



## EVALUATION OF STUDENT PERFORMANCE AND ACADEMIC STANDING POLICY

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<b>EFFECTIVE DATE:</b>	5/13/2024	<b>NEXT REVIEW:</b>	2/1/2026
<b>APPROVAL:</b>	Policy Committee, CAC, Faculty Assembly	<b>DATE:</b>	3/21/2024
<b>CATEGORY:</b>	Academic		
<b>APPLIES TO:</b>	Students in the Doctor of Osteopathic Medicine (DO) Program		
<b>CONTACT:</b>	COM Registrar		

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### REFERENCES AND RELATED POLICIES:

- COCA Standards for Continuing Accreditation (effective 2023)
  - See also: MSUCOM Policy on COMLEX
  - See also: MSUCOM Policy on Maximum Duration
  - See also: MSUCOM Policy on COSE
  - See also: MSUCOM Student Professionalism Policy
  - See also: MSUCOM Common Ground Professionalism Initiative
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### PURPOSE

MSUCOM has the responsibility and authority to set standards for performance in the Doctor of Osteopathic Medicine (D.O.) degree program, and to regularly assess the performance and progress of each student enrolled in the program. This assessment will be conducted by the Committee on Student Evaluation (COSE; see COSE policy for details). Whereas professionalism is one of the osteopathic core competencies, the COSE will review all aspects of academic performance, including professional conduct. Upon reviewing performance, including current and cumulative grades, compliance, and conduct, the COSE will determine the academic standing of each student as noted in this policy.

### POLICY AND PROCEDURES

#### Professional Conduct

Each MSUCOM student must adhere to a standard of professionalism described in the D.O. Program Student Handbook, professionalism policy, and the Common Ground framework that provides a set of guiding, foundational principles that underpin professional conduct and integrity. While some professional conduct issues may be addressed through coaching, reoccurring incidents or a single egregious incident will be reviewed formally through the COSE. The outcome of formal reviews will result in a written professional conduct citation to the student which will be placed in a student's permanent file and will be described on the student's Medical Student Performance Evaluation (MSPE).

#### Compliance

Each MSUCOM student must maintain compliance with program requirements, including immunizations, annual training, and completion of background checks and drug screenings. Each of these are described briefly below; more details may be found in the D.O. Program Student Handbook. Timely attention to these matters is considered the student's professional responsibility. Failure to maintain compliance in the manner described below will result in a written compliance citation to the student and placement of the citation in the student's permanent file. While the student will still be responsible for resolving the noncompliance, the written citation will remain on file. Multiple compliance citations will be reviewed by the COSE and may impact academic standing. Formal compliance citations reviewed by the COSE will be described on the student's Medical Student Performance Evaluation (MSPE).

1. Immunizations: Each student must comply with required immunizations and TB testing as defined by the MSU University Physician. The Office of the COM Registrar will notify the student via email when an immunization or TB test has expired. The student is expected to complete the requirement by the stated deadline within the email. If the student is not in compliance after an initial notice and a follow-up reminder email, they will receive a written compliance citation.
2. Annual training: Each student is required by the college or the university to complete annual training modules. These include Health Insurance Portability and Accountability Act (HIPAA) and bloodborne pathogens (BBP). Other training may also be required through the university and the college and will be communicated to students. The Office of the COM Registrar will notify the student via email when and how to complete the training. The student is expected to complete the requirement by the stated deadline within the email. If the student is not in compliance after the initial notice and a follow-up reminder email, they will receive a written compliance citation.
3. Background checks and urine drug screenings: Each student is required to complete a formal background check and urine drug screening during the pre-matriculation period and prior to the transition to clerkship (OMS-III). The Office of the COM Registrar will notify the student via email when and how to complete these requirements. The student is expected to promptly complete the requirement. If the student is not in compliance after the initial notice and a follow-up reminder email, they will receive a written compliance citation.

### **COSE Determination of Academic Standing**

The COSE will review the recent and cumulative academic performance and professional conduct of each student in the DO program following each semester. Academic standing will be assigned based on the following categories and descriptions. The COSE may issue academic warning or probation or make a recommendation for dismissal in response to a sequence of unprofessional behavior and/or continual course failures. In extreme cases, dismissal may be recommended at any point based on the student's professional and/or academic performance.

### **Definition of Course Failure**

To monitor academic performance and assign academic standing, the Office of the COM Registrar will track the number of course failures (required and elective) that a student fails on their first attempt. An N grade will include courses that the student has successfully remediated by examination or has retaken.

## **ACADEMIC STANDING**

### **Good Academic Standing**

A student who earns a passing grade in each course and meets expectations for professional conduct will be deemed by the COSE to be in “good academic standing” and will be permitted to progress to the next semester or phase of the curriculum. The Office of the COM Registrar will notify students of their standing via email.

