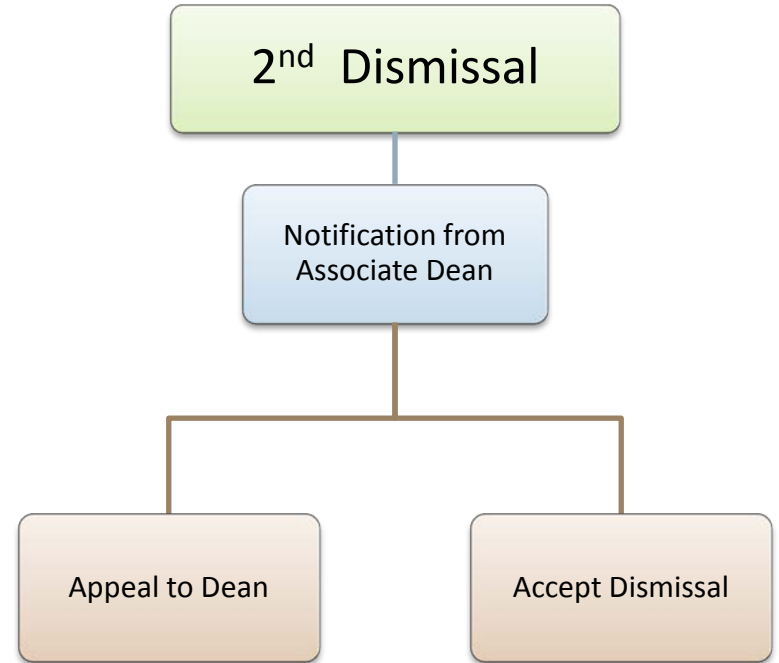
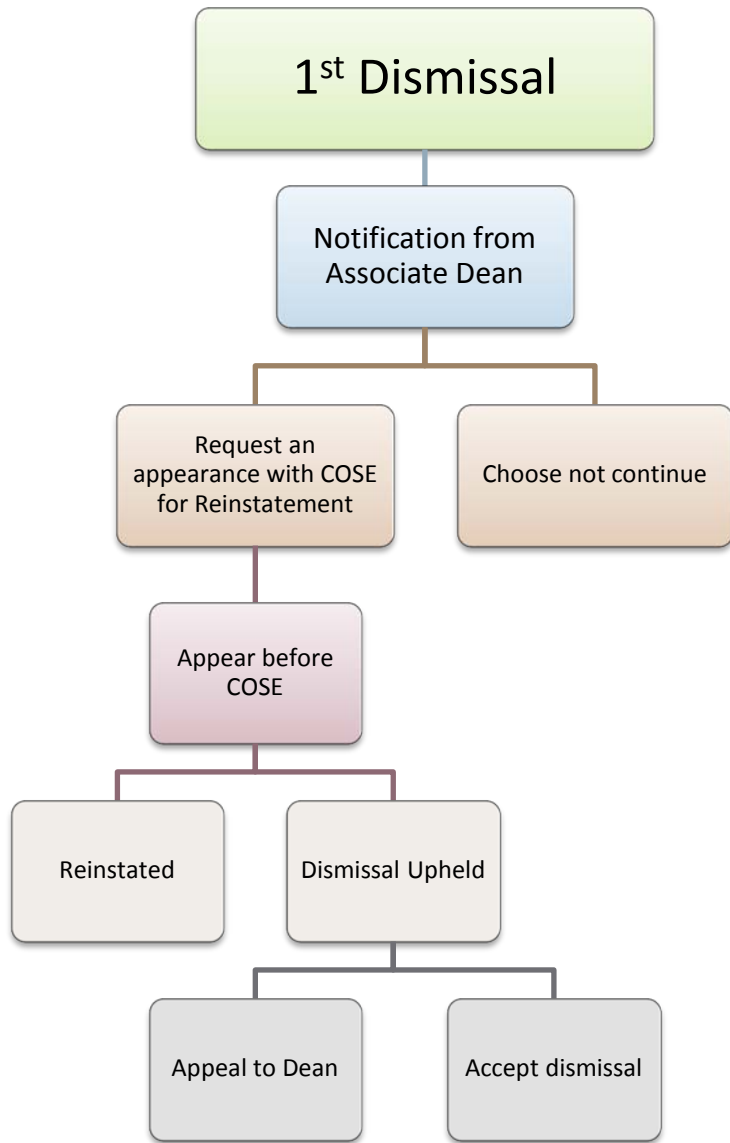
or

