

Student Academic Policies

The following academic policies apply to all students who matriculate during the academic year of this catalog publication. These policies will apply throughout the entire time a student is enrolled in the College. In the event these policies need to be revised as the result of new accreditation requirements, mandates by the United States Department of Education, or other unforeseen circumstances, students will be notified in writing prior to the effective date of the new policy.

Faculty and students should also refer to the University Academic Policy section in the front of the catalog for additional policies that apply to all students at Northwestern University.

Academic Review & Progression

The Promotions Committee is charged with maintaining standards of excellence in academic courses in the preclinical and clinical years. The committee is comprised of medical school faculty who review the academic performance of students and assess students for promotion to the next academic year. Academic Surveillance, Warning & Probation Good Academic Standing is achieved by maintaining "C" cumulative average in all courses/rotations at all times. A student on academic warning or academic probation is not considered to be in good academic standing. To return to good academic standing, a student must pass the failed courses/rotations and incur no further failures.

Advanced Standing for currently enrolled students is not granted for individual courses completed at another institution. Full credit is granted for course work completed by students transferring from another COCA accredited institution for the purpose of completing their course of study at CCOM.

Academic Warning is issued by the Office of the Dean or the Promotions Committee when a student has failed a course/rotation and may occur at any time during the academic year when a student is currently failing a course/rotation. Academic warning represents notice that continued substandard academic performance may compromise the student's ability to pass one or more courses. Academic warning is not noted on the transcript. A student who is currently failing or has failed a course/rotation is required to meet with the Course Director or course faculty to formulate a plan of action. A student who is currently failing more than one course or rotation is required to meet with a representative from the Office of the Dean to discuss their academic challenges and receive direction, feedback and encouragement on their academic plan in order to achieve academic success. Students on academic warning are discouraged from holding organizational offices. Academic warning does not require the student to meet with the Promotions Committee.

Academic Probation is defined as failure of 2 or more courses/rotations or a failure of any level of COMLEX-USA. Academic probation is issued by the Promotions Committee when a student meets this criterion, which represents notice that continued substandard academic performance may result in dismissal. Students meeting the criteria for academic probation are required to appear before the CCOM Promotions Committee. Academic probation is noted in a student's permanent academic file and will be included in their Medical Student Performance Evaluation (MSPE). A student on academic probation is required to meet with a representative from the Office of the Dean. When a student passes the failed courses and returns to good academic standing, this is also noted in the student's file. Academic probation is not noted on the transcript. Students on academic probation are ineligible to hold student organization offices, or to participate in international rotations.

Appeal Process

Following notification of a decision by the Promotions Committee, a student may appeal the decision in writing within three business days to the Dean. The Dean may grant an appeal only if a student is able to demonstrate one of the following:

1. Bias of one or more Promotions Committee members.
2. Material information not available to the student or Promotions Committee at the time of its initial decision.
3. Procedural error by the Promotions Committee.

During the appeal process, the student must continue to attend classes. Failure of the student to meet with the Student Promotions Committee does not constitute a reason for appeal.

Attending Off-Campus Meetings, Conferences or Events

Students interested in attending osteopathic conferences, lobby days, specialty-focused meetings or any medically or educationally related presentation offered while classes/rotations are in session must submit a written request for an excused absence a minimum of 30 days prior to the event date.

Students must be in good academic standing. OMSI and OMSII students must receive written approval from a representative of the Office of the Dean to attend the event. OMSIII and OMSIV students should follow the procedure for obtaining an excused absence from rotations as described in the Clinical Rotations Manual. Students are advised to wait until approval has been granted prior to making travel arrangements. Any costs incurred by a student who is denied approval to attend an off-campus event are the sole responsibility of the student.

Clinical Rotations Attendance Policy

Please reference the [Clinical Rotations Manual](#) for details.

COMLEX-USA Exam Policy

Students must pass COMLEX-USA Level 1 and Level 2-Cognitive Evaluation examinations in order to graduate.

COMLEX-USA Pass Rate and Average Exam Scores

Historical first-time pass rates and average exam scores by CCOM students and graduates for COMLEX-USA Levels 1, 2-CE, and 3 can be found [on the CCOM webpage](#).

COMLEX-USA Eligibility

The CCOM Dean must certify a student is in good academic and professional standing for a student to register for and take COMLEX-USA Levels 1 and 2CE.

