NOORDA COLLEGE of OSTEOPATHIC MEDICINE

Credit Hour Policy

Policy Statement

The Office of the Registrar is committed to providing exemplary service to students, alumni, and faculty. The office functions to provide accurate information and efficient service to the constituencies of the College while not only facilitating and coordinating activities in accordance with College policy and federal regulations, but also serving as the custodian of student academic records. The Registrar's Office serves as an information resource for Noorda-COM community and actively seeks ways to effectively communicate and inform those associated with the College of their rights and responsibilities.

Entities Affected by the Policy

Policy Procedures

Academic Records Requests
Requests for academic records will be processed by the Office of the Registrar in the order they are received. Federal regulations mandate a signed request to authorize the release of student academic records. Consequently, phone requests for academic records and official or unofficial transcripts are not acceptable. Email requests, however, are acceptable for unofficial copies only. Active Noorda-COM students are encouraged to utilize the COMmons to review and print unofficial transcripts.

The Office of the Registrar makes every effort to respond to requests in a timely manner with a commitment to process transcript requests within three (3) to five (5) working days from the time the request was received. Requests for multiple transcripts, several different documents (e.g., a request for a Transcript as well as Board scores) or requests during peak operating times (e.g., graduation), may require additional processing time. Information which is required to meet a third-party deadline should be requested with at least two (2) weeks lead time to ensure expedient delivery and appropriate recording.

Transcripts - Please note that NSC service will be available beginning November 1, 2021. All requests should come through the Office of the Registrar until that time.

Official transcripts cost $10, due at the time of request. Requests will not be processed unless payment has been received in full and the student/alumnus has fulfilled all financial obligations to the Noorda-COM. All services will be withheld in situations of default on student loans or other similar financial obligations. Official transcripts are generally forwarded directly to the receiving party. Noorda-COM has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via student authentication through the Noorda-COM network. There are multiple delivery options available through NSC, therefore it is recommended that students review transcript and delivery fees prior to requesting a transcript.

Delivery Type	Transcript Cost	Shipping Costs	Total Costs	Please Note
Secure Electronic PDF	$10	$10	$10	This is the quickest method of delivery; recipient's email address must be provided for the order
In-Person Pickup	$30	$0	$25	
Standard USPS	$25	$0	$25	3 to 5 days to process from date of receipt
Certified Mail	$25	$6.50	$31.50	3 to 5 days to process from date of receipt
FedEx	$25	United States: $20 Canada/Mexico: $25 International: $55	$45-80	3 to 5 days to process from date of receipt

Requests are processed upon receipt of payment. Students/Alumni must have fulfilled all financial obligations to Noorda-COM. All services will be withheld in situations of default on student loans or other similar financial obligations. Official transcripts are generally forwarded directly to the receiving party. If a transcript is verified as received via certified mail or FedEx but the recipient is unable to locate the transcript, the student/alumnus is responsible for requesting and paying for another transcript to be sent. Unofficial transcripts are available via STUDENT PORTAL. If a student requests an unofficial transcript from the Office of the Registrar, the cost is $5. Unofficial transcripts do not carry the college seal and are stamped with a red ink identifier.

Registration
Unlike traditional undergraduate and graduate institutions where students individually register for courses, Noorda-COM engages in block registration for each student cohort (with the exception of course electives). Consequently, first- and second-year students are required to report on the orientation/registration date as specified in the Academic Calendar. First-year students who fail to appear within the first hour of orientation risk losing their seat. All students failing to appear at the beginning of the term and for the first class may be required to pay the late registration fee. Third- and fourth-year students must complete registration materials, including financial aid arrangements, by the specified date, prior to participating in clerkships. All outstanding financial obligations to the

College or College-affiliated clerkship sites must be cleared to be registered. Students who are not in College compliance may not attend classes or participate in clerkships.

Add/Drop Deadline
Add/Drop date is end of business on the first Friday of the first week of classes.

Academic Load

Fall and Spring	Full-time	9+ units
	Halftime	4.5 to 8.5 units
	Less than halftime	Less than 4.5 units
Summer	Full-time	6+ units
	Halftime	3.5 to 5.5 units
	Less than halftime	Less than 3 units

Academic Progress
Students are expected to make satisfactory progress toward their degree each academic year. Students must compete the DO program within six academic years from the date of matriculation.

Personal Information
Name
Students must submit a request along with legal documentation to the Office of the Registrar for a change to their legal name. It is the responsibility of the student to ensure that records are current. Legal documentation for a name change includes the following:
1. Certified copy of a marriage certificate, court order, or dissolution decree reflecting the new name in full;
2. At least one government-issued official proof of identity. [Driver's License, State Identification, Passport, etc.]

Preferred Name Policy
Noorda-COM is committed to fostering an environment of inclusiveness and supporting students' form of self-identification. Noorda-COM recognizes that some students prefer to identify themselves by a first and/or middle name other than their legal name, and as long the use of a different name is not for the purposes of misrepresentation, Noorda-COM permits students to use a preferred name where possible in the course of Noorda-COM education and business.

Any student may choose to identify a preferred first and/or middle name in addition to the legal name. Students may request this service via the COMmons. The student's preferred name may be used in many contexts including class rosters, Canvas, ID Cards, etc. The student's preferred name will appear in the Noorda-COM directory unless a FERPA block is requested. There are certain Noorda-COM records that require a legal name; however, wherever reasonably possible, a student's preferred name will be used. University administrators, Campus Safety, and your supervisor (if you are employed on campus) will have access to your Legal and Preferred Names.

The legal name is required for, but not limited to just, the following:
- Student Information System
- Student Financial Services documentation
- Financial Aid
- Federal Requests for Information

- Immigration Documents
- Medical Documents
- National Student Clearinghouse
- Official correspondence with external entities
- Official and unofficial Transcripts
- Academic Certifications and Verifications
- Clinical Rotation Applications and Communications
- Diplomas
- Paychecks/W-2/1098-T
- Campus Safety

Student may designate (or remove) a first and/or middle preferred name through the Office of the Registrar. The Office of the Registrar will review and respond to all requests. Noorda-COM reserves the right to not accept a preferred name if it is deemed inappropriate, including a preferred name that is vulgar, offensive, fanciful, or creates confusion with another person.

Allowable name formats include (but are not limited to):
- A shortened derivative of a name (e.g. "Katie" for "Katherine")
- A middle name instead of a first name
- First and middle initials (e.g. "M.J." for "Mary Jane")
- An anglicized name (e.g. "Simon" for "Bao")
- A name that better represents the individual's gender identity
- A name to which the individual is in the process of legally changing

An approved preferred name does not affect your legal name. Please note that it may take up to seven (7) business days for the request to completed through all Noorda-COM systems.

Reports of misuse and abuse of both preferred name and legal names in accordance with existing policies and procedures will be reported to Student Affairs. Depending on the individual and circumstances involved, this could include Human Resources, Academic Affairs, General Counsel, and/or appropriate law enforcement agencies. Noorda-COM reserves the right to remove preferred names that are deemed misrepresentative and to suspend the individual's privilege to update a preferred name.

