



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	Graduation and Commencement Requirements Policy
Approval Authority:	Dean's Council
Responsible Executive:	Associate Dean for Academic Affairs
Responsible Office(s):	Dean's Office
Effective:	November 2019
Expires:	January 2024
Last Revised:	September 2021
Next Review Date:	N/A

Graduation and Commencement Requirements Policy

Policy Statement

Osteopathic physicians attend medical schools in the United States completing a four-year curriculum. Following graduation, osteopathic physicians accomplish residency training through programs accredited by the American Council for Graduate Medical Education (ACGME). D.O.'s can choose to practice in any medical or surgical specialty, with training typically ranging from three (3) to seven (7) years. Nationally, a high percentage of osteopathic physicians choose to practice in primary care (family medicine, internal medicine, or pediatrics), and many serve in small towns and rural areas, where their practices include entire families and whole communities.

Entities Affected by the Policy

Students
Faculty Council
Student Promotion Committee
Office of the Dean
Board of Trustees

Policy Procedures

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

Student Diplomas will be provided to students at graduation. Diplomas are ordered after conferral and graduation in May. 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 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 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.

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.

1. Students
 - Complete the end-of-section SCOPE evaluation by the stated deadline.
 - May submit an issue through the course SCOPE link on Canvas.
2. 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:
 1. At the beginning of the course.
 2. 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
3. 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

1. 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)

2. Successful completion of
 - » BLS and ACLS certifications
 - » All preclinical training requirements
 - ✓ Immunizations
 - ✓ Orientations
 - ✓ Proof of insurance
 - ✓ Successful background check
 - ✓ Others as specified

3. 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

1. Satisfactory completion of:
 - a. All required clerkships
 - b. Four (4) of the six (6) subject exams

2. 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.

Definitions

COMLEX

Comprehensive Osteopathic Medical Licensing Examination

Responsibilities

Faculty Council
Student Promotion Committee
Office of the Dean
Board of Trustees

Policy Violations

May lead to failure or delayed graduation from Noorda-COM

Interpreting Authority

Dean's Council

Statutory or Regulatory References

N/A

Relevant Links

N/A

Policy Adoption Review and Approval

Dean's Council