Students must successfully complete all OMS II course requirements prior to taking COMLEX-USA Level 1. The initial attempt to pass the COMLEX-USA Level I examination must occur within 90 days after the completion of all

OMS II course requirements. Students unable to fulfill this requirement may be placed on Leave of Absence until they come into compliance. Students on Leave of Absence may not participate in clinical rotations which may result in a delayed graduation date.

Students may not proceed to the OMS IV year until they have passed COMLEX-USA Level 1 and completed OMS III course requirements.

Students must successfully complete all OMS III course requirements and pass COMLEX-USA Level 1 prior to taking COMLEX-USA Level 2 CE.

The initial attempt to pass the COMLEX-USA Level 2 CE examination must occur within 90 days after completion of all OMS III course requirements. Students unable to fulfill this requirement may be placed on Leave of Absence until they come into compliance. Students on Leave of Absence may not participate in clinical rotations which may result in a delayed graduation date.

Students may not graduate until they have passed COMLEX-USA Level 1, COMLEX-USA Level 2CE and completed all MWU/CCOM degree requirements.

The United States Medical Licensing Examination (USMLE) is not a substitute for any component of the COMLEX-USA examination and does not fulfill a graduation requirement.

Per the National Board of Osteopathic Medical Examiners (NBOME) requirements, the CCOM Dean may not certify graduates to register for and take the COMLEX-USA Level 3 except under limited circumstances.

Consequences of COMLEX Failure

Any student who fails the COMLEX-USA Level 1 or COMLEX Level 2-CE examinations on the first attempt will be permitted to complete the clinical rotation in which the student is participating at the time of failure notification. The student will appear before the Promotions Committee for review. The usual course of action recommended by the Promotions Committee includes a program of study (CLIND 1710 Directed Study or CLIND 1810 Directed Study) to prepare for the second attempt of the exam as directed by the CCOM Dean's designee.

The student will be required to sit for the second attempt at the exam no later than 10 days after completing Directed Study. The student will return to clinical rotations after completing Directed Study.

Failure to comply with taking the exam no later than 10 days after completing Directed Study may result in the student being placed on Leave of Absence. Students on Leave of Absence may not participate in clinical rotations and may have a delayed graduation date.

The student will be placed on academic probation until the passing COMLEX-USA Level 1 score or passing COMLEX-USA Level 2-CE score is received.

If the student fails COMLEX-USA Level 1 or COMLEX-USA Level 2-CE on the second attempt, the student will be reviewed by the Promotions Committee. The usual course of action recommended by the Promotions Committee includes a program of study (CLIND 1710A Directed Study or CLIND 1810A Directed Study) to prepare for the third attempt of the exam as Directed by the CCOM Dean's designee. The student will be placed on academic probation until the passing score for COMLEX-USA Level 1 or COMLEX-USA Level 2-CE is received.

The student will be required to sit for the third attempt at the exam no later than 10 days after completing Directed Study. The student will be placed on Leave of Absence until the score from the third attempt of the exam is received. Students on Leave of Absence cannot participate in clinical rotations and may have a delayed graduation date.

If the student passes the exam on the third attempt, the student will resume clinical rotations in the next scheduled rotation block

If the student fails the exam on the third attempt, the student will be reviewed by the Promotions Committee. The usual course of action recommended by the Promotions Committee is dismissal from MWU/CCOM.

Promotions Committee Guidelines for COMLEX-USA Failures*

Exam	Usual Action*	Academic Status	Repeat Exam Timing	Action Following Retake*
All Passed	Continue in program	Good standing	N/A	N/A
One COMLEX-USA failure (any of COMLEX-USA Level 1 or COMLEX-USA Level 2-CE examinations)	Retake failed COMLEX-USA component after study and remediation plan is completed	Academic probation until passed	Retake period will be recommended by the Promotions Committee and determined by the Office of the Dean. The retake period shall not exceed four months	Pass: Continue in program Fail: See next row
Two COMLEX-USA failures (same component or any combination of COMLEX-USA Level 1 or COMLEX- USA Level 2-CE examinations)	Retake failed COMLEX-USA component after study and remediation plan is completed	Academic probation until passed	Retake period will be recommended by the Promotions Committee and determined by the Office of the Dean. The retake period shall not exceed four months	Pass: Continue in program Fail: See three COMLEX-USA Failures
Three COMLEX-USA failures (same component or any combination of COMLEX-USA Level 1 or COMLEX-USA Level 2-CE examinations)	Recommended dismissal			

*Action may be modified by the Promotions Committee for reasons of additional considerations.

