

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Students

BCOM Policy B9121

TOPIC: Student Promotion and Graduation

Approval Date: 05/16  
Ratified: 11/29/16  
Revised: 6/18, 11/18,  
3/12/19, 10/24/19

Approved: Signature on File

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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.

### **RESPONSIBLE OFFICIAL(S)**

Associate Dean of Pre-Clinical Education, Associate Dean of Clinical Education, Student Performance Committee, Registrar

### **PROCEDURE**

1. Within two (2) business days of course completion, the Offices of Pre-Clinical Education and Clinical Education 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 shall review all student progress in the degree program and make 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 Policy B1050, Doctor of Osteopathic Medicine Degree.
5. Students will follow the procedures outlined within Policy B6070 regarding the passage of COMLEX-USA® board examinations.
6. Satisfactory completion of the program thereby resulting in the awarding of the earned degree requires each candidate to satisfy the following requirements:
  - a. Satisfactory completion of all required courses and credit hours as stated in the catalog with attainment of at least the minimum passing grade, as determined by the faculty, for each course;
  - b. 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;
  - c. 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;
  - d. Have no outstanding financial obligation to the College;
  - e. Have no unresolved disciplinary violations;
  - f. Receive approval for graduation from the faculty of the College.

7. 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.

**CROSS REFERENCE:**

Policy B1050, Policy B6070