Address and Telephone Number
Student will have access to update their personal address information in the COMmons. Noorda-COM requires students to keep their permanent home address and telephone number on file with the Office of the Registrar. Permanent address information is required by the Department of Education for Enrollment Reporting.

A campus address, where you are located when you matriculate and attend, and your mobile telephone number can be kept on file as your preferred (local) address. Students are responsible for keeping their local address information current.

Graduation Services
Degree Audit

An audit of the Doctor of Osteopathic Medicine will occur at the beginning and end of the fourth year. Student can review their progress online. All degree requirements are listed in the catalog; refer to the specific program requirements.

Conferral of Degrees
Degrees are conferred upon completion of the degree requirements and approval of College faculty and administration. Diplomas are ordered after conferral and graduation in May.

Diplomas
Student Diplomas will be provided to students at graduation. Students are required to attend graduation. If a student does not attend graduation, students will need to pick-up their diploma at the Office of the Registrar after graduation during business hours. We will hold diplomas for sixty (60) days after graduation. If the diploma is not retrieved by the deadline, it will be destroyed, and the student will be required to order a replacement diploma.

Replacement Diplomas
A graduate who has lost their original diploma or requests a duplicate due to a name change must make a request through the Office of the Registrar. If a request is based on a name change, the request must be accompanied by legal documentation supporting the change. The cost for a replacement diploma is $150.00. A new diploma will have the word "duplicate" printed on it.

Honors and Standing
Latin Honors
Latin Honors are calculated on the first two years (core curriculum) and core rotations.

Summa Cum Laude
Top three (3) or no less than three (3) percent

Magna Cum Laude
Next four (4) or no less than four (4) percent of class

Cum Laude
Next five (5) or no less than five (5) percent of class

Presidential Clinical Scholars
Students who receive Honors in four (4) disciplines during third-year core clinical rotations receive the Presidential Clinical Scholar designation. Student will receive an Honor Cord at graduation. The transcript notation will read: Presidential Clinical Scholar.

Dean's List
The Dean's list will be calculated at the end of each term (Fall and Spring) in years OMSI and OMSII. The Dean's list if comprised of the top quartile of the OMSI and OMSII class. The Dean's List notation will be listed after each term on the official transcript. The notation will read: Dean's List.

Core Clerkship Honors

The Core Clerkship Honors will be calculated after the conclusion of the OMSIII. The Core Clerkship Honors is comprised of the top quartile for each core clerkship. The Core Clerkship Honors notation will be listed after the Spring OMSIII term on the official transcript.

The awarded notations will read:
- Core Clerkship Honors: Family Medicine
- Core Clerkship Honors: Internal Medicine
- Core Clerkship Honors: Obstetrics and Gynecology
- Core Clerkship Honors: Pediatrics
- Core Clerkship Honors: Psychiatry
- Core Clerkship Honors: Surgery

Class Rank
The Offices of the Registrar and Assessment will calculate class rank at the end of the first two years—OMSI and OMSII. Class Rank for graduation is based on the student's cumulative overall performance. Class rank is calculated only for the top quartile of the COM class.

Class Rank is noted on the Official Transcript for the top quartile of the COM class at the end of the first two years.

Clinical Class Ranks
Clinical Class Ranks are based on individual student scores for first attempts on each of the six core clerkships. If any component of the clerkship is repeated, the first attempt is used for ranking purposes.

The core clerkships include the following:
- Family Medicine
- Internal Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry
- Surgery

Clinical Class Ranks are listed on the MSPE. It is not displayed on the Official Transcript. Student may choose to exclude Clinical Class Ranks from the MSPE.

Good Academic Standing
Student who are successfully completing all medical school requirements with no missing grades are considered in good standing. Students must be currently enrolled or eligible to be enrolled.

Academic Warning
Academic Warning provides an early warning to the SPC to identify student who academic performance is below average. Students will be placed on academic warning if they fail any course/clerkship. Students who fail any Comprehensive Osteopathic Medical Licensing Examination (COMLEX examination) or any Comprehensive Osteopathic Medical Achievement Test (COMAT)/departmental examination will also be placed on academic warning. Student will remain on academic warning until successful completion or remediation of failed courses/examinations.

Disciplinary Warning
A student may receive an oral or written warning for violating the professional code of conduct. Any further violation of the Professional Code of Conduct shall result in further disciplinary actions such as probation, suspension or dismissal.

Academic Probation
Academic Probation is assigned to students who fail multiple courses, clerkships, and/or examinations including COMLEX (Level 1 or 2), COMAT, and/or departmental examinations during their academic career. Student will remain on academic probation until they have successfully remediated course, clerkship and/or examination failures. SPC has broad discretion regarding student on academic probation and may place additional requirements on the student.

Requirements may include but are not limited to the following or any combination thereof:
- Ongoing appearances before SPC
- Compliance with all recommendations set forth by SPC
- Prohibiting student involvement in co-curricular activities
- Prohibiting students from serving on committees
- Prohibiting students from travel to conventions, conferences, meetings, or other travel that may require time away from study
- Participation in an individualized remediation program
- Other requirements as deemed necessary

Student on academic probation who fail to meet all requirements set forth by SPC may be recommended for Academic Suspension or Dismissal.

Disciplinary Probation
A student placed on disciplinary probation for violating the professional code of conduct. Probation lasts for a specific period of time, and is implemented by terms. Any violation of the Professional Code of Conduct or the conditions of probation committed during the probationary period shall result in further disciplinary action such as suspension or dismissal.

Academic Suspension
Academic Suspension requires the student who are struggling academically to leave Noorda-COM for a specific time period. SPC set the time frame and requirements for a suspension. Academic suspension appears on the official transcript. After the period of suspension expires, the transcript notation is removed.

Disciplinary Suspension
A student placed on disciplinary suspension and required to leave Noorda-COM for a specific period of time. An indication of disciplinary suspension appears on the student's official transcript. After the period of suspension has expired, the transcript notation shall be removed. Suspension includes an exclusion from campus property and activities during the period of suspension Disciplinary Suspension in Abeyance A student is suspended from Noorda-COM, but due to mitigating circumstances, the suspension is deferred. The student is permitted to remain in classes during the period of suspension unless s/he is found in violation of another Professional Code of Conduct during the period of suspension. Should this occur, the suspension will be activated

immediately and remain place for the amount of time remaining on the original sanction. The student will additionally face new sanctions associated with the code violation.

Academic Dismissal

Academic Dismissal requires the student to permanently leave Noorda-COM. A notation of academic dismissal remains permanently on the official transcript. Dismissal from Noorda-COM includes an automatic exclusion from campus. Disciplinary Dismissal A student who is disciplinarily dismissed is required to permanently leave Noorda-COM. A notation of disciplinary dismissal remains permanently on the student's official transcript. Disciplinary dismissal includes an automatic exclusion from campus.

