



# Procedure Manual of

## *Texas College of Osteopathic Medicine*

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This manual contains the key procedures for **Texas College of Osteopathic Medicine**. This procedure manual is provided to maintain equitable and efficient operations and to reflect best practices. The goal of this manual is to have one document to reference procedures in relation to HSC policies. This manual will be updated on a regular basis.

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## Procedure No. 1: TCOM - Advanced Placement Waivers and Transfer of Course Credit

### Procedure Statement

A student may apply for an advanced placement waiver.

### Reason for Procedure

This procedure aligns with institutional procedure 7.103 Student Affairs procedure related to advanced placement for TCOM

### Area of Responsibility

Student: Procedure(s) 1, 2, 3, 4

Dean of TCOM: Procedure(s) 4, 5

Office of the Registrar: Procedure(s) 6

### Procedure Details

1. Requests for advanced placement or waiver for any course must be declared by the medical student on the first day of enrollment at the University of North Texas Health Science Center (UNTHSC).
2. The student must then present all supporting documents to the Office of the Registrar.
3. The student is required to attend all classes and take all examinations until a decision is made regarding the advanced placement request.
4. To be placed in advanced standing, a student must have taken a course judged to be equivalent by the appropriate academic department or course director within two years before the first day of classes and awarded a minimum grade of "B," or have completed a similar course and obtained a minimum grade of "B" in a written comprehensive examination given by the department or course director for this purpose before the student's program begins at the Health Science Center.
5. The decision regarding a request for advanced standing will be transmitted in writing to the student by the Dean of TCOM, who will also notify the registrar and the appropriate department or course director.
6. Courses for which advanced standing is granted are assigned a transcript designation of "CR" and are not calculated in the cumulative weighted average.

### Related Policies and References

17.103 School Procedures of the University of North Texas Health Science Center

### Definitions

1. Advanced Placement Waiver. "Advanced placement waiver" means an assignment of credit for a TCOM course in which an equivalent course was taken at another university.

## Procedure No. 2: TCOM - Advanced Standing and Student Transfers

### Procedure Statement

Students enrolled in fully accredited colleges of osteopathic medicine in the United States may be considered for admission in advanced standing to the third year of medical studies at the University of North Texas Health Science Center (UNTHSC), Texas College of Osteopathic Medicine (TCOM), upon completion of the equivalent of the first two years of medical education as now offered at TCOM. The applicant must have valid reasons for transfer, have maintained good academic standing, be qualified in every respect including academic performance, and have met all other requirements for admission. Applicants must be in good academic standing at the school where they are enrolled and be eligible for continuation there.

### Reason for Procedure

This procedure outlines the guidelines for advanced placement and transfers to TCOM and aligns with institutional procedure 7.103 and COCA standards.

### Area of Responsibility

Applicant: Procedure(s) 1, 2

### Procedure Details

1. Guidelines for Eligibility
  - a. An applicant who has been dismissed from or has withdrawn from another medical college for academic reasons will NOT be considered for advanced standing.
  - b. An applicant who had previously applied to TCOM for admission as a first-year student and was not accepted will be considered for advanced standing only if academic performance in medical school has been distinguished as determined by the Admissions Committee.
  - c. An applicant who has taken all premedical or medical studies in foreign institutions, including the medical schools of the Caribbean region, will NOT be considered for admission in advanced standing.
2. Applicants from related professions, such as dentistry, or those who have completed the related basic sciences as a graduate or health professional student are considered for admission only to the first-year medical class, regardless of degree held.

### Related Policies and References

15.520 School Procedures of the University of North Texas Health Science Center

### Definitions

1. Advanced Standing. "Advanced standing" means the candidate will enter the medical school (TCOM) at the beginning of their junior year and complete their last

- two years of clinical education at UNTHSC.
2. Applicant. “Applicant” means one who is seeking admission to school.
  3. Regionally Accredited University. “Regionally accredited university” is a term used in the United States to refer to the process by which one of several accrediting bodies, each serving one of six defined geographic areas of the country, accredits schools, colleges, and universities. Each regional accreditor encompasses the vast majority of public and nonprofit private educational institutions in the region it serves.

### Procedure No. 3: TCOM - Application Procedures

#### Procedure Statement

Students seeking admissions to the Texas College of Osteopathic Medicine (TCOM) at the University of North Texas Health Science Center must participate in a competitive selection process. The purpose of this policy is to delineate the procedures and requirements established by TCOM to pursue admissions to the medical school.

#### Reason for Procedure

This procedure aligns with institutional procedure 7.104 Student Affairs procedure related to application and admission for TCOM

#### Area of Responsibility

All candidates seeking admission to the medical school (TCOM).

#### Procedure Details

1. All applicants are required to complete the Texas Medical and Dental Schools Application Service (TMDSAS) Online Application for medical schools, which is available on their web site. Official transcripts from all prior college-level course work and MCAT scores must also be submitted to the application service. In addition, TMDSAS requires that an applicant's premedical/health professions advisory committee submit a written evaluation directly to the service. Letters from two (2) people who are familiar with an applicant may satisfy this requirement if no advisory committee is available. The letters should be from faculty members and/or an advisor who can assess the applicant's suitability for medical school.
2. TCOM requires completion of its own web-based secondary application that is completed and submitted electronically through a link on the website at <http://my.hsc.unt.edu>.

