



DEPARTMENT: MSOM
NAME: Academic Standard Policies
POLICY NUMBER: COM-9.2
OWNER: MSOM Dean
ORIGINATION: November 1, 2023

PURPOSE

This policy addresses all academic standards for MSOM students.

POLICY

Grading System

Pass/Fail System

All courses are graded on a Pass/Fail system. For purposes of class rank, student feedback, and transparency, a numeric score shall be reported for each course to the student. For purposes of class rank calculation, numeric scores shall be weighted for each course according to credit hours.

Students will have ongoing access to a dashboard that will allow them to see their current class rank and numeric score.

Incomplete Grade

The grade of IC (incomplete) may be assigned to a student who otherwise is passing the course but is unable to complete all of the required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, injury due to accident, etc.). The IC normally must be removed no later than ten (10) days after it was assigned, unless otherwise specified by prior agreement with the Dean to extend the deadline. If the IC is not removed within the stated period of time, it will automatically change to a grade of F. In cases of illness or extreme circumstance, the IC may be changed to a grade of W, with the approval and in the discretion of the Dean. A student with an IC on their transcript at the beginning of the fourth-year clerkships will not be allowed to begin their fourth-year rotations until the IC has been removed from the transcript.

In-Progress Grade

The grade of IP (in progress) may be assigned by the course directors to students whose work at the end of a term is still in progress because the course requires more than one term to complete. Completion of course requirements for IP grades must occur within one year. A



grade of IP automatically changes to F after one year if no other grade is assigned. IP grades count as credits attempted and as credits earned upon completion of the course. Students with IP grades are not re-enrolled for the course and cannot use these credits for enrollment or financial aid in subsequent terms.

Class Attendance

Absence Policy

Students are required to attend and participate in all learning sessions subject to Excused Absences.

Excused Absence is an absence from a single class or single day that is approved by the Office of Student Affairs. Excused absences are only granted for high-stakes circumstances such as examinations, Team-Based Learning (TBL) sessions, objective structured clinical examinations (OSCEs), lab sessions, hospital clinical hours and other curricular course requirements as identified by the course director.

Unexcused Absence is an absence from one (1) to three (3) consecutive days during which an examination, OSCE, or lab session occurs that is not approved by the Dean.

Excused Absence Policy

Students may be excused from examinations, TBL sessions, OSCEs, and lab sessions in the event of a medical illness (self or immediate family), jury leave, military leave, an unforeseen emergency event that was not predictable, or bereavement of a parent, spouse/spouse's parent, or child). The student must be able to provide documentation verifying the medical illness or emergency situation in order to be excused. Students are required to provide advance notice, if possible, and complete the following process to submit an excused absence:

1. A student must submit the excused absence request form to the Office of Student Affairs with documentation explaining the need for an absence.
2. Following receipt of the form, the Office of Student Affairs shall review the form for approval of the request.
3. Upon approving or denying the request, the Office of Student Affairs will communicate the decision to the student and course director(s) of the missed course(s).
4. Students are responsible for contacting their team(s) for arranging reviews of missed materials or coursework. If the absence is determined to be unexcused by the Office of Student Affairs, the student will receive a zero for the missed coursework and may be referred to the Student Progress Committee for review.



Clerkships

Attendance at all clerkships and assigned activities during clerkships is mandatory. If the student needs to miss time from a clerkship, the student is required to consult with and obtain approval from the Office of Student Affairs and the Office of Undergraduate Clinical Education.

Tuition & Fees

Tuition and fees will be established annually by the MSOM Board of Directors and posted on the MSOM website. A comprehensive budget will be posted on the MSOM Financial Aid website.

Cancellation and Refund Policy

The student is entitled to a refund of all monies paid if he or she cancels within seven (7) calendar days of signing the Enrollment Agreement. A student may withdraw from the program prior to taking any classes or within seven (7) days after enrollment, regardless of the number of days, and will be refunded all tuition paid normally no later than thirty (30) days after proper withdrawal.

Withdrawal must be made in person or via certified mail to the Registrar in conformity with the withdrawal policies and procedures.

If a student is terminated, the Cancellation and Refund policy will be applied. Any textbooks equipment and supplies purchased by the student are the sole property of the student and are not subject to refund by MSOM.

