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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 DO program. ([See Section 2f](#))
- ii. Pass the National Board of Osteopathic Medical Examiners (NBOME), COMLEX Level 1, COMLEX Level 2CE and COMLEX Level 2PE examinations.
- iii. Complete four (4) 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 from the Committee on Student Evaluation (COSE) and affirmative vote from the faculty of the College.

b. Curricular

- i. The standard time to achieve the DO degree is four (4) calendar years.
- ii. Each DO student will have up to **six (6) calendar years** from the student’s date of matriculation to complete all program graduation requirements.
- iii. Each DO/PhD student will have up to **nine (9) calendar years** from the student’s date of matriculation to complete all DO program graduation requirements.
 1. A DO/PhD student may petition COSE for one (1) additional year in order to complete all DO program graduation requirements.
- iv. A student displaying indicators of marginal academic performance during the Preclerkship Program will be required to appear for a mandatory [Academic/Career Checkup](#).
- v. A student reinstated following suspension, dismissal, withdrawal, or returning from a personal or academic leave of absence must adhere to the College curriculum requirements and retention policies in place at the time of re-entry or returning to the College.
- vi. A student reinstated following suspension, dismissal, withdrawal, or returning from a personal or academic leave of absence after a period of two or more consecutive semesters, and who has completed the preclerkship program must successfully pass a College directed OSCE for entry or re-entry to the clerkship program.
 1. Students not passing and/or not participating in this College directed OSCE will be dismissed.

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. Each student must receive a score of ≥ 450 (score subject to change) on an NBOME embargoed COMSAE examination, administered by the College, before eligible to take the COMLEX Level 1 examination.
 1. A student will be provided two (2) opportunities to reach the College designated score of ≥ 450 .
 - a. A student not meeting this requirement will be immediately disenrolled and placed on a College Academic Leave. ([See Section 5b](#))
 - b. During the College Academic Leave, a student will be provided with two (2) additional opportunities to take an NBOME embargoed COMSAE examination, administered by the College in order to reach the College required score of ≥ 450 .
 - i. A student not meeting this requirement will be dismissed from the College. ([See Section 3d](#))
 - c. A student who does not meet this requirement within one (1) calendar year will be required to appear before COSE or be withdrawn from the College.
- iv. Each DO student must take the COMLEX Level 1 examination prior to entry to the Clerkship Program.
 1. A student who does not meet this requirement will be immediately disenrolled and placed on a College Academic Leave for no more than one (1) calendar year. ([See Section 5b](#))
 - a. A student who does not meet this requirement within one (1) calendar year will be required to appear before COSE or be withdrawn from the College.
- v. Each DO student must pass COMLEX Level 1 prior to the beginning of semester 9 of the Clerkship Program.
 1. A student who does not meet this requirement will be immediately disenrolled and placed on a College Academic Leave for no more than one (1) calendar year. ([See Section 5b](#))

- a. A student who does not meet this requirement within one (1) calendar year will be required to appear before COSE or be withdrawn from the College.
- vi. Each DO/PhD student must pass COMLEX Level 1 examination prior to entry to the Clerkship Program.
 - 1. A student who does not meet this requirement will be immediately disenrolled and placed on a College Academic Leave for no more than one (1) calendar year. ([See Section 5b](#))
 - a. A student who does not meet this requirement within one (1) calendar year will be required to appear before COSE or be withdrawn from the College.
- vii. Each student must pass a COMLEX PE Simulation, administered by the College, before authorization will be given, by the College to take the COMLEX Level 2PE examination.

d. **Compliance**

- i. Each student, prior to matriculation, must meet the following University and College compliance requirements:
 - 1. Immunizations as required by the [Office of the University Physician](#).
 - 2. Fingerprinting and criminal background check.
 - 3. Official transcripts from previously attended colleges/universities.
- ii. Each student, on an annual basis must maintain the following University and College compliance requirements:
 - 1. Immunizations as required by the [Office of the University Physician](#).
 - 2. Centers for Disease Control and Prevention recommendations for immunization of healthcare workers, Bloodborne Pathogens (BBP) and Universal Precautions initial and refresher training.
 - 3. Health Insurance Portability and Accountability Act (HIPAA) initial and refresher training.
- iii. Each student, prior to entry to the Clerkship Program must meet and maintain the following College compliance requirements:
 - 1. Negative drug screen.
 - 2. Certifications:
 - a. Basic Life Support (BLS)
 - b. Advanced Cardiac Life Support (ACLS).

- iv. A student may be subject to random drug screening at any time during their tenure in the College.

2. **Grades** – in accordance with University definition and policy, and approved by the University Committee on Curriculum, the College employs the Pass-No Grade (P-N) and conditional grade Incomplete or Extension (I-ET) grading system.