Academic Calendar

Noorda-COM operates on a semester basis [Fall/Spring/Summer].

Semester Credit Definition

The United States Department of Education requires that post-secondary institutions develop written policies regarding assignment of credit hours that conforms to the definition of a Credit Hour (§§ 600.2, 602.24, 603.24, and 668.8)

Noorda College of Osteopathic Medicine defines one credit hour as 15 instructional hours plus an average of 30 hours of out of class student work. The pace of learning and studying is not identical for everyone; it is understood that actual time on task will vary from student to student.

This formula will be applied to instructional terms of any duration. An equivalent amount of time on task (i.e. contact time plus out of class student work) per credit hour is required for non-classroom based activities such as a laboratory or small group practical, clinical rotations, asynchronous online or distance instruction and other non-classroom modalities and delivery methods. Calculation of credit hours will be rounded to the nearest 0.5 credit hour per course.

In calculating credit hours, one hour of credit is awarded for:
- 15 instructional hours with anticipated student activity of 2 additional hours per instructional hour for reading, preparing assignment, etc. which is equivalent to 45 hours of student activity
- 30 course lab hours
- 67.5 Learning Objectives
- 1 week of clinical rotations, clerkships, directed study, independent study, and/or practical
- 60 research hours

Guidelines

Student learning outcome equivalencies are to be based on documented qualitative and quantitative expectations for:
- Time required of students to complete assigned learning activities;
- Time required of students to read and understand content developed by course/section faculty, excluding time required to read assignments in a course syllabus;
- Time required of course/section faculty to respond to student questions received through electronic mediums (e.g., email, online classroom, discussion boards, chat rooms); and
- Time required of course/section faculty and students to participate in online conference activities.

Definitions
- Academic hour - 50 minutes
- Learning Objectives – 4.5 Learning Objectives is equivalent to one (1) instructional hour of didactic instruction.
- Didactics - 15 instructional hours of didactic instruction (plus 30 hours of student out-of-class independent learning) = one (1) semester credit.
  - Small group discussions and learning activities are considered the same as didactics for credit hour calculation purposes.
- Labs – 30 formalized instructional course lab hours (plus 15 hours of student out-of-class independent learning) = one (1) semester credit.
- Clerkships, Directed Study, Independent Study, Practicum and Research - 45 hours of instruction and/or student out of classroom independent learning in any combination = one (1) semester credit.

Course Numbering

001-099	Preparatory courses
100	First year medical courses
200	Second year medical courses
300	Third year medical courses
400	Fourth year medical courses

Grades Noorda-COM utilizes a combination of letter and pass/fail grades in the grading system. Courses accepted in transfer toward the Doctor of Osteopathic Medicine program are marked as TR for Transfer. Transfer coursework is not utilized in determining honors or awards.

AU	Audit	Participation and/or observation of a course.
AW	Administrative Withdrawal	Withdrawn from a course(s) or College. Faculty/ Administrator-initiated.
CR	Credit	Credit
F	Fail	Failure of a course.
H	Honors	Special recognition for exceptional work.
HP	High Pass	Recognition for above average proficiency.
I	Incomplete	Incomplete coursework due to extenuating circumstances.
NC	No Credit	No Credit
NR	Not Reported	Grade not reported.
Pass	Pass	Pass.
S	Satisfactory	Pass. Satisfactorily met requirements.
TR	Transfer Credit	Credit awarded in transfer.
U	Unsatisfactory	Fail. Did not satisfactorily meet requirements.
W	Withdrawal	Withdrawal from courses(s) or College. Student-initiated.

Courses accepted in transfer toward the Doctor of Osteopathic Medicine program are marked as TR for Transfer. Transfer coursework is not utilized in determining honors or awards.

Grading Schema by Course Category

COURSE TYPE	GRADING SCHEMA
CEPA OMSIII & OMSIV	S/U
Core Clinical Clerkships	H/HP/P/F
Clinical Rotation Electives	S/U
Electives / Independent Study (Non-clinical)	S/U
Sub-Internships	H/HP/P/F
Pre-Clinical Core Courses (OMSI & OMSII)	Letter Grade
Credit/No Credit	CR/NC

Comprehensive Scores for OMSI & OMSII

% on transcript	Grade Equivalent on transcript	2 Digit COM Score on MSPE	3 Digit COM Score on MSPE	Pass / Fail Equivalent reference
97-100	A+	99+	760-800	Pass
93-96	A	97-99	700-759	Pass
90-92	A-	93-96	667-699	Pass
87-89	B+	85-92	626-666	Pass
83-86	B	67-84	573-625	Pass
80-82	B-	50-66	533-572	Pass
77-79	C+	33-49	493-532	Pass
73-77	C	14-32	440-492	Pass
70-72	C-	6-13	400-439	Pass
<69	F	<5	<399	Fail

% = Percentage Correct Range
3 Digit COM Score = 3 digit Comprehensive (COM) Score
2 Digit COM Score = 2 digit Comprehensive (COM) Score

Milestone Levels At the conclusion of each medical year, student will be assessed a score in the following areas:

- Osteopathic Principles and Practices (OPP)
- Medical Knowledge (MK)
- Patient Care (PC)
- Interpersonal and Communication Skills (ICS)
- Professionalism (P)
- Practice-Based Learning and Improvement (PBLI)
- Systems Based Practices (SBP)

The Milestone Levels for each competency are as follow:

Milestone Level	Dreyfus Stage
≤ Level 1.0	Novice

≤ Level 2.0	Advanced Beginner
≤ Level 3.0	Competent
≤ Level 4.0	Proficient
≤ Level 5.0	Expert

Milestone Level = Score based on ACGME Competencies

Course Repeats
All course enrollment and earned grades will remain on a student's official transcript. Once a student successfully repeats a course, the most recent grade will replace the former grade. The maximum grade permitted for a repeat is a pass.

Program Repeat Audits
Student approved to repeat an academic year after a year of poor academic performance will be required to repeat the entire year of previous attendance. Student will be registered for and must successfully repeat all previously failed offerings. The student may be required by the Dean to audit previously passed courses. Student approved for readmission after a dismissal or an approves leave of absence may also be required to repeat or audit previous courses.

The audit fee is $200.00 per credit enrolled.

Incomplete Grades
A course director may assign a grade of Incomplete (I) if a student is unable to complete the course/section because of extenuating circumstances beyond the student's control. The course director will complete an Incomplete Grade Contract clearly detailing requirements for completion of the course/section.

The student's signature is not required for the incomplete grade contract. The student will receive a copy of the contract via the students Noorda-COM email address. The student will have three (3) business days to decline the incomplete grade and receive the current earned grade with all missing assignments calculated as a zero.

Students receiving a grade of incomplete must coordinate with the course to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the Assistant Dean for Academic Affairs will process a change of grade form converting the incomplete to a grade. DEADLINE: The student has 180 days to work with faculty to complete the incomplete. Once 180 days has passed, the incomplete becomes a fail.