Course Withdrawal

Please refer to the Midwestern University section of the catalog under Academic Policies, Withdrawal.

Criminal Background Checks

CCOM conducts prematriculation criminal background checks by fingerprinting as required by Illinois state law. Affiliation agreements may require additional fingerprinting or background checks for approval of students to participate in clinical rotations.

Disciplinary Warning/Probation

Disciplinary warning/probation occurs for student acts of professional misconduct as defined in Appendices II and IV of the Student Handbook. Disciplinary probation is not noted on the transcript but is kept in the student's permanent academic file. Disciplinary probation information may be shared with clinical sites affiliated with Midwestern University educational programs and documented in the Medical Student Performance Evaluation (MSPE).

Dismissal

Matriculation in medical school is a privilege, not a right. Therefore, a student may be dismissed for any of the following reasons:

- Failure to exhibit the personal and professional qualifications that are prerequisites for the practice of medicine such as acts of dishonesty, including but not limited to cheating on exams, falsifying patient records/logs and plagiarizing;
- 1. Violation of MWU and CCOM rules and regulations stipulated as grounds for dismissal;
- 2. Failure to achieve minimum academic standards in courses, rotations and with COMLEX-USA examinations;
- 3. Falsification of admissions records;
- 4. Failure to meet and maintain technical standards;
- 5. Irregular behavior during COMLEX-USA testing;
- 6. Conviction of a felony or other criminal offense
- 7. Failure to report a criminal arrest

Students who fail three or more courses/rotations (in any combination) are recommended for dismissal. Students who accumulate three failures in any combination of the COMLEX-USA Level 1 and Level 2-CE examinations are recommended for dismissal. The Promotions Committee reserves the right to change its usual actions for reasons requiring additional consideration. All decisions of the Promotions Committee may be appealed to the CCOM Dean in accordance with the policies found elsewhere in this catalog.

Readmission After Dismissal for Poor Academic Performance

Students who withdraw when facing dismissal are not eligible for readmission. Students who have been dismissed are not eligible for readmission.

Extended Study Program (ESP)

Academic. A student may be placed in the Extended Study Program for academic reasons after approval of the Promotions Committee or the CCOM Dean's Office. Once placed in ESP, a student is required to retake failed courses during the regular academic year and is not eligible for summer courses either at CCOM or at any other medical school. If a student is placed in ESP, such action does not modify or limit the Promotions Committee's options to recommend academic probation or dismissal. The Promotions Committee individually reviews ESP students who fail academic courses and applies the Promotions Committee Guidelines as described. Thus, a student may be dismissed for academic reasons while in ESP. Students will be assessed tuition for any additional years of instruction while enrolled. Placement in the Extended Study Program will change the student's expected date of graduation.

Non-academic. Students have the option of requesting to voluntarily enter the ESP program to allow them additional time to address significant personal issues. A program of study is created that permits students to complete the first two years of the curriculum in three years. Students must petition the Dean or designee to voluntarily become an ESP student for personal reasons no later than completion of 50% duration of a quarter. Requests received after this date are reviewed by the Dean or designee and granted only for reasons of substantiated hardship or medical emergency. Students who voluntarily enter ESP for non-academic reasons will not be placed on Academic Probation if they remain in good academic standing in all courses. Students who

voluntarily enter ESP for non-academic reasons will be assessed tuition while enrolled for any additional years of instruction. Students will be assessed tuition for any additional years of instruction while enrolled. Placement in the Extended Study Program will change the student's expected date of graduation.

Grade Point Average

The grade point average is a weighted average computed using the number of credits assigned to each course and the quality points corresponding to the letter grade earned in each course. It is determined by calculating the total number of quality points earned and dividing them by the total number of credits carried. The total quality points earned for each course are determined by multiplying the quality points earned per credit (corresponding to the letter grade) by the number of credits assigned to the course. The student's cumulative grade point average is computed and recorded by the Office of the Registrar. It is calculated at the completion of each academic year and it does not include any grades or credits for courses audited or courses with a grade of withdrawal "W" or withdrawal failing "WF" or pass "P" or failed "F" that were repeated.

Grade for Retaken Course

Remediation of failed courses may entail participation in live or online coursework provided by outside institutions. Such courses may contain some material that was presented in CCOM courses which the student has successfully completed. The student will be responsible for any additional tuition and fees required to complete remediation coursework at outside institutions.