Unsuccessful after three attempts on any single level exam of COMLEX Level 1, 2CE or 2PE

or

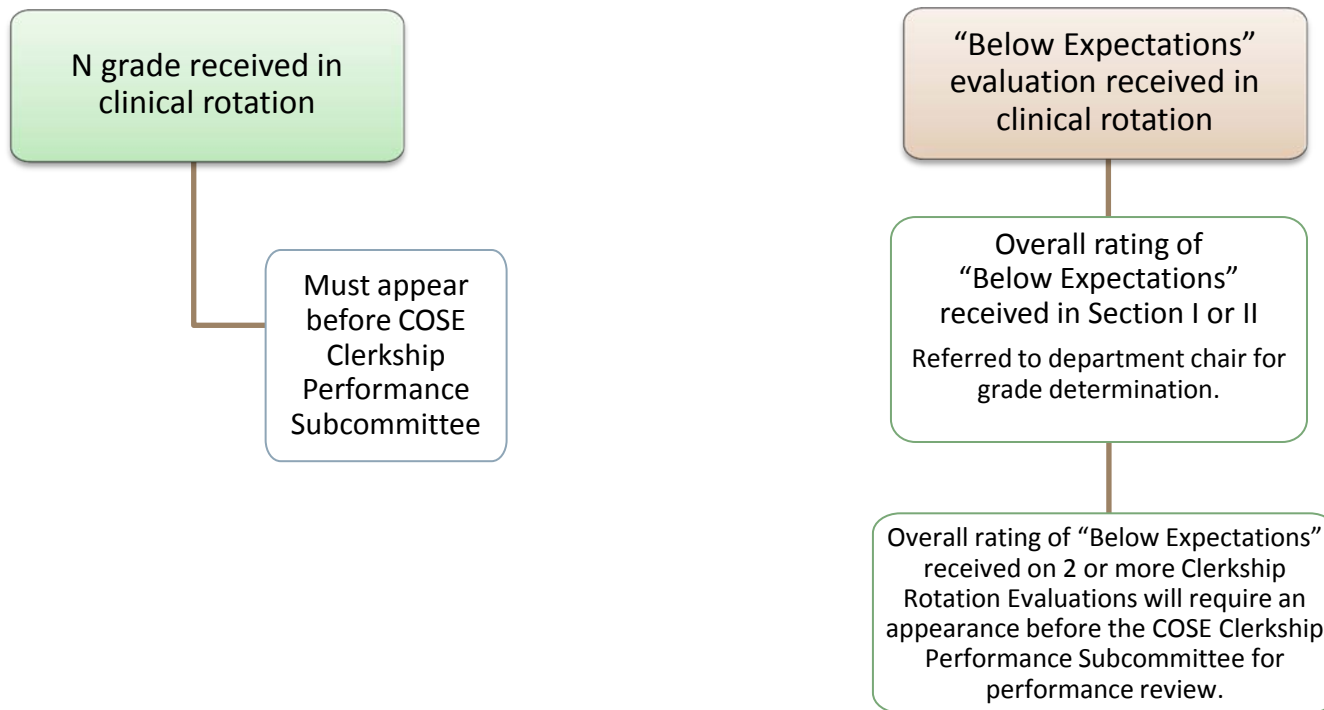
Exceeds 3 or more N grades in Clerkship courses

Dismissal



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

Unsatisfactory Clinical Performance



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