A degree cannot be awarded to a student with an incomplete grade on his/her record. Additionally, satisfactory academic progress (SAP) may be affected by incomplete grades. Please check with the Office of Financial Aid regarding SAP.

Grade Changes
If an error occurred in the computation or recording of a grade, or a course/section has been successfully remediated, the Assistant Dean for Academic Affairs must complete a Grade Change form.

Late Grade Submission
If a course director neglected to submit grades by the established deadline for an individual student, the student grade will be submitted as not reported (NR). The grade must be submitted via the Grade Change form for processing by the Office of the Registrar.

Grade Appeal Process
Within five (5) business days of grade posting, a student may request a review of a course/section grade. Students should first reach out to the Office of Curriculum and Assessment for review of points and grade. If the student believes an error remains, the student should complete a Grade Appeal form for review by the Associate Dean of Academic Affairs, and/or his/ her designee.

Leave of Absence
A leave of absence (LOA) is a period of non-enrollment during which students are not considered to be working toward their degree. An LOA can also be used to accommodate students experiencing situations that significantly affect their ability to fully participate in the requirements of the degree program or to accommodate students who wishes to interrupt the normal course of study for the purpose of engaging in research, fellowship, and/or creative scholarship.

A leave of absence may be granted for several reasons. Reasons may include, but not be limited to, the following:
- Medical emergency or illness
- Personal emergency
- Military service
- Maternity/Paternity leave
- Academic endeavors, on or off campus that benefit the overall education pursuit of the student in becoming a physician (e.g. fellowships, research, dual degree)

The Associate Dean for Student Affairs may grant a leave of absence for a designated time period with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medically related issues.

Students granted a medical leave of absence must have a licensed physician, approved by the Associate Dean for Student Affairs, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the College.

All leaves requests should be requested in writing to the Associate Dean for Student Affairs, who is responsible for approving or denying requests for leaves of absence. If circumstances prevent a student from providing a prior written request, the request may be made through the Associate Dean by exception

Short-term Leave
Students requesting a leave of less 180 days will be reviewed on a case-by-case basis. Depending on the circumstances, a leave may require a student to be reported the U.S. Department of Education through the National Student Loan Data System (NSLDS) as withdrawn. Leaves have a significant impact on a student's federal financial aid status. Please contact the Office of Financial Aid regarding the implication related to your leave of absence.

Long-term Leave
Student placed on a leave greater than 180 days will be withdrawn from their coursework and must repeat the semester or year based on direction from Student Progress Committee and/or the Associate Dean of Student Affairs. Students granted a leave of absence must follow the checkout process detailed in the Catalog under the Withdrawal policies. Student will be reported to the U.S. Department of Education through the National Student Loan Data System (NSLDS) as withdrawn. Leaves have a significant impact on a student's federal financial aid status. Please contact the Office of Financial Aid regarding the implication related to your leave of absence. Students approved for a leave of absence will retain their Noorda-COM email account, but all other access to electronic services will be suspended until such a time that the student is officially reinstated to active status. Students on a leave of absence must check-in every thirty (30) days with the Associate Dean of Student Affairs, and/or his/ her designee, during the period of leave. Students must request reinstatement in writing to the Associate Dean of Student Affairs thirty (30) days prior to their scheduled return.

Leave of Absence Appeal
Student not approved for a leave of absence will be notified by the Associate Dean for Student Affairs, or his/her designee, for the reason for denial. If a student believes an appeal is warranted, the student must appeal to the Dean within five (5) business days of the receipt of the leave of absence denial.

The appeal should contain the following information:
- The reason for the appeal including any hardships the leave of absence denial poses to the student's future of the student's educational career.
- Any additional evidence deemed necessary to reverse the original decision.
- Upon receipt of the formal appeal from the student, the Dean, or his/her designee, will:
  - Acknowledge the receipt of the appeal within five (5) business days.
  - Investigate the claims outlined in the appeal.
  - Notify the student of the decision within five (5) business days of acknowledgment of the written appeal.

The Dean's, or his/her designee's, decision is final.

Withdrawal (Unofficial and Official)
Official Withdrawal
Withdrawal is a voluntary action by a student who chooses to leave Noorda-COM. Any student who leaves for any reason must complete the checkout process. Failure to complete the checkout process will cause the College to put a hold on release of student records.

The checkout process is as follows:
- The student must contact the Associate Dean of Student Affairs and/or the Office of the Registrar and notify of intent to withdraw.
- The Associate Dean of Student Affairs, and/or their designee, will send a checkout form to all administrative offices for checkout directions and signatures.
- The student must make an appointment with the Associate Dean of Student Affairs, and/or their designee, to review and sign the checkout form.

The Associate Dean of Student Affairs and/or their designee, will conduct the exit interview. For the convenience of the student, this will be handled in a single office but include professional from various office to ensure all outstanding issues/ needs are resolved. The completed checkout form will be submitted to the Office of the Registrar and will become a part of the permanent record. Once the student completes all obligations, including payment of all outstanding balances, the Office of the Registrar will release student records upon receiving signed consent.

Unofficial Withdrawal
Students who begin coursework at Noorda-Com but stop attending all courses during the term may be considered unofficially withdrawn. The offices of Financial Aid and the Registrar will review students at the end of each academic term to determine if the student unofficially withdrew. A student receiving all grades of fail (F), withdrawal (W) or administrative withdrawal (AW) in any combination may be subject to the Return of Title IV funds calculation (R2T4) if it is determined that the student unofficially withdrew.

The offices of Financial Aid and Registrar will contact instructors and request confirmation of the date the student ceased attending courses through graded class assignments, documented group project work, or other documentation from the instructor. If and/or when instructors provide confirmation of the last date of attendance, documented group project work, or coursework completions, the date will be used to calculate the R2T4 and federal funds to return.

If a last date of attendance cannot be confirmed, the half-way point of the semester may be used and 50 percent of the aid used to pay direct education costs (tuition and fees) must be returned to the U.S. Department of Education on the student's behalf. The Office of Financial Aid will use the policy for Return to Title IV Aid to return the funds.

Student Privacy and Family Education Rights and Privacy Act (FERPA)
Family Education Rights and Privacy Act of 1974, or FERPA, governs privacy for students who are or have attended Noorda College of Osteopathic Medicine. Students have the right to request, inspect, review, and challenge the records maintained by the institution under the provisions of FERPA.

Noorda College of Osteopathic Medicine does not permit access to, or the release of, student's education records or personally identifiable information (PII) outside of directory information without the student's written consent, except to those with an education need-to-know and entities granted access per FERPA. Student may review the complete text of FERPA at the Office of the Registrar. Questions regarding FERPA should be directed to the Office of the Registrar.

Notification of Rights Under FERPA
FERPA affords students certain rights with respect to their education record. Noorda-COM defines student as any student who is, or has been enrolled, at Noorda-COM. FERPA application begins on the first day of classes of the first term of attendance.