If a student receives a failing grade for coursework taken at Northwestern University, that grade is recorded on the transcript as a letter grade ("F" entry.) Upon repetition of a failed course, the original grade of "F" remains on the transcript and the repeated course and new grade are entered on the transcript. The grade for a failed course repeated and passed at Northwestern University or outside institution is recorded on the transcript as a grade of "C." For all failed clinical rotations at Northwestern University repeated and passed, a grade of "C" will be recorded on the transcript. For both preclinical coursework and clinical rotations that are repeated, the original failing grade will remain on the transcript but will not be included in the GPA calculations. The grade of "C" will be included in the GPA calculation. If a repeated preclinical course or clinical rotation is failed, a grade of "F" is again recorded on the transcript and included in the GPA calculation. Students who fail a course a second time will be recommended for dismissal.

Grading System

Students receive letter grades corresponding to the level of achievement in each course, based on the results of examinations, required course work, and, as applicable, other established criteria. The letter grades, percent ranges, and quality points per credit are as follows:

Grade	Percent (%)	Quality Points (per credit)	Comments
A	93–100	4.000	—
A-	90–92	3.670	—
B+	87–89	3.330	—
B	83–86	3.000	—
B-	80–82	2.670	—
C+	77–79	2.330	—

Grade	Percent (%)	Quality Points (per credit)	Comments
C	70–76	2.000	—
F	< 70	0.000	—
I	—	0.000	An Incomplete (I) grade may be assigned by a course director when a student's work is of passing quality but incomplete, or if a student qualifies for re-examination. It is the responsibility of the student to request an extension from the course instructor. By assigning an "I" grade, it is implied that an instructor agrees that the student has a valid reason and should be given additional time to complete required coursework. All incomplete (I) grades will be resolved within 10 calendar days from the end of final exams for the quarter. In the case of courses ending prior to final exam week, it is the obligation of the course director to monitor the use and resolution of the incomplete grade with notice to the Registrar. If an incomplete grade remains beyond the 10 days, it may be converted to a grade of "F," which signifies failure of the course.
IP	—	0.000	An In-Progress (IP) grade may be assigned when extenuating circumstances make it necessary to extend the grade completion period past 10 days (e.g. illness, family death). Authorization by the Dean is required, and the completion period should not typically exceed one quarter with notification of the Registrar.
P	—	0.000	A pass designation (P) indicates the student made satisfactory progress or completed required coursework satisfactorily. Grade of 'P' is counted toward credit hour accruals for graduation but is not counted in any GPA calculations.
W	—	0.000	Withdrawal/Passing is given when the student's grade at the time of withdrawal is >70% or >C. Withdrawal/Passing is not counted in the GPA calculation, and is not counted in credit hour accrual for graduation. Refer to the MWU Academic Policies for details.
WF	—	0.000	Withdrawal/Failing is given when the student's grade at the time of withdrawal is < 70% or < C. Withdrawal/Failing is not counted in the GPA calculation and is not counted in credit hour accrual for graduation. Refer to the MWU Academic Policies for details.
AU	—	0.000	This designation indicates an audited course, that is, a student registered for a course with the understanding that neither academic credit nor a grade is earned. The course status may not be changed from audit to full credit after the start of the quarter. The designation AU is not counted in the GPA calculation.
PG			This designation indicates the grade is pending (Pending Grade) in a course or rotation. 76

These grading scales apply to all courses unless otherwise noted in the course syllabus.

Immunization and Screening Policy

CCOM students are required to follow the immunization policy as outlined in the Student Handbook. Immunization requirements for CCOM students are subject to current Center for Disease Control (CDC)/applicable state health department protocols and affiliated hospital/site rotation requirements.

Students who do not follow the immunization policy by the stated deadline may jeopardize their acceptance or continued enrollment in the College. If, at any time, testing, attestation of disease-free state or immunizations expire, students may be placed on academic leave of absence until such time they are in full compliance with this requirement.

Insurance Policy

CCOM students are required to follow the insurance policy coverage as outlined in the Student Handbook. Insurance requirements for CCOM students are subject to state health department protocol and affiliated hospital rotation requirements. Students who do not follow the insurance policy by the stated deadline may jeopardize their acceptance or continued enrollment in the College. Proof of health insurance will be required annually. Students who are carrying Medicaid should acquire additional temporary health insurance coverage if they participate in clinical rotations in a state different from which they reside.

