

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: General – Student Administration

BCOM Policy 3103

TOPIC: Student Tracking and Promotion

Approval Date: 05/16

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Approved: Signature on File  
President

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**Policy**

Students are required to be in good academic standing with no un-remediated failures to advance to the subsequent term. In addition, students are required to successfully participate in and pass the COMLEX-USA® Level 1, COMLEX-USA® Level 2-CE and COMLEX-USA® Level 2-PE.

**Procedure:**

1. Within two (2) business days of course completion, the Office of Academic Affairs shall submit all grades to the Registrar, and submit the names of course failures to the Chair of the Student Performance Committee (SPC).
2. The Registrar shall enter all grades into the student's permanent record within 48 hours upon receipt.
3. At the end of each term, the SPC reviews all student progress in the degree program and makes recommendation to the Dean of the College regarding promotion of students to the succeeding term. Students who have any coursework deficiencies that have not been remediated may not advance in the degree program until such deficiencies have been rectified.

***The SPC may recommend that any student be placed on Academic Probation if upon review of the student's academic record it is determined that the student's body of work at the College falls below standards set by the faculty. The SPC may also recommend withdrawal from the College or repeat of an academic year.***

4. Upon program completion, students will follow the procedures outlined within the [Awarding of Degrees Policy 1013](#).

Osteopathic Medical Student (OMS) Level	Requirements for Completion
OMS I, Term 1	<ul style="list-style-type: none"> <li>• Complete and Pass all required OMS I Term 1 coursework including activities, assessments and evaluations.</li> </ul>
OMS I, Term 2	<ul style="list-style-type: none"> <li>• Complete and Pass all required OMS I Term 2 coursework, including activities, assessments and evaluations</li> </ul>
OMS II, Term 1	<ul style="list-style-type: none"> <li>• Complete and Pass all required OMS II Term 1 coursework, including activities, assessments and evaluations.</li> </ul>
OMS II, Term 2	<ul style="list-style-type: none"> <li>• Complete and Pass all required OMS II Term 2 coursework, including activities, assessments and evaluations.</li> <li>• Complete COMLEX-USA® Level 1 (1st attempt)</li> </ul>
OMS III	<ul style="list-style-type: none"> <li>• Complete and Pass all required OMS III coursework/clerkships, including activities, assessments and evaluations.</li> <li>• Complete and Pass COMLEX-USA® Level 1 (if not passed during OMS II)</li> </ul>
OMS IV	<ul style="list-style-type: none"> <li>• Complete and Pass all required OMS IV clerkships</li> <li>• Complete all required OMS IV assessments and evaluations</li> <li>• Complete and Pass COMLEX-USA® Level 2 -CE</li> <li>• Complete and Pass COMLEX-USA® Level 2-PE</li> </ul>
BCOM Graduate	<ul style="list-style-type: none"> <li>• Complete all the above requirements within a six (6)- year period of enrollment.</li> </ul>

## Graduation Requirements

Satisfactory completion of the program thereby resulting in the awarding of the earned degree requires each candidate to satisfy the following requirements:

- Satisfactory completion of all required courses and credit hours as stated in the catalogue with attainment of at least the minimum passing grade, as determined by the faculty, for each course;
- Attainment of a passing score for COMLEX-USA® Level 1 as administered by the National Board of Osteopathic Medical Examiners (NBOME). The passing score is determined for each examination cycle by the NBOME;
- Attainment of passing scores for COMLEX-USA® Level 2-CE and Level 2-PE as administered by the National Board of Osteopathic Medical Examiners (NBOME). The passing score is determined for each examination cycle by the NBOME;
- Have no outstanding financial obligation to the College;
- Have no unresolved disciplinary violations;
- Receive approval for graduation from the faculty of the College.

Candidates for the degree are encouraged to attend the College's annual graduation ceremony. Students whose graduation date is delayed are able to participate in the graduation ceremony provided all graduation requirements can be reasonably completed no later than June 30<sup>th</sup> of the graduation year. Students anticipating completion of graduation requirements later than June 30<sup>th</sup> shall have their graduation delayed until the following year.