The Right to Review and Inspect
Currently enrolled and former students have the right to inspect and review the student's education record within 45 days after the request is received by the institution. A written request must be submitted to the Office of the Registrar identifying the records the student wishes to inspect. The

Registrar, and/or the Registrar's designee, will make arrangements for access and notify the student of the time and place where the records may be inspected.

Please note the following:
- This right does not extend to the financial records, including any information those records contain, of the student's parents. Also, certain restrictions apply to a student's access to confidential letters and confidential statements of recommendation placed in a student's education records. Additionally, certain records may not be accessed by the student because they are excluded from FERPA's definition of "education records."
- If circumstances effectively prevent the student from exercising this right to inspect and review his/her education records, Noorda-COM will either provide the student a copy of the requested records or make other arrangements for the student to inspect and review them.
- Noorda-COM does not charge a fee to search for or to retrieve a student's education records but may charge a fee for a copy of those records, unless doing so would in some way effectively prevent the student from exercising this right.

The Right to Seek an Amendment of a Student's Education Record
A student has the right to request an amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student requesting an amendment must submit a written request to the Office of the Registrar clearly identifying the specific part of the record the student wants amended along with justification for the amendment request. Justification can include inaccurate, misleading information, or in violation of a student's privacy rights. Noorda-COM will follow its internal process to review any request for an amendment. Noorda-COM will respond to an amendment request within ten (10) business days of the receipt of the request. At times, depending on the complexity of the information, it may take longer than ten (10) business days. A student will be notified of timelines. The student requesting the amendment will receive a written response indicating the decision.

The Right to a Hearing Regarding the Request for an Amendment
If Noorda-COM decides an amendment is not warranted, the student will be notified of the decision and advised of the student's right to a hearing regarding the denial of the amendment request.

If, as a result of the hearing, Noorda-COM decides an amendment is warranted, the Registrar will amend the record and will inform the student of the amendment.

If, as a result of the hearing, Noorda-COM decides an amendment is not warranted, the student will be informed of the right to place a statement in the record commenting on the contested information or stating why the student disagrees with the decision of the College, or both. Any such statement placed in the student's education record will be maintained and will be disclosed whenever Noorda-COM discloses the portion of the record pertinent to the statement.

The Right to Prevent Disclosure of Personally Identifiable Information
Students have the right to prevent the disclosure of personally identifiable information (PII) from their education records, except to the extent that FERPA authorizes disclosure without consent. Unless authorized by FERPA exception, Noorda-COM must obtain written consent from a student

prior to disclosing PII contained in the student's records. Per requirement, a student's consent must specify the records to be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom disclosure may be made.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

Non-consensual disclosure includes but is not limited to the following:
- Legitimate Educational Interests. To school officials with whom Noorda-COM has determined to have legitimate educational interests. A school official is a person employed by Noorda-COM in an administrative, supervisory, academic, research or support staff position (including law enforcement personnel and health staff). It also includes a person serving on Noorda-COM's governing board; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks. Additionally included are contractors, consultants, volunteers, or other parties (such as attorneys, auditors, or collection agents) to whom Noorda-COM has outsourced institutional services or functions that it would otherwise use employees to perform provided that this outside party is under the direct control of Noorda-COM with respect to the use and maintenance of education records and is subject to FERPA restrictions governing the use and re-disclosure of PII.
- Postgraduate Training Applications. Student education records along with supporting documents relevant to application services used to deliver postgraduate training applications, with whom students are registered, may be disclosed to the application services without the student's prior written consent.
- Judicial Order. Student education records may be released if properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding. In all such cases, reasonable attempts will be made to notify the student of the judicial order in advance of compliance, as permitted by law.
- Financial Aid. Student education records relevant to the student's application for, or receipt of, financial aid may be disclosed without the student's prior written consent.
- Federal and State Authorities. Authorized federal and state official may have access to student education records as required by the audit and evaluation of state and federally supported education programs, or in connection with the enforcement of federal legal requirements which relate to such programs.
- Accrediting or Professional Associations. Designated representatives of accrediting and other professional organizations affiliated with Noorda-COM may have access to student education records to he extent necessary to fulfill the obligation of that affiliation.
- Payment Delinquency. Student education records may be disclosed as necessary to effect collection of a student's financial obligations to the College.
- Student Transfer. Noorda-COM may disclose personally identifiable information from a student's educational records without consent if the disclosure is to another institution for which the student has applied for admission, under the conditions described in 99.31 and 99.34 of the regulations.

- Litigation. Student education records deemed necessary for the defense in a suit filed by a student may be disclosed to attorney's representing Noorda-COM.

Non-consensual disclosures are permitted to parents in the following circumstances:
- Disclosure of a student's personally identifiable information to parents is permitted without a student's written consent if the University determines that there is an articulable and significant threat to the health or safety of the student or other individuals.
- Such disclosure is permitted to parents of the student if the parent provides documentation that the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information.
- Such disclosure is permitted if the student is under 21 at the time of the disclosure and the University has determined that the student has committed a disciplinary violation of any federal, state or local law, or of any rule or policy of the University governing the use or possession of alcohol or a controlled substance.
- Disclosure pursuant to the Wetterling Act, 42 U.S.C. 14071. Noorda-COM may disclose without consent information received under the Wetterling Act about a student who is required to register as a sex offender.

Student education records disclosed to a third party are subject to the condition that the third party will not permit any other party to have access to the records without prior approval from the College or the students.

The Right to File a Complaint with the Department of Education
The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Notice of Directory Information
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Noorda-COM, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Noorda-COM may disclose appropriately designated "directory information" without written consent, unless you have advised Noorda-COM to the contrary in accordance with Noorda-COM's procedures. The primary purpose of directory information is to allow Noorda-COM to include information from your education records in certain institutional publications.

Examples include:
- Dean's Lists and/or other academic honors awarded by Noorda-COM; and/or,
- Graduation programs; and/or,
- Residency Placement information.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that process transcripts,

diplomas, etc. FERPA permits Noorda-COM to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, Noorda-COM may release all directory information to school officials as defined above. Other releases will be limited to those situations where Noorda-COM believes the release would recognize a student for academic or co-curricular achievement or otherwise advance the student's career interests. Examples of such releases would be the disclosure of directory information to prospective employers, financial aid and scholarship agencies or to registry, licensure or certification services. Another example would be the release of directory information in connection with Noorda-COM-sanctioned alumni affairs unless a restriction requested by the student continues to be in force.

Noorda-COM has designated the following information as directory information:
- Student Name
- Campus Address
- Telephone Listing
- Noorda-COM Email Address
- Photograph
- Date of birth (Month and Day)
- Program of Study
- Dates of Attendance
- COM Level
- Participation in officially recognized activities
- Degrees, honors, and awards received
- Location, Training Institution, and Medical Specialty Identified for Postdoctoral Education
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Students who wish to opt out of the release of some, or all, of their directory information must notify the Office of Registrar in writing. Upon receipt of such request, the Registrar will designate that portion of the student's directory information as confidential and not to be released outside Noorda-COM except to individuals, institutions, agencies and organizations otherwise authorized by FERPA.