#### Related Policies and References

Regent Rules Chapter 07.200  
Texas Education Code Chapter §51.842

## 7.104 School Procedures of the University of North Texas Health Science Center

### Definitions

1. Applicant. “Applicant” means one who is seeking admission to school.
2. Prerequisite course/s. “Prerequisite course/s” means those courses that must be completed by the applicant prior to matriculation to TCOM.
3. Regionally Accredited University. “Regionally accredited university” refers to a process in the United States by which one of several accrediting bodies, each serving one of six defined geographic areas of the country, accredits schools, colleges, and universities. Each regional accreditor encompasses the vast majority of public and nonprofit private educational institutions in the region it serves.

### **Procedure No. 4: TCOM - Applicant Selection**

#### Procedure Statement

Admission into the Texas College of Osteopathic Medicine (TCOM) is selective. TCOM uses a holistic review approach to admit a diverse class with the academic credentials and humanistic qualifications to become skilled osteopathic physicians dedicated to patient care and service to their communities.

As a state-supported medical school, TCOM is required to enroll 90 percent Texas residents for each entering class. Up to 10 percent of each entering class may be filled with non-residents.

#### Reason for Procedure

This procedure aligns with institutional procedure 7.104 Student Affairs procedure related to application and admission for TCOM

#### Area of Responsibility

TCOM Office of Admissions: Procedure(s) 1, 2, 4, 9 - 11  
TCOM Faculty, Student and Staff Interviewers: Procedure(s) 3  
TCOM Admissions Committee Members: Procedure(s) 5 - 8  
Dean of TCOM: Procedure(s) 8

#### Procedure Details

1. TCOM processes applications through procedures agreed upon by the participating medical schools in the Texas Medical and Dental Schools Application Service (TMDSAS).
2. Only selected applicants are invited to interview as scheduled by the Office of Admissions. Application invitations to interview are at the discretion of the Assistant Dean of Admissions.
3. Applicants are interviewed by faculty, staff or student interviewers through the multi mini interview (MMI).

4. Applicants who complete the interview process are forwarded to the Admissions Committee for review.
5. The admissions selection team will individually review the application and make a recommendation prior to the committee meeting.
6. During the admissions selection team meeting, applicants are determined to be acceptable or non-acceptable by a vote of the committee.
7. The admissions selection team shall determine the extent an applicant is competitive for admission through the use of the criteria academic qualifications, humanistic experiences, and diverse attributes.
8. Applicants recommended for admission by the committee will be forwarded to the Dean for final approval.
9. Applicants who are approved by both the Admissions Committee and Dean are processed onto a ranked list. Applicant's numeric scores are normalized using a *z score* method.
10. Applicants are placed on a rank order list based on their *z score* (highest to lowest).
11. Applicants are notified of admission in accordance to the procedures agreed upon by the participating medical schools in the Texas Medical and Dental Schools Application Service (TMDSAS). Acceptable applicants who are not admitted are placed on the wait list and are considered for admission when a seat becomes available.

#### Related Policies and References

- 05.201 UNTHSC Policy Nondiscrimination-Equal Employment Opportunity and Affirmative
- 05.205 UNTHSC Policy Sexual Harassment
- 7.104 School Procedures of the University of North Texas Health Science Center

#### Definitions

1. Applicant. "Applicant" means one who is seeking admission to TCOM.
2. Prerequisite course/s. "Prerequisite course/s" refers to those courses that must be completed by the applicant prior to matriculation to TCOM.
3. Admissions Criteria for D.O. Applicants. "Admissions criteria for D.O. applicants" see table below.

### **Procedure No. 5: TCOM - Early Decision Program**

#### Procedure Statement

Applicants who have outstanding credentials and have a preference for TCOM may apply through the Early Decision Program (EDP), which can greatly reduce the financial costs and psychological burdens of applying to several schools. There is no limit on the number of applicants that can be admitted through the EDP. Applicants are reviewed by the Admissions Committee based on the guidelines established in "Applicant Selection" policy.

#### Reason for Procedure

This procedure aligns with institutional procedure 7.104 Student Affairs procedure related to application and admission for TCOM and through TMDSAS

#### Area of Responsibility

Student: Procedure(s) 1, 2, 4, 5,  
Admissions Committee: Procedure(s) 3  
Dean of TCOM: Procedure(s) 3

#### Procedure Details

1. To apply for the EDP, simply check "yes" for the UNTHSC-TCOM Early Decision Program and "no" for all other schools on the TMDSAS application.
2. Applicant should submit an application to TMDSAS as soon as possible after May 1. The deadline for EDP applications is August 1.
3. All EDP decisions are made by September 15.
4. Any applicant that is accepted through the EDP process must attend TCOM.
5. An applicant that is not accepted through the EDP is free to apply to other schools for regular admission consideration.

