

Student Academic Services & Policies



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Student Academic Services and Policies

Office of the Registrar

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.

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 or identity authentication 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, if from an authenticated Noorda-COM email address, for unofficial copies only. Active Noorda-COM students are encouraged to utilize [the CoMmons](#) to review and print unofficial transcripts. Academic Records Requests can also be made through [eNCOMpass](#) in the Office of the Registrar: Student Resources.

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.

Official transcripts cost \$30, 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.

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/Handling Fees	Please Note
Secure Electronic PDF	\$30	N/A	This is the quickest method of delivery; recipient's email address must be provided for the order
In-Person Pickup	\$30	\$10	Available for pickup within one (1) business day.
Paper Transcript + delivery type	\$30	\$1-80	3 to 5 days to process from date of receipt

Official transcripts are generally forwarded directly to the receiving party. If a transcript is verified as received via certified mail or an express mail vendor 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 [the CoMmons](#). 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. Students engaging in track/elective courses will need to work with their course instructor for enrollment. To ensure accurate enrollment, students should review their enrollment information on [the CoMmons](#). Students are responsible for ensuring correct enrollment, and contacting the Office of the Registrar for questions and/or correction of enrollment.

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. Clinical Affairs will provide report dates, registration deadlines, etc. to third- and fourth-year students.

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 complete the Doctor of Osteopathic Medicine program within six (6) 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:

- Certified copy of a marriage certificate, court order, or dissolution decree reflecting the new name in full; AND,
- 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. College 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 be 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. 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

Diplomas will be provided to students at graduation. Students are required to attend graduation unless otherwise approved by the Dean. 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, wants an additional 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. If you do not want the word “duplicate” on the diploma, you will need to return your original diploma prior to your replacement being requested.

Honors and Standing

Latin Honors

Latin Honors are calculated on the first two (2) 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 is 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 (2) 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 (2) years.

Clinical Class Ranks

Clinical Class Ranks are based on individual student scores for first attempts on each of the six (6) 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 for the top quartile. It is not displayed on the Official Transcript.

Good 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 students who are struggling academically to leave Noorda-COM for a specific time period. SPC sets 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 in 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 (1) 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 practica, 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 (1) hour of credit is awarded for:

- 15 instructional hours with anticipated student activity of two (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
- One (1) week of clinical rotations, clerkships, directed study, independent study, and/or practica
- 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 the following grading system along with two (2) and three (3) digit Comprehensive Scores for the first two years. 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 Level = Score based on ACGME Competencies

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

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/70%.

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 approved 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 student's 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 Office of Assessment or Clinical Affairs administrators, 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 OMSI & OMSII courses) or Office of Clinical Affairs (for OMSIII & OMSIV Courses, Clerkships, Rotations, etc.) for review of points and grade. If the student believes an error or issue 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 wish 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 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.

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 for 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 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.

Students on a leave of absence must check-in every thirty (30) days with the Associate Dean for Student Affairs, and/or his/her designee, during the period of leave. Students must request reinstatement in writing to the Associate Dean for Student Affairs thirty (30) days prior to their scheduled return.

Leave of Absence Appeal

Students 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 for Student Affairs and/or the Office of the Registrar and notify of intent to withdraw.
- The Associate Dean for 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 for Student Affairs, and/or their designee, to review and sign the checkout form.

The Associate Dean for 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 the 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 College 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 College 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 College 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 their directory information may do so via the COMmons. If assistance is needed, please contact the Office of Registrar. In the COMmons, student can 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, 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 a non-exhaustive list. For questions regarding your student record, contact the Office of the Registrar at registrar@noordacom.org.