Noorda-COM will honor all requests to withhold any of the categories of directory information listed in the written request, but will not assume any responsibility to contact the student for subsequent permission to release that information. Nondisclosure will be enforced until the student subsequently authorizes its release. A student may not, however, opt out of the disclosure of the student's name, identifier or Noorda-COM email address in a class in which the student is enrolled.

Maintenance of Student Records
Noorda-COM will maintain the following student records information indefinitely:
- Transcripts
- Transcripts for coursework completed at other institutions
- Dates of enrollment, matriculation date, start and end dates of each academic year, dates of leaves of absences, withdrawal, dismissal, conferral/graduation dates
- National exam scores

- Student course performance and clinical clerkship performance evaluations
- MSPE's
- Change of status forms/letters related to leaves, academic schedule variations, remediations, name changes, withdrawal, dismissals, etc.
- Final disposition of disciplinary action records (with or without sanctions)
- Institutional technical standards forms for admissions and/or graduation
- Medical School Diploma (copy)
- Criminal background check, toxicology screenings
- International student documentation
- Student Health and Immunization records

Please note that this is non-exhaustive list. For questions regarding your student record, contact the Office of the Registrar at registrar@noordacom.org

Office of Assessment
Noorda-COM assesses both programmatic and individual student outcomes to ensure its mission, goals, and objectives are met and as part of a commitment to continuous improvement of the educational quality of its osteopathic medical education program.

Academic performance is assessed in a variety of formats designed to objectively characterize the students' progress towards successful completion of Noorda-COM's osteopathic medical curriculum.

Collection and careful consideration of confidential Student Evaluations of Courses, clerkships, faculty, and other relevant student experiences is key to this process. Results from these confidential evaluations are incorporated into the Noorda-COM's self-assessment and are central to improving curriculum and addressing deficiencies in student experiences.

Academic Performance
The school year is divided into fall, spring and summer trimesters terms. Each trimester term during:
- OMS Years I and II have a designated number of Courses.
- OMS Years III and IV have a designated number of Clinical Experiences(Clerkships) and Courses.
- Each Course and Clinical Experience has an assigned number of semester instructional hours (or unit measure), as calculated by the Registrar.

Student assessment during each Course can may consist of:
- Learning Objective performance; and/or,.
- Midterm exam, or in the case of an unusually long section, two (2) exams may be given in lieu of a midterm for longer courses; and/or,
- Comprehensive final exam; and/or,
- Lab practical's for Anatomy, CEPA and OMM as applicable; and/or,
- Objective Structured Clinical Examination (OSCE) patient interviews.

Student assessment during each Clinical Experience can may consist of:
- Learning Objective performance; and/or,
- Comprehensive discipline exam; and/or,

- End of the clerkship lab practical's as applicable; and/or,
- Clinical Skills Assessment(s) (CSA) for CEPA and OMM as applicable; and/or,.
- Objective Structured Clinical Examination (OSCE) patient interviews; and/or,.
- Preceptor End of Clerkship Evaluation.

Students will receive a grade for each course. Points will be assigned for learning objective performance, case presentations, course midterm, the course final exam and laboratory practical examinations as applicable. A total percentage score for the course will be calculated.

Letter grades and associated percentages will be assigned for the course by the Assessment and Outcomes Committee. Grades are submitted to the Dean for final approval.

The following scale will be used to assign the grades:
Noorda-COM will be providing a 3-digit COM score that will allow assessment of progress towards the Medical Knowledge Competency requirement of practice as a physician. This is will be a key metric for student's to support their self-directed learning and will be included in the supplemental transcript/Medical School Performance Evaluation.

Milestone Levels
At the conclusion of each medical year, student will be assessed a score in the following areas:
- Osteopathic Principles and Practices (OPP)
- Medical Knowledge (MK)
- Patient Care (PC)
- Interpersonal and Communication Skills (ICS)
- Professionalism (P)
- Practice-Based Learning and Improvement (PBLI)
- Systems Based Practices (SBP)

The Milestone Levels for each competency are as follow:

Milestone Level	Dreyfus Stage
≤ Level 1.0	Novice
≤ Level 2.0	Advanced Beginner
≤ Level 3.0	Competent
≤ Level 4.0	Proficient
≤ Level 5.0	Expert

End-of-Year Assessment
End-of-year assessment includes:
- Clinical Skills Assessment (CSA), to include Objective Structured Clinical Examinations (OSCE). Skills tested will include doctor-patient communication/interviewing skills, physical exam skills and Osteopathic Clinical Skills, including OMM. Each component will comprise one-third of the test and will be weighted evenly. Students must pass all three (3) components to pass the CSA. Performance will be based upon the expected proficiency level for the assessed skill. For OMS Years I and II, this grade will be included as a component of the Core Entrustable Professional Activities (CEPA) course.

- Year I - Cumulative written examination. The board-like examination will include questions related to the sections completed during Year I. Grading will be Satisfactory/Unsatisfactory. Satisfactory performance will be 70% (400) with the mean adjusted to 81% (550) if the mean falls below 81% (550). Students scoring 93% (700) or greater will be eligible for Honors on their transcript.
- Required Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) will be administered during the spring of OMS Year II prior to students taking COMLEX level I. Required Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) will be administered during the summer of OMS Year III prior to students taking COMLEX level II.

Clerkship Grades

Students must demonstrate progress on the Clinical Competency Assessment, submit all End of Clerkship Assessment and pass any applicable Subject Exam to achieve a grade of pass for a clerkship. Honors may not be awarded or may be removed if the student receives marks demonstrating below expectations ratings, recommendation of failure, or professionalism concerns. Clerkship Grading rubric is as follows:
- 50% - Subject Exam
- 40% - Preceptor Clinical Competency Assessment
- 10% - On campus final assessment (OSCE's, CSA's, etc.)

All components are required before a final grade is assigned by Noorda-COM:
- Clinical Competency Assessment from the Preceptor
- End of Clerkship Assessment from the Student
  - Evaluation of Clerkship
  - Evaluation of Preceptor
  - Evaluation of Self
- Subject Exam – required for 3rd year core disciplines only

Subject Exams

Students must pass a shelf exam from either the National Board of Osteopathic Medical Examiners (NBOME) Comprehensive Osteopathic Medical Achievement Test (COMAT) or the National Board of Medical Examiners (NBME) Subject Exam upon completion of each 3rd year core discipline:
- Family Medicine
- Internal Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry/Behavioral Health
- Surgery
- Osteopathic Principles and Practice OPP (Required exam is scheduled during second half of 3rd year)

Students may be awarded Honors (H) or High Pass (HP) for excellent performance on a Clerkship. End-of-Clerkship (Shelf Exams) are benchmarked against the NBOME or NBME academic-year norms for all students in that discipline.

Students are expected to study for these exams with similar rigor as all other high stakes examinations and are required to utilize the Course Syllabi. A retake of a shelf exam is only allowed to achieve a passing score.