- a. Permanent recording from any course on Official transcript:
 - i. P grade.
 - ii. N grade.
 - 1. This grade will not be removed even if the course is subsequently successfully remediated or repeated.
 - iii. I grade.
 - 1. When a student completes all requirements of the course the grade will change, as appropriate, to an I/P or I/N.
- b. A student who is assigned an ET grade in any course will have this grade replaced with a P or N, as determined by the Instructor of Record.
- c. A student that is suspended, dismissed or withdrawn cannot complete requirements for courses in which a conditional grade was assigned until they have been reinstated to the College.
- d. A student will not be permitted advancement to semester 3 with any non-completed, non-remediated N and/or conditional grades in required courses from semesters 1 and 2.
- e. A student will not be permitted to advance to the Clerkship Program with any non-completed, non-remediated N and/or conditional grades from any required Preclerkship courses.
- f. A student will not be recommended for conferral of the DO degree with any non-completed, non-remediated N and/or conditional grades from any required courses.

3. **Academic Standing** – based on performance in course(s), remediated and non-remediated, required for the DO degree and determined at the end of every semester.

- a. **Good Standing:**
 - 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 compliances and;

4. Has maintained an acceptable level of professional behavior.

b. **Warning:**

i. An in house status given 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.

i. Any student failing to appear, when directed, without due cause, or fails to meet any Subcommittee requirement, will be suspended from the College.

c. **Dismissal:**

i. A status given to any student who:

Semesters 1 and 2

1. Has accumulated N grades, remediated and non-remediated, in excess of 40% of the combined accumulated total credits attempted in required course(s) from semester 1 and 2 of the Preclerkship Program; or

Semester 2

2. Has accumulated N grades, remediated and non-remediated, in excess of 30% of the accumulated total credits attempted in required courses from semester 2 only of the Preclerkship Program; or

Semesters 3 through 6

3. 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; or

4. Has accumulated N grades, remediated and non-remediated, in excess of 20% of the accumulated total credits attempted in required courses starting from semester 1 of the Preclerkship Program; or

Semester 7 through 12

5. Has not passed or participated in a College directed OSCE for entry or reentry to the clerkship program; or

6. Has not passed an NBOME embargoed COMSAE examination, administered by the College, after four (4) attempts; or

7. Has not passed any single level exam after three (3) attempts of the COMLEX Level 1 examination, COMLEX Level 2CE examination or COMLEX Level 2PE examination; or
8. Has received three (3) or more N grades in any combination of Clerkship courses.

- ii. A student seeking immediate reinstatement after his or her first (1st) or second (2) dismissal will be given an opportunity to petition COSE for reinstatement.
- iii. A student dismissed for a third (3) time will be permanently dismissed with no opportunity for reinstatement.

4. **Remediation Eligibility** - The Instructor of Record will determine if a course remediation will be offered, if offered, a student's academic standing will determine eligibility.

- i. Students suspended, dismissed or withdrawn from the College will not be eligible for remediation.
- ii. A student that successfully remediates will receive a P grade for the remediated course enrollment. This indicates that the student has remediated the original course.
- iii. If the student is not successful in passing the remediation, he/she will receive an N grade for the remediated course enrollment.

5. **Unsatisfactory Clinical Performance**

- a. A designation given to any student who:
 - i. Receives one (1) and/or two (2) N grades in any Clerkship course; and/or
 - ii. Receives two (2) or more overall "Below Expectations" ratings on any Clerkship rotation evaluation; and/or
 - iii. Displays indicators of marginal performance on any clerkship rotation.
 - iv. The student will be required to appear before the COSE Clerkship Performance Subcommittee.
 - v. Any student failing to appear, when directed, without due cause, or fails to meet any Subcommittee requirement, will be suspended from the College.

6. **Leave from College**

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

- i. A designation given to any student who:
 - 1. Received permission to be temporarily released from their responsibilities in the College.
 - a. A student will be required to submit their request in writing and provide documentation supporting their request for review and leave approval.
 - b. An approved leave will not supersede a student's academic standing determination. ([See Section 3](#))
 - c. A student will be approved for no more than two (2) leave requests.
 - ii. During a leave of absence, a student is no longer enrolled in the College and the time away does not count against the six (6) or nine (9) calendar year 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.

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

- i. A designation given to any student:
 - 1. Prohibited from curricular advancement and/or degree conferral due to:
 - a. Conditional grades (I or ET) and/or omitted required courses; and/or
 - b. Non-remediated N grades; and/or
 - c. Failure to meet the COMSAE requirement; and/or
 - d. Failure to take COMLEX Level 1 prior to entry into the clerkship program; and/or
 - e. DO/PhD student's failure to pass COMLEX Level 1 prior to entry into the clerkship program; and/or
 - f. Failure to meet the COMLEX Level 1 examination prerequisite for enrollment in semester 9; and/or
 - g. 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.

7. Withdrawal

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

8. Reinstatement

- a. A student will be given an opportunity to seek reinstatement by petitioning COSE:
 - i. After a first (1st) or second (2nd) dismissal and within two (2) years from the date of his or her last dismissal; or
 - ii. Within two (2) years from the date of his or her withdrawal.