

OFFICES OF PRE-CLINICAL AND CLINICAL EDUCATION

The Office of Pre-Clinical Education provides administrative oversight of the pre-clinical curriculum for the first and second years of medical school. The College's curriculum employs an integrated, systems-based, application-oriented approach designed to enable students to demonstrate the knowledge and competencies required to enter graduate medical education and the practice of osteopathic medicine. This is accomplished using several educational approaches including traditional lectures, blended learning sessions, integrated sessions, laboratory and skills instruction, faculty assigned self-directed study, team-based learning, and clinical case presentations. For more information, please visit our website:

<https://burrell.edu/academics/pre-clinical-education-1st-2nd-year/>

The Office of Clinical Education oversees and manages the third and fourth years of the medical curriculum. The Office of Clinical Education is dedicated to providing students with quality clinical education services. For their third year, each student is assigned to a Regional Hub. Each Hub is staffed by a Regional Assistant Dean, and a Coordinator who serve as the student's primary contact during third year clinical rotations. The College's clinical training curriculum is community-based in affiliated hospitals and clinics and provides educational experiences under the preceptorship of credentialed, medical educator faculty. Clinical assignments are based on multiple factors including availability of preceptors and the interests and preferences of individual students. Currently the College has seven Regional Hubs located in Albuquerque (NM), Las Cruces (NM), Four Corners (NM), and Eastern New Mexico (NM), El Paso (TX), Tucson (AZ), and Rockledge (FL). For more information, please visit our website:

<https://burrell.edu/academics/clinical-education-3rd-4th-year/>

For the list of affiliated clinical teaching sites, please see:

<https://burrell.edu/academics/clinical-education-3rd-4th-year/hubs/>

The College facilitates the development of ongoing graduate medical education (GME) and has helped develop new residency programs in family medicine, internal medicine, orthopedic surgery, transitional year internship and osteopathic neuromusculoskeletal medicine. The College continually explores additional GME opportunities.

ATTENDANCE

The complete policy regarding attendance may be found at:

<https://burrell.edu/policy-b9110/>

Attendance for Preclinical Courses – Years One and Two

Students are **required to attend** all curricular activities that are designated as mandatory in the course calendar as follows:

- **Case-Based Learning Sessions**
Faculty will present clinical applications of course materials self-studied in advance by the students.
- **Basic Science Laboratories**
Faculty will lead demonstrations and interactive sessions including cadaveric dissection.
- **Clinical Skills Laboratories**
Faculty will supervise demonstrations and practical training of history and physical examination skills including osteopathic manipulative medicine and standardized patient practice.

- **Team-Based Learning Sessions**
Faculty will supervise students working in small groups to solve various common basic science and clinical challenges.
- **Examinations and Quizzes**
Assessment sessions including cognitive and psychomotor testing.
- **Early Clinical Practice Experiences**
Students will be assigned to a variety of clinical venues to gain insights into medical practice in the community and practice acquired skills.

Students are *encouraged to attend* the following curricular activities:

- **Lectures**
Faculty will review course materials previously assigned for self-study. Students will have the opportunity to engage in an interactive dialogue designed to foster explanation and clarification of critical concepts.

Attendance for Clinical Courses – Years Three and Four

The clinical curriculum includes the “Introduction to Clinical Rotations” course as well as all required and elective clerkships occurring in Years Three and Four. Students are required to participate in daily activities as described in the Clerkship Manual, the syllabus for each course, and as directed by their assigned preceptor(s).

Attendance for Students Receiving GI Bill® Benefits

Students under GI Bill® Benefits must maintain at least a 70% attendance rate to continue receiving VA benefits. If a student falls below the 70% attendance rate for mandatory courses, not to include excused absences, the student is placed on “**Financial Aid Probation**”. If a student falls below the 70% attendance rate during the probationary period, VA benefits are terminated. Please see the Satisfactory Academic Progress Policy at:

<https://burrell.edu/policy-b9510/>

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/qibill>.