Clinical Competency Assessment
Preceptors complete a Clerkship-Clinical Competency Assessment at the end of the clerkship to evaluate student performance. The purpose is to provide feedback to guide both clinical and professional development. The preceptor documents performance of expected competencies as compared to other students at the same educational level.

Assessments submitted by interns or residents must be cosigned by an attending physician or the Director of Medical Education (DME) or Designated Institutional Officer (DIO). We ask preceptors complete the evaluation/assessment within one week of the clerkship end date and maintain confidentiality in compliance with the FERPA. If a student works with more than one attending, more than one assessment will be accepted.

Preceptors are encouraged to complete assessments online through Noorda-COM Canvas, the Noorda-COM Department of Clinical Education Student Database. Paper copies are available upon request and may be returned directly to the Noorda-COM Department of Clinical Education. The College recommends that students request an initial discussion of preceptor expectations as well as an informal mid-clerkship assessment to allow the student to determine whether there is consistency between the preceptor's and student's performance perceptions. In addition, should a student be experiencing difficulty on a clerkship, a mid-clerkship assessment allows the student to proactively address any problems and avoid potential surprises.

Preceptor approaches vary widely in providing students with feedback on performance. Preceptors may or may not review their assessment with the student; it is appropriate for the student to request such a review prior to completion of the clerkship. If the preceptor is not available to review the assessment with the student and the student has questions or concerns, the student should contact their Coordinator to discuss the most constructive way to obtain the desired feedback.

Student Evaluations of Courses
Continuous Quality Improvement (CQI) is a process of constructive self-study that encourages the participation of all Noorda-COM students. The SCOPE evaluation is an anonymous team-based management strategy that communicates Strengths, Challenges and Opportunities for Improvement and commendations to the Curriculum Council. Curriculum Council reviews final SCOPE report from the Student Curriculum Council, cross references with objective data and determines a Plan of Action to include responsible parties and deadlines to Execute the plan.

The SCOPE evaluation process involves all students as active participants in their educational program. It recognizes the limitations both in reaching consensus and in implementing change. The evaluation process is an anonymous process. All comments made are anonymous and are not associated with an IP address or student login data. Process At the end of each course an evaluation will be posted to Canvas that all students are required to complete.

Students
- Complete the end-of-section SCOPE evaluation by the stated deadline.
- May submit an issue through the course SCOPE link on Canvas.

SCOPE Course Team
- Representation for all core curricula:
    - Courses
    - Clerkships
- Consists of 3 students and Curriculum or Clerkship Coordinator (as ad hoc member).
    - Group selects a student as Chair.
    - Meets:
    - At the beginning of the course.
    - Within a week of the scheduled conclusion of the course.
    - For longitudinal courses and clerkships, the team will meet and report once a semester.
- A copy of all student comments is distributed to the SCOPE Course Team.
    - Reviews all student responses
    - Summarizes the main ideas of the report in a consensus report.
    - Course Chair submits and presents preliminary reports to Student Curriculum Committee

Student Curriculum Committee (SCC)
- Consists of SCOPE Course Teams Chairs
- Reviews for trends across courses, professionalism issues, etc.
- Approves final report to be submitted to Curriculum Committee

Promotion
OMS Years II and III
Satisfactory performance scores on:
- All Coursework
    - Learning Objectives
    - Clinical Skills Assessments
    - Cumulative Examination
    - CEPA, OMM and Anatomy Practical Examinations
    - COMSAE Level 1
    - COMLEX Level 1 (prior to participation in clerkship experiences)
- Successful completion of
    - BLS and ACLS certifications
    - All preclinical training requirements
    - Immunizations
    - Orientations
    - Proof of insurance
    - Successful background check
    - Others as specified

Be recommended for promotion by the Student Promotion and Graduation Committee. All records are reviewed to determine whether or not the student has fulfilled all academic requirements; has maintained the standards of ethical, moral, personal and professional conduct required for the continued study of osteopathic medicine; and is mentally and emotionally fit to become a physician.

Special Note: Students have three (3) attempts to successfully pass COMLEX Level I. If a student is unsuccessful in their first or second attempt to pass COMLEX Level I, they may be required to demonstrate an acceptable level of preparedness as determined by the Director of Learning Services

prior to another attempt on the COMLEX Level I exam. Students in this scenario are considered promoted to third year, but are ineligible for clerkship participation unless otherwise allowed by the Dean.

OMS Year IV
Satisfactory completion of:
- All required clerkships
- Four (4) of the six (6) subject exams

Prior to taking COMLEX Level II, the student should satisfactorily complete the following or request an exception to the Noorda-COM Academic Policy.
- Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE II)

Students may request to take the exam after June 15th if their COMLEX exam is scheduled later than the middle of July. A request should be sent to the Associate Dean for Academic Affairs to facilitate scheduling the COMSAE II.

Attendance
According to a Title IV Program Review dated August 3, 2011, "All institutions eligible to receive Title IV, HEA funds from the U.S. Department of Education are required to have a method by which they can determine that a student commenced attendance in the educational coursework for which they are enrolled and will/have received any Title IV funding. 34 C.F.R. S 668.32(a)(2)." Confirmation of student participation in Orientation activities is not sufficient.

The Noorda College of Osteopathic Medicine's (Noorda-COM) blended curricular model is designed around proficiency in required core content defined by learning objectives. Content is delivered and achieved through didactic presentations, laboratory activities and clinical experiences. Attendance to all Noorda-COM required core content, laboratories and clerkships is mandatory for successful progression through the curriculum. Attendance is identified by Academic Affairs on specific dates and reported to the Registrar's Office.

These specific dates include the following:
- The first scheduled day of each semester or clerkship
- September 1 or the first business day in September

Medical Students Years I and II
Attendance is identified by students on-campus attestation via eNCOMpass for the first course or lab content engaged by the student on required registration days. Attendance rosters are compiled by Academic Affairs and reported to the Registrar and Financial Aid.

Unexcused Absences
Failure to actively engage in new course or lab content for three (3) consecutive business days or any two (2) week period, where failing to accomplish required content due to lack of logging into eNCOMpass, will be considered to be an unexcused absence from curricular responsibilities and subject to disciplinary action. Curriculum Coordinators monitor student engagement and notify students of the potential of a period exceeding allowable days. Students with deficiencies in content, lab or clinical performance are required to attend focused content presentations for designated review sessions. Failure to attend these mandatory sessions will be considered an unexcused absence.

Excused Absences
Students requiring excused absence for a planned event may request an excused absence in advanced. Requests for absences should provide the Associate Dean for Academic Affairs with supporting documentation to discuss such circumstances prior to occurrence. In cases of emergencies or illness, students should contact the appropriate Curriculum Coordinator. Approved documentation for excused absences are submitted to the Office of the Registrar.