Student Promotion

To successfully promote from OMS I to OMS II, a student must have completed the following:

1. Obtained a passing grade in all OMS I courses
2. Met all financial obligations with the School
3. Remain in compliance with the MSOM Technical Standards
4. Demonstrate proof of health insurance

To successfully promote from OMS II to OMS III, a student must have completed the following:

1. Obtained a passing grade in all OMS II courses
2. Completion of the COMLEX Level 1 examination
3. Met all financial obligations with the School
4. Remain in compliance with the MSOM Technical Standards
5. Certified in basic life support (BCLS)
6. Certified in advanced cardiac life support (ACLS)
7. Successful completion of OSHA and HIPAA training
8. Documentation of all required health records on file with the Office of the Registrar including annual PPD testing and Flu immunization;



9. Demonstrate proof of health insurance
10. Once promoted to OMS III AND after successfully passing COMLEX-USA Level 1, students are eligible to enter clinical rotations.

To successfully promote from OMS III to OMS IV, a student must have completed the following:

1. Obtained a passing grade in all OMS III courses
2. Met all financial obligations with the School
3. Remain in compliance with the MSOM Technical Standards
4. Demonstrate proof of health insurance
5. Completion of the COMLEX Level 2 CE examination

Graduation Requirements

Doctor of Osteopathic Medicine Degree

In order to graduate from the MSOM, a student will be required to satisfy all graduation requirements issued by MSOM as applied in the judgment of MSOM based on the date of degree conferral. Graduation requirements may change from time to time following a student's matriculation. It is the student's responsibility to stay updated on current policies and procedures at MSOM. A student who has completed a minimum of 212 credit hours and successfully passed all academic requirements of the MSOM will be granted the Doctor of Osteopathic Medicine (D.O.) degree provided the student has met all of the below requirements:

1. Attendance at AOA/COCA Accredited College: The student has attended an AOA/COCA accredited School of Osteopathic Medicine and has completed all school requirements.
2. Compliance with All Academic Requirements: The student has, in judgement of MSOM, complied with all academic and clinical requirements as established by MSOM from time to time.
3. Compliance with All Legal, Financial Requirements and Obligations: The student has complied with all applicable policies and procedures of MSOM including without limitation financial, conduct and business requirements and obligations of MSOM, which includes, but is not limited to, return of any MSOM owned property and equipment.
4. Graduation Ceremony: The student is required to attend, in person, the graduation ceremony at which time the degree is conferred, and all the students take the osteopathic oath. Rare exceptions to this requirement may be granted at the sole discretion of the Dean. The Dean's review will be based on whether there are extenuating circumstances that prevent the student from attending. Students are required to submit such requests to the Dean within a reasonable time after the student learn(s) of any such extenuating circumstances. Students should enclose any relevant documents with their request for waiver. The Dean will normally issue a written decision regarding whether this requirement will be waived for the student within ten (10) business days of receipt of the student's request.



5. Examinations: The student has satisfactorily passed Levels 1 and 2-CE of the COMLEX examinations administered by the National Board of Osteopathic Medical Examiners.
6. Ethical, Personal and Professional Qualities: The student has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine as determined in the judgment of MSOM.
7. Suitability for Practice of Osteopathic Medicine: The student has demonstrated suitability for the practice of osteopathic medicine as evidenced by the assumption of responsibility for patient care and integrity in the clinical activities as determined in the judgment of the MSOM.
8. Formal Approval for Graduation: The student has received a recommendation for graduation from the voting faculty of the MSOM, according to the MSOM's policies and procedures. Thereafter, the Board of Directors will act to consider and confer the degree of Doctor of Osteopathic Medicine ("DO") on students who have satisfactorily completed the requirements for graduation and have been recommended for graduation as determined in the judgment of the MSOM.

Grievances and Appeals

Final Course Grade Appeal Policy

A student may file an appeal to dispute a final course grade (not any individual course component) following the process outlined:

1. The student must initiate a formal grade appeal process by submitting the entire complaint and evidence of course assessment deficiency or calculation error to the faculty within ten (10) business days of the grade being posted.
2. The faculty shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days of having received the form.
3. If the appeal is not resolved to the student's satisfaction, they can submit the appeal form to the Dean within two (2) business days of receiving the decision of the faculty.
4. The Dean shall consider the appeal, after discussing the appeal with the student and the faculty and render a written decision on the Course Grade Appeal form, which must be returned to the student within five (5) business days. Decisions of the Dean are final.
5. If the grade appeal is upheld, the Dean shall notify the Registrar about any need to change the student's grade in official academic records. If the grade appeal is rejected by the Dean, the appeal process is thereby terminated.