

**Burrell College of Osteopathic Medicine**  
**Student Handbook 2021-2022**  
**Student Performance and Academic Standing**

**Good Academic Standing** is defined as a student having achieved a passing grade in all completed courses and having no other outstanding academic and/or disciplinary deficiencies.

**Academic Probation** serves as official notice that the student is not in Good Academic Standing.

- A student is placed on Academic Probation when he/she has an unremediated course failure.
- A student is removed from Academic Probation when the course failure is successfully remediated.
- A student repeating an academic year due to academic and/or disciplinary reasons will be on Academic Probation for the entirety of that year. Any student currently serving as a club officer, serving in student government, or holding any other extracurricular position, who is deemed to be on Academic Probation, must step down or surrender that position as soon as is reasonable.
- Students on Academic Probation are ineligible to run for any elected office, apply for fellowship or honors program, or assume a leadership role in any extracurricular activity until their probationary period has terminated.

**Academic Suspension** serves as official notice that the student is not in Good Academic Standing and has been temporarily removed from active participation in the curriculum for academic and/or disciplinary reasons with an opportunity to subsequently re-enroll.

- Students on Academic Suspension are withdrawn from current courses and suspended from all College activities, including student clubs and organizations. A student who has been withdrawn from the College, and offered the option of returning to repeat an academic year, will be deemed to be on Academic Suspension while awaiting their return to academic activity.

**Administrative Withdrawal** is the withdrawal of the student from the curriculum for academic and/or disciplinary reasons.

Please see the Academic Standing Policy at:

<https://burrell.edu/policy-b9120/>

The SPC meets regularly to review course outcomes with regard to student performance. Students having failed any course or whose performance is deemed to be below the standards set by the faculty shall be required to meet with the committee. The student will be given the opportunity to explain any circumstances and hear recommendations regarding actions they can take to improve their performance.

Students must be in good academic standing to:

- hold an office in the College's Student Government
- hold an office in a College student club or organization
- serve as a College Student Ambassador
- serve as a peer tutor
- hold any leadership role in a College-related or affiliated entity

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**Promotion**

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. Please see the Student Promotion and Graduation Policy at:

<https://burrell.edu/policy-b9121/>

***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.***

**Procedures of the SPC**

All proceedings are confidential and the meetings/hearings are closed. Only SPC committee members, the Executive Director of Student Affairs (ex-officio, non-voting), and the student in question are allowed to attend the meeting. The committee reserves the right to invite other faculty or staff as needed to appropriately conduct the meeting. The student may not be accompanied by legal counsel during the academic hearing.

1. The student shall be notified of the time, date, and location of the SPC meeting in writing through email (the official mode of communication at the College) at least one (1) business day (twenty-four [24] hours) prior to the meeting.
2. The student is provided, upon request, access to any documentation provided to Committee members prior to the meeting.
3. If the student feels that one of the committee members is biased, he/she may request to have the committee member recused. Such a request must be submitted in writing, with a rationale, at least one (1) hour prior to the start of the SPC meeting. The Chair will review the request and notify the student, in writing, of the Chair's decision. If the request is approved, the recused faculty will be replaced by an alternate faculty member, at the Chair's discretion.
4. If one of the regular members of the SPC cannot attend the meeting, an ad hoc member will be appointed for the length of the hearing.
5. The SPC Chair reminds committee members that the hearing is confidential. The proceedings are recorded in writing by an administrative assistant. The academic issue in question is addressed by the SPC, who may also consider the entirety of the student's academic record. Any previous disciplinary actions may be considered as appropriate.
6. A summary report is presented to the SPC by the Chair or designee. The SPC may choose to ask questions. The student is not present for this portion of the hearing.
7. The student is then invited to join the SPC meeting, and the student may then present his or her statement to the SPC.
8. Following the presentation of evidence, the Chair excuses all attendees other than the Committee members. The SPC deliberates on the student's academic case and a decision addressing the student's academic deficiency is made. A majority vote of the SPC is required to approve the decision.
9. A recommendation letter, signed by the SPC Chair, will be delivered to the student within one (1)

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business day of the SPC meeting. This letter will be delivered to the student via their CAMS Student Portal, and an email notification will be sent to the student's College email address.

10. The student has the right to appeal the SPC decision, in writing, to the Dean, to be submitted within three (3) business days. The student must submit their written appeal to [dean@burrell.edu](mailto:dean@burrell.edu). If no appeal is filed by the student, the recommendation made in the SPC letter will become the final decision.
11. In order to progress to the next academic term, students must have successfully completed all requirements in the current term.