Planned Absence
- A Request for Consideration of an Excused Absence form must be submitted and approved at least ten (10) business days, or two (2) weeks, prior to the requested date of absence.
- Students will be notified by e-mail as to the status of the request.
- After a request is approved, it is the student's responsibility to contact the appropriate Curriculum Coordinator, Course Director and/or faculty member(s) conducting lab/activity(s) on the day of the absence to arrange for make-up assignment(s) or date/time to complete testing.

Civic Responsibilities
Students who are required to be physically present at citizenship hearings; court hearings or jury duty will be granted an excused absence and allowed to take a make-up content, examination or practical.

Academic Conflict
Students may request an excused absence for academic-related conferences or activities. Only students with good academic standing, scores of 80% or above, and a 3-digit COM score of 500 and above will be considered.

Death in the Family
Any student applying for an excused absence or to take a make-up content, exam or practical due to a death in their family must provide a copy of the death certificate or obituary program. Consideration will be given for deaths of spouse, life partner, parents, siblings, children, in-laws or grandparents. Unless otherwise approved, allowable bereavement period is three (3) days.

Illness
Students missing required content, lab, exam or practical due to illness must be seen by in the Student Health Clinic or their private health-care provider on the day of the illness in order to have such illness documented. Student Health Clinic physicians will forward written documentation/assessment of the student's physical conditions to the Associate Dean for Academic Affairs with their recommendation.

Religious Holiday
Students may request an excused absence for a holiday of their faith. Such holidays should be considered a significant observance recognized by a majority of the faith. A Request for Consideration of an Excused Absence form must be submitted and approved at least ten (10) business days, or two (2) weeks, prior to the requested date of absence for religious holiday.

Other
Additional extenuating circumstances, not covered by these guidelines, may be brought to the Associate Dean for Academic Affairs and Associate Dean for Student Affairs for consideration.

However, excused absences should not be requested for weddings, vacations, birthdays, non-family special events, etc.

Excessive Unexcused and/or Requests for Excused Absences
Any student with excessive numbers of unexcused or excused absences, make-up examinations, labs or practical's will be referred to the appropriate administrators for review of appropriateness. Excessive absences can lead to disciplinary action up to and including dismissal.

In Cases of Emergency
- Student will need to contact Student Affairs, the appropriate Curriculum Coordinator or Course Director. Students may also contact the Associate Dean of Academic Affairs if necessary. Academic Affairs will then contact other staff/faculty members as needed.
- After a request is approved, it is the student's responsibility to contact the appropriate Curriculum Coordinator, Course Director and/or faculty member(s) conducting lab/activity(s) on the day of the absence to arrange to make-up content or date/time to complete testing.

Medical Students Years III and IV
COM students in clerkship training must report to an assigned clerkship on the first day of the clerkship block.

Absence from Clerkships
Attendance at all clerkship related activities is mandatory; therefore, any absence requires an excuse and documentation.

Failure to notify both the Department of Clinical Education and/or the clerkship site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with the Assistant Dean of Clinical Affairs regarding lack of professionalism and could result in a failing grade of the clerkship. Students may not miss the first day of any clerkship.

An Absence Request Form and supporting documentation must be submitted directly to the Coordinator. All submitted absence forms must include a detailed make-up plan in order for the absence to be considered.

Only completed, signed forms are processed. Decisions rendered through this process are final. There are no exceptions to this policy and failure to follow the process will be considered an unexcused absence. The Coordinator notifies the student via email when a decision has been reached. The Absence Request Forms can be found in the forms section of the intranet page.

Scheduled absences are not and should not be considered approved until the official Absence Request Form is signed by the Assistant Dean of Clinical Affairs.

Absence Request Forms must be completed and submitted to the Coordinator for all of the following:
- COMLEX-USA Level 2 PE Exam Absences:
  - Students are allowed one (1) day for travel to the exam, the test day, and an additional day for return travel. Requests are submitted electronically via an Absence Request Form to the corresponding Coordinator.

- Discretionary Days:
  - Students are allowed two (2) discretionary days during OMS-III. Discretionary days MUST be approved by both the preceptor and Department of Clinical Education in writing in advance to the requested time off. Requests are submitted electronically via an Absence Request Form to the corresponding Coordinator.
- Sick Days:
  - Students will be allowed two (2) sick days annually. If more than two (2) sick days total are taken by a student, this may result in referral to the Assistant Dean of Clinical Affairs.
  - Students must contact their clinical site/preceptor as well as the site coordinator and the Coordinator immediately if they are missing any clinical time due to illness (leaving early, arriving late, or missing a full day).
  - If two-four (2-4) hours of clinic time is missed, a half day will be documented. More than 4 hours of missed clinic time = a full day of sick leave.
  - If an absence of greater than one working day is necessary due to illness, that time must be made up.
  - Arrangements for missed time will be coordinated with their clinical site/preceptor as well as the site coordinator, and/ or the Coordinator.
  - If the student is absent from a single clerkship for two (2) or more days due to illness, the student is required to submit to the Department of Clinical Education a note from a licensed healthcare provider defining the number of days absent and the expected date of return.

Family Emergencies/Death in Family
Due to the variability of circumstances, time off needed for family emergencies or death of a family member will be reviewed by the Assistant Dean for Clinical Affairs on a case-by-case basis.

Leaves of Absence
A leave of absence, from the College, may be granted for several reasons.
Examples:
- Medical emergency or illness
- Personal emergency
- Military service
- Maternity/ Paternity leave

Associate Dean for Student Affairs may grant a leave of absence for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues.

Students granted a medical leave of absence must have a licensed physician, selected by the Associate Dean for Student Affairs, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the College.

All leaves of absence should be requested in writing to the Associate Dean for Student Affairs, who is responsible for approving or denying requests for leaves of absence.

Students granted a leave of absence must follow the checkout process detailed in the College Catalog under Leaves of Absence.

Students approved for a leave of absence will retain their Noorda-COM email account and have access to eNCOMpass, but all other access to electronic services will be suspended until such a time that the student is officially reinstated to active status.

All changes to a student's schedule must be communicated to their Coordinator.

Employment
Students are strongly discouraged from seeking employment during the academic year. All employment must be approved in advance by the Assistant Dean for Clinical Affairs.

To be considered for employment students must:
- Be in good academic standing
  - Maintain an average of 80% and above and a 3-digit COM score of 500 or above on all content
  - Demonstrate adequate proficiency on all required skills
- Have a letter of support from Docent

The College reserves the right to preclude employment should it be deemed to adversely affect the student's academic progress. Failure to comply with employment regulations can resolve in referral to SPC and potential grounds for dismissal.

Documentation
Documentation of class/ clerkship/course attendance should be maintained for no less than four (4) years from the date attendance was taken. On the dates when attendance reporting is mandatory (as specified earlier in this document), an electronic attendance/absence report should be forwarded to the Registrar. All attendance reports should describe the class; the names of any students absent, the date, and whether the students had an excused absence.

Definitions

Responsibilities

Policy Violations

Interpreting Authority

Statutory or Regulatory References

Relevant Links

Policy Adoption Review and Approval