

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General – Student Administration

BCOM Policy 3103

TOPIC: Student Tracking and Promotion

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Approved: *Signature on File*

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*Policy reformatted and renumbered for uniformity July 2017

Student Tracking and Promotion

Academic monitoring and advising are provided to students through a team-based approach. The Student Progress Committee, the Office of Evaluation, Learning and Assessment, the Office of Student Affairs, the Course Directors, and Faculty Advisors all work together in order to optimize student success. The Registrar monitors and tracks the progress of each student at BCOM through management of the student information system. The Student Progress Committee (SPC) reviews at the end of each semester makes a recommendation to the Dean to promote or not each student to the next academic level. The academic levels and the minimum requirements to complete each level are listed in the Table below.

Osteopathic Medical Student (OMS) Level	Requirements for Completion
OMS I	<ul style="list-style-type: none">• Complete and Pass all required OMS I coursework• Complete all required OMS I assessments and evaluations
OMS II	<ul style="list-style-type: none">• Complete and Pass all required OMS II coursework• Complete all required OMS II assessments and evaluations• Complete COMLEX 1(1st attempt)
OMS III	<ul style="list-style-type: none">• Complete and Pass all required OMS III clerkships• Complete all required OMS III assessments and evaluations• Complete and Pass COMLEX 1 (if not passed during OMS II)
OMS IV	<ul style="list-style-type: none">• Complete and Pass all required OMS IV clerkships• Complete all required OMS IV assessments and evaluations• Complete and Pass COMLEX 2-CE• Complete and Pass COMLEX 2-PE
BCOM Graduate	

The Registrar will keep a progress checklist to confirm academic milestones and to approve promotion from one year to the next for each student. The Registrar will confirm and date each milestone were achieved to document the student's progress from matriculation to graduation. The Assistant Dean for Student Affairs will confirm each student checklist and, upon completion, will present qualifying students to the BCOM faculty for a vote to recommend each student to the Board of Trustees for graduation. The degree of Doctor of Osteopathic Medicine will be conferred by the Board of Trustees upon those students who have fulfilled all academic requirements of BCOM.

Graduation Requirements

A medical student who has fulfilled all the academic requirements may be granted the degree Doctor of Osteopathic Medicine provided the medical student:

1. Has complied with all the curricular, legal and financial requirements of BCOM;
2. Has successfully completed all coursework requirements in no more than six years.
3. Attends, in person, the ceremony at which time the degree is conferred;
4. Has taken and passed COMLEX Level 1, Level 2-CE, and Level 2-PE administered by the National Board of Osteopathic Medical Examiners (NBOME);
5. Has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine.

Students whose graduation date is delayed will be allowed to walk across the stage with their incoming class as long as they will be able to finish their clerkships before December 31 of the graduation year. To walk across the stage they must have passed COMLEX Level 1 and both Level 2-CE and Level 2-P