Excused Absence

Students are expected to adhere to the College’s attendance policy with diligence. An excused absence may be granted, upon request, for one of the following reasons:

1. Medical necessity (personal or family);
2. Family death;
3. Active military service;
4. Required attendance at conferences limited to student leaders representing the Burrell College of Osteopathic Medicine at AACOM-COSGP and AOA at the discretion of the Dean

All requests must be submitted through the online “Excused Absence Request” form and must be accompanied by appropriate supporting documentation (letter from physician, military orders, obituary, etc.). Excused absences will not be approved for weddings, vacations, birthdays, special events or other personal events (Note: The preceding list is not all inclusive).

A request to be excused must be submitted in advance of the activity. When absence from an activity is the result of an unexpected occurrence, students must submit a completed absence request as soon as possible but no later than the first date of return to the College. Submission of a request does not assure that the request will be approved. The excused absence form for OMS I and OMS II can be found at:

<https://burrell.edu/students/student-forms/>

Any student granted an excused absence is responsible for all materials covered or graded activities missed and must arrange the make-up with the course director or testing center as soon as possible.

Students who are granted an excused absence from any activity during the Introduction to Clinical Rotations course shall be required to remediate that activity to the satisfaction of the course director before beginning clinical rotations. Students who are absent more than four (4) days from any clerkship period, for any reason, may be required to repeat that clerkship. Additionally, any unexcused absence may result in a finding of non-professional conduct. The excused absence form for OMS III and OMS IV can be found at:

<https://burrell.edu/students/student-forms/>

Absence from any required activity without obtaining an excused absence approval may result in a finding of non-professional conduct. Students who are absent from any assessment activities and have not been excused may not be offered the opportunity to remediate that assessment.

GRADES

The grading of medical student performance is determined at the end of each course. Each course has a syllabus that includes a description on how grades are calculated. Grades are recorded for individual students by the Registrar and reported on the transcript using the following grade representation:

Recorded Grade	Explanation
Numeric (0-100); rounded to the nearest hundredth	Pass (70-100); Fail (Below 70)
P	Pass
F	Fail
H	Honors (Pass/Fail Course)
7ORP	Pass: Course Remediated
PX	Pass: Pass/Fail Course Remediated
IP	In Progress
I	Incomplete
AW	Administrative Withdrawal
W	Withdrawal
WF	Withdrawal Failing

NC	No Credit
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Preclinical Courses (Years One and Two)

Beginning in the fall term of 2020, all first and second year courses are graded as Pass (P) or Fail (F). Final grades are based on attaining designated levels of competency in each graded element of the course as described in each course syllabus. The final overall score determines the grade of Pass/Fail, which is documented in the transcript. Courses that include the acquisition and demonstration of clinical skills may require students to meet minimum competencies in order to complete the course and receive a passing grade. The course syllabus will have information regarding those requirements and should be reviewed at the beginning of the course.

For students who matriculated prior to July 2020, all preclinical systems course grades completed prior to July 2020 are recorded as the earned percent score. Students must earn at least 70% on a scale of 0% to 100% of all available points in order to obtain a passing grade for the course.

Clinical Courses/Clerkships (Years Three and Four)

The *Introduction to Clinical Rotations* (ICR) in Year Three and all final course grades for clinical clerkships and courses in Years Three and Four will be graded as Pass (P) or Fail (F). For clerkships designated as *core* by the College, students may earn the grade of Honors (H) if their performance in the core clerkship is in the top 10% of all students completing the clerkship that year. All students tied at the 10% threshold score will be included. Final grades are based on attaining designated levels of competency in each graded element of the clerkship as described in each clerkship syllabus.

Final grades in clerkships designated as *elective* will be determined by the preceptor's evaluation of the student and will result in a final grade of Pass (P) or Fail (F). A grade of Honors (H) is not available for elective clerkships.

Grade Point Average (GPA)

Students who matriculated in July of 2019 or after will not have a grade point average appear on a student transcript due to the Pass/Fail grading system.

For students who matriculated prior to July 2019, numeric grades achieved in Years One and Two are used to calculate and record a GPA for each student. The grade in numerically graded courses are weighted by the number of credit hours for those courses and a composite GPA is calculated and scaled to 100 points. All courses for which a final, numeric grade appears on the official transcript are included in the calculation. For students repeating all or part of an academic term, previously recorded grades will be included with new grades for the same courses. Students who are repeating the first or second year of the osteopathic medical curriculum will not have a grade point average recorded on their student transcript.