### **Academic Warning**

A student with one or more course failures and/or a professional conduct or compliance citation in the most recent semester may be placed on academic warning. Academic warning will include an official written notice to the student, which will advise the student of expectations for improved performance, and resources for assistance. This notice will be maintained in the student’s permanent file and will be sent to the student via email. A student will return to good academic standing in the subsequent semester upon earning passing grades in all courses and demonstrating professional conduct.

### **Academic Probation**

A student who has multiple course failures and/or multiple professional conduct or compliance citations may be placed on academic probation or may be recommended for dismissal. This may reflect multiple issues in a single semester or accumulated over several semesters. A student on academic probation will receive an official written statement advising them of expectations for improved performance and assistance resources. This notice will be maintained in the student’s permanent file and will be reviewed directly with the student in a meeting with an academic advisor. A written performance improvement plan will be documented, and for students who receive financial aid, a Satisfactory Academic Progress (SAP) appeal will need to be completed. The nature and duration of an academic probation will be reported on the student’s MSPE.

### **Suspension**

A student who is alleged to have engaged in behavior that creates an urgent concern for the safety of patients or others in the learning environment or actions/inaction of a student not following expected requirements protocol(s) may be placed on suspension. Suspension will permit a timely investigation of the reported conduct. A recommendation for suspension may follow the review of academic and professional conduct by the COSE or one of its subcommittees or upon the reported behavior to a College administrator. A fact-finding hearing will be convened within three (3) class days, as outlined in the Medical Student Rights and Responsibilities. Upon a recommendation of suspension, the student will be notified by email and will cease all COM-related courses and activities until further notice. Suspensions must be approved by the College Dean; if the suspension is not approved, the College Dean may direct that another sanction be imposed. The student will be entitled to due process as defined by the Medical Student Rights and Responsibilities.

### **Dismissal**

A recommendation for dismissal will be made upon a majority vote of the COSE when a student has demonstrated severe deficits in academic performance; has recurrent incidents of professional misconduct or noncompliance; has had an egregious incident of professional misconduct; or has otherwise failed to meet the requirements for progression to the D.O. degree.

A recommendation for dismissal will be made to the College Dean when a student has a third and final failed attempt on either COMLEX-USA Level 1 or Level 2-CE or has failed to pass either examination within college deadlines (see COMLEX policy for details).

The COSE will submit a recommendation for dismissal and supporting documentation to the College Dean (see COSE policy for details). The recommendation will be reviewed by the Dean. Upon endorsement of the Dean and the MSU Provost, a written notice of dismissal will be sent to the student from the Office of the Dean and the student will be invited to meet with an administrator.

### **Review and Resolution of Academic Standing**

The performance of students who were designated as having other than “good academic standing” will be reviewed at the next meeting of the COSE which is after each semester. A student will be returned to “good academic standing” upon demonstrating a semester of improved academic performance with no additional course failures or any professional conduct recorded within the permanent file.

### **Due Process**

The right of the student to due process is defined in the MSU Medical Student Rights and Responsibilities (MSRR) policy. When a student is placed on academic warning or academic probation, or when dismissal is recommended by the COSE or enacted by the Dean, the student shall have the right to challenge the decision through the grievance process, as defined in Article 5 of the MSRR.

The enrollment status of “academic extension” may not be appealed, as it represents the inability of the student to progress in the curriculum due to failure to meet a degree requirement (see extension policy for details).

A dismissal based on a third failure on COMLEX-USA Level 1 or COMLEX-USA Level 2CE will not be considered grounds for a grievance, as this represents an objective, published academic standard of the DO program.

### **Reporting of Academic Standing to Third Parties**

#### **NBOME Examinations**

The National Board of Osteopathic Medical Examiners requires the College to attest to each candidate’s academic and professional standing to determine eligibility for the COMLEX- USA examination series. A standing of suspension or dismissal will be reported to NBOME, and the student may be deemed temporarily or permanently ineligible to sit for the examination.

#### **MSPE**

The MSPE is a document prepared by the College and submitted to the Electronic Residency Application Service (ERAS) which describes the enrollment and performance of a student in the D.O. program and is part of their residency application. Relative to academic standing, the following will be reported on the MSPE at any time while in the program. See the MSPE policy for additional details.

1. Initial program matriculation date and anticipated date of graduation
2. Academic extensions, personal leaves of absence, or other enrollment gaps
3. Professional conduct citations
4. Compliance citations
5. Academic probation

### Verification of Enrollment

A student may request and authorize release of documentation of their enrollment and status within the D.O. program, or such a request may be submitted by a third party on behalf of a former student with their written authorization. This includes but is not limited to documentation of time in the D.O. program as part of an application to a different program. Such documentation will include documentation of the matriculation date, enrollment dates, academic standing including academic probation and/or dismissal.

### **CHANGES TO THE POLICY**

#### **Effective Summer 2024**

- Have language to explain professional conduct or compliance conduct will be listed on the MSPE.
- Remove “good standing with monitoring” from the list of academic standing.
- Define an N grade.
- Align the academic standing to the satisfactory academic progress policy through financial aid.
- Confirm how the college will report a student’s status to third parties.