Liaison Structure

Student Representatives

Each class elects student representatives following the guidelines stated in the current Student Handbook. The student representatives serve to bring to discussion any issues pertaining to academic schedules, University policy and academic and nonacademic issues that relate to the teaching environment in all four years of the curriculum. The student representatives can meet directly with a representative from the Office of the Dean, the Chairpersons, the Course Directors or the faculty of the departments formally involved in the preclinical and/or clinical curriculum to address the issues noted above.

Student Promotions Committee

The Promotions Committee reviews the academic performance of students in the preclinical and clinical years. The committee meets as needed to review academic and professional progress of students and considers student cases of academic failure, or identified academic deficiencies, as well as circumstances in which students have not met the Student Promotions Committee Guidelines* professional standards set forth in the Osteopathic Oath. Students who attain satisfactory academic and professional progress are promoted to the next academic year provided all tuition and fees have been paid.

Students with one course or rotation failure have the option of meeting with the Promotions Committee but are not required to do so. Students with two or more course or rotation failures are required to meet with the Promotions Committee. Failure to appear, when required, may result in disciplinary action and does not constitute a reason for appeal. Decisions of the committee are confidentially sent to the affected students. The right of appeal exists and is described elsewhere in this catalog. Appeals must be filed in writing with the Dean within three business days following official notification of the committee's decision. The Promotions Committee also recommends to the Faculty Senate for graduation those students who have successfully completed curricular requirements, who have passed COMLEX-USA Level 1 and Level 2 CE of the National Board of Osteopathic Medical Examiners, and who have paid all tuition and fees.

Course or Clinical Rotation	Usual Action*	Academic Status	Timing of Repeat Course/Rotation*	Action Following Remediation
All passed	Promote or Graduate	Good Standing	N/A	N/A
One course or one rotation failure	Retake course/rotation	Academic Warning	Summer, Extended Study Program (ESP), or on the Promotions Committee's recommended schedule	Pass: Promote Fail: Dismiss
Any combination of course or rotation failures resulting in two failures	Retake course/rotation	Academic Probation	Summer, Extended Study Program (ESP), or on the Promotions Committee's recommended schedule	Pass both: Promote Fail either: Dismiss
Any combination of course or rotation failures resulting in three failures	Recommend dismissal			

* Action may be modified by the Promotions Committee for reasons of additional considerations.

Failures in elective courses carry the same weight as failures in core curriculum courses.

Promotion Policy

Students must meet all requirements for their class year in order to be promoted to the next class year.

Student Advising

COMCoaching Program

The COMCoaching Program pairs interested students with a faculty member or third/fourth year CCOM student to facilitate individual discussion pertinent to the requesting student's needs. Topics typically focus on acclimating to the medical school environment, achieving academic success, maintaining a school/life balance and preparation for boards. Interested students may contact the Office of the Dean to request a faculty or student COMCoach. Students who are struggling academically may be required to work with a faculty COMCoach.

Faculty Advisor/Mentor

Students are encouraged to use the advice, expertise and help of the faculty. Students should feel free to contact a faculty member of their choice for advice, encouragement and support. Students may also contact the Office of the Dean to have a faculty mentor assigned through the COMCoaching program.

Supervision of Medical Students by Licensed Healthcare Providers

IL MEDICAL PRACTICE ACT (225 ILCS 60/13) (from Ch. 111, par. 4400 13) Sec. 13. Medical students. Candidates for the degree of doctor of medicine, doctor of osteopathy, or doctor of osteopathic medicine enrolled in a medical or osteopathic college, accredited by the Liaison Committee on Medical Education or the Bureau of Professional Education of the American Osteopathic Association, may practice under the direct, on premises supervision of a physician who is licensed to practice medicine in all its branches in Illinois and who is a member of the faculty of an accredited medical or osteopathic college. (Source: P.A. 89 702, eff. 7 1 97.) www.ilga.gov

As part of their medical education experience, medical students must have direct, on-premises supervision by licensed healthcare providers within their scope of practice and with appropriate qualifications in their disciplinary fields who are licensed to practice medicine in the state in which care is being provided. In the case of physicians, the physician must be AOA or ABMS board certified/eligible to serve as a preceptor or clinical faculty member.

Any licensed healthcare provider, as defined above, who is designated as a teacher for CCOM students, is recognized to be a member of the extended faculty. Any health professional providing health services to a student, through a therapeutic relationship, must recuse themselves from the academic assessment or promotion of the student receiving those health services.