Incompletes

A student may receive a grade of Incomplete (I) if the student's work in a course is incomplete due to special circumstances. A deadline will be established for the student to complete the remaining coursework, at which time, the grade of Incomplete (I) will be replaced. The time frame for completion of the course will generally be before the end of the term in which the course resides (determined on a case-by-case basis). A student who fails to complete all coursework by the deadline will be assigned a failing grade.

Course Failure

Any student receiving a failing grade in a course, clerkship, or on a licensing exam is referred to the Student Performance Committee (SPC). After reviewing the academic record of the student, the committee makes a decision on the student's academic standing (academic probation with option to remediate the failed item, academic suspension, or academic withdrawal). The student has the right to appeal this decision to the Dean.

Grade Appeals

Students may appeal any course or interval assessment (exam) grade based upon a calculation error or invalid instrument by submitting written notification to the Office of Pre-Clinical (OMS I and II) or Clinical Education (OMS III and IV) within one (1) business day of receiving notice of the grade. The Associate/Assistant Dean of Pre-Clinical or Clinical Education, or designee, shall make a final determination upon consultation with the appropriate faculty.

Class Rank

In the pass/fail system, no rank is calculated or provided.

STUDENT PERFORMANCE & ACADEMIC STANDING

The purpose of the Student Performance Committee (SPC) is to ensure that every student has the skills, knowledge, and judgement to enter graduate medical education and the practice of osteopathic medicine. The SPC monitors student progress and ensures that all students meet the requirements necessary for promotion and graduation.

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/>

Students are referred to the SPC for failing any course, clinical clerkship, or COMLEX-USA® Level board exams within the College's curriculum. The faculty may refer any student to the SPC if the student is not maintaining a standard of academic excellence.

Students shall be considered in *Good Academic Standing* if they have achieved a passing grade in all courses taken and have no other outstanding academic and/or disciplinary deficiencies. *Academic Probation* is a designation that the student has an un-remediated course failure. Failure of any course shall place the student on *Academic Probation*. The designation will remain until deficiencies have been remediated. An *Academic Probation* designation is also used when a student is repeating a year due to academic and/or disciplinary reasons. The designation will remain until the repeated year is successfully completed. A first-time failure of any part of the COMLEX-USA® examination series may also result in a student being placed on *Academic Probation* by the Student Performance Committee (SPC). A student is placed on *Academic Suspension* when a student is withdrawn from activity in the program's curriculum for academic and/or disciplinary reasons, but is offered the opportunity to subsequently re-enroll and repeat the academic year. 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 is referred to the committee. The student will be given the opportunity to meet with the SPC to explain any unusual circumstances and hear recommendations regarding actions they can take to improve their performance.

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 the repeat of an academic year or administrative withdrawal (AW) from the College. A student who is repeating an academic year is placed on Academic Probation for the duration of the repeated year.

Remediation

The course of study leading to the Doctor of Osteopathic Medicine degree is conducted as a cohort program. Consequently, each course is only offered one time in the academic year. A student receiving a failing grade in a course, or in one element of a course, may be given the opportunity to remediate that course or element upon the recommendation of the Student Performance Committee (SPC) in consultation with the Course Director. Remediation is generally offered by examination but may take other forms.

Students must be in good academic standing to advance to a successive term in the program. Hence, successful remediation must occur before the next term begins. Remediation examinations will be scheduled at the end of each term with time available for students to restudy material from the course. The format of the examination will be determined by the Course Director. The Course Director assigns the final grade.

If remediation is successful, the student will receive the minimum passing grade for the course with the designation of "70RP" or "PX" in their academic record. If unsuccessful, the failing grade will remain on the transcript.

Students may remediate only one course per term and will have only one opportunity to remediate any failure. Students failing two courses in any term may be administratively withdrawn or academically suspended from the degree program. The SPC reviews all course failures and may recommend that a student be allowed to repeat the academic year in which any course was failed (tuition costs will be assessed at the appropriate rate for the academic year in which the curricular year is repeated.) However, the SPC has no obligation to offer the opportunity to repeat an academic year if, in its discretion, the student's overall body of work is sufficiently below expectation as to preclude the likelihood of success in the future. Failure of any course in a repeated year will result in permanent administrative withdrawal from the degree program.

Students should consult the course syllabus and the Course Director for further information regarding remediation. Unless otherwise stipulated in the policies of the College, students may appeal any adverse determination to the Dean of the College who retains final authority to modify any recommendation made by the SPC. Refer to the Student Clerkship Manual regarding remediation of the clinical rotations:

http://burrell.edu/academics/clinical-education-3rd-4th-year/forms_and_manuals/

ACADEMIC SUPPORT SERVICES

In order to reach their full academic potential, students may need assistance in such areas as individual data analysis, time management, study skills, and test-taking skills. The College's Educational Specialists provide students with opportunities in identified areas of need such as learning strategies, meta-cognition, test-taking tips, time-management, and wellness. Students have daily access for confidential, one-on-one support, by appointment or on a walk-in basis, along with intermittent small and/or large group sessions. Faculty are also available during office hours and on a walk-in basis to provide academic and content support as needed. The College provides peer-tutoring to first- and second-year students. The tutoring program is coordinated by the Educational Specialists and is facilitated by students chosen as tutors. Peer tutoring is designed to assist students who desire reinforcement of content in the various disciplines. For a complete list of services, please see:

<https://burrell.edu/students/educational-specialists/>

COMLEX-USA® Exams

All candidates for the Doctor of Osteopathic Medicine degree are required to successfully complete Level 1, Level 2-CE and Level 2-PE of the COMLEX-USA® examination series prior to graduation. These examinations are produced by and administered under the auspices of the National Board of Osteopathic Medical Examiners.

Examination Sequence

Students are required to sit for the Level 1 examination following completion of coursework in Year Two and prior to beginning coursework for Year Three. This cognitive, computer-based examination addresses learning objectives covered in the first two years of the curriculum.

Level 2 is delivered in two parts and includes a cognitive, computer-based examination (Level 2-CE) and a clinical skills examination utilizing standardized patients (Level 2-PE). These examinations are designed to assess a competence in the clinical practice of medicine. Students are eligible to sit for these examinations after receiving a passing score for Level 1.

Computer-based examinations are administered off-campus at Prometric testing centers around the United States. The clinical skills examination is only offered at special testing centers in Pennsylvania and Illinois. Students are responsible for the timely scheduling of these examinations and will receive instructions from the Office of Clinical Education and/or the Registrar as they become eligible.

COMLEX-USA® also provides a Level 3 examination that students may take following graduation. Successfully completing all three levels of the COMLEX-USA® series satisfies one element for licensure in all fifty states.

Pursuant to federal regulations, Burrell College of Osteopathic Medicine is required to have professional license disclosures for prospective and current students. The Osteopathic Degree earned by graduates at Burrell College of Osteopathic Medicine meets the medical school education requirement for licensure of osteopathic physicians in all states in the United States. Burrell is accredited by the Commission on Osteopathic College Accreditation. Attainment of the D.O degree is one component of the state licensure process. All components of the COMLEX-USA® must be successfully passed to obtain licensure in the United States. Individual states may have additional requirements. To find additional information

on specific state requirements please see the *US Licensure Summary* page on the [AOA State Licensure Page](#).

Performance Requirements

Students are allowed to begin clinical rotations in Year Three following passing the Level 1 examination and before scores are reported. If a student receives a failing score, the Student Performance Committee may remove that student from clinical rotations until a passing score is obtained. The College allows students up to three (3) attempts to pass the Level 1 examination. Removal from clinical rotations to remediate a failure of this examination may result in a delay in completing all degree requirements. Students generally will sit for the Level 2-CE examination after completing all Year Three core rotations but are eligible any time after receiving a passing score for Level 1. Students are encouraged to sit for the Level 2-PE examination when they are confident in their clinical skills and have performed satisfactorily on preparatory mock examinations administered by the College. Since passage of both parts is required for graduation, students are asked to schedule these examinations with sufficient opportunity to retake parts that may not have been successfully passed. Failure of any part of the COMLEX-USA® series three (3) times will result in permanent withdrawal from the degree program. For complete information regarding the COMLEX-USA® testing program, please see:

<http://www.nbome.org/Content/Flipbooks/ComlexBOI/index.html#p=1>