#### Related Policies and References

Procedure No. 3 Application Selection  
7.104 School Procedures of the University of North Texas Health Science Center

#### Definitions

1. Applicant. "Applicant" means one who is seeking admission to school.
2. Prerequisite course/s. "Prerequisite course/s" refers to those courses that must be completed by the applicant prior to matriculation to TCOM.

### **Procedure No. 6: TCOM - Research Concerning Osteopathic Medical Students**

#### Procedure Statement

Any proposed grant (federal, state, or private) in which an investigator plans to train osteopathic medical students shall be reviewed by TCOM faculty and administrators.

#### Reason for Procedure

This procedure outlines the process for how TCOM evaluates and approves any research that may impact the educational experience of TCOM students and reinforces that the TCOM curriculum committee has oversight over all curriculum activities as required by COCA standards.

#### Area of Responsibility



Investigator: Procedure(s) 1  
TCOM Curriculum Committee: Procedure(s) 1, 2  
TCOM Executive Committee: Procedure(s) 2, 3  
Office of Grants and Contracts: Procedure(s) 3

#### Procedure Details

1. Any proposed grant (federal, state or private) in which an investigator plans to train osteopathic medical students will be submitted to the TCOM Curriculum Committee for review.
2. If approved by the TCOM Curriculum Committee, the grant will then be reviewed the TCOM Executive Committee.
3. Any grant containing a training component deemed inconsistent with the educational goals and objectives set forth for the curriculum or deemed not a priority for the curriculum will be disapproved and will not be processed for submission by the Office of Grants and Contracts.

#### Related Policies and References

15.505 School Procedures of the University of North Texas Health Science Center

#### Definitions

None

### **Procedure No. 7: TCOM - Semester Credit Hours**

#### Procedure Statement

The University of North Texas Health Science Center (UNTHSC) considers accumulation of semester credit hours an important factor in the learning experience. This procedure addresses this factor for TCOM students.

#### Reason for Procedure

This procedure outlines the providing of credit hours to align with THECB guidelines for higher education programs.

#### Area of Responsibility

TCOM Students: Procedure(s) 1

#### Procedure Details

1. One semester credit hour (SCH) is assigned to each 16 hours of scheduled student

activity, including examinations. Students receive four semester credit hours for each four-week rotation.

#### Related Policies and References

15.543 School Procedures of the University of North Texas Health Science Center

#### Definitions

None

### **Procedure No. 8: TCOM - Academic Honors and Class Rank**

#### Procedure Statement

It is a tradition at the Health Science Center to recognize its highest scholars and promote academic excellence. Academic honors are noted on the student's official permanent record.

No graduate will be named to the Dean's List or receive a degree with honors who has failed a course, who has not been enrolled as a full-time student, or who has been placed on academic, disciplinary probation or suspension. Transfer students are not eligible for academic honors.

#### Reason for Procedure

This procedure outlines the method of calculating academic honors, dean's list, and class ranking/quartiles.

#### Area of Responsibility

Dean of TCOM: 1, 4  
Senior Associate Dean for Academic Affairs: 2  
Curriculum Director: 2  
Course Director: 2  
Clerkship Director: 2  
Office of the Registrar: 2, 5  
UNTHSC President: 3

#### Procedure Details

1. The Dean's List for semesters 1 through 4 recognizes medical students whose weighted averages make up the highest 10 percent of each class enrolled in the college. Numeric course grades, based on a 100% scale, will be used to determine the top 10% of the class.
2. For semesters 1 through 4, numeric course grades will be represented as a percent of the total points achieved within a course and will be converted to an Honors (H), Pass (P), or Fail (F) grade. Some courses such as Professional Identity and Health Systems Practice, Medical Practice and its Rural Medicine equivalent will be a Pass/Fail course. Honors will be determined for each System course by

setting an Honors Achievement score at 91%. If 15% of the class does not achieve honors in a particular course, then the Honors Achievement score will be lowered to include the top 15% of the class. A student cannot achieve Honors in a course if they fail a portion of the course or if any portion of the course requires remediation. The Pass/Fail determination for each course will be determined following course completion by applying The Objective Borderline Method (OBM) in determining a pass/fail cut-off score for borderline scores. Borderline grades, unless otherwise stated in a course syllabus and approved by the Senior Associate Dean for Academic Affairs, will be considered to be 67 through and including 77. Utilizing this borderline group range any score below a 67 is automatically considered a Fail and any grade of 78 and higher is automatically considered a Pass. If upon application of the OBM, the Senior Associate Dean for Academic Affairs, the Curriculum Director, and the Course Director all agree that a variance to this cut-score needs to be considered, then they shall meet as a committee along with an additional faculty voting member of the curriculum committee and identify a new cut score. For Semesters 5 through 8, clinical rotation grades are recorded as Pass/Fail per criteria outlined in clerkship syllabi.

For Semesters 5 through 8, core clerkship grades will be assigned an Honors (H), Pass (P), or Fail (F) grade. Students may be eligible for "Honors", designated by the Clerkship Director, if they meet all expected requirements to pass the clerkship and:

- a. Score 91 or above on the COMAT exam for that clerkship. The score will be set and approved on an annual basis by the clerkship director, the assistant dean for clinical education, and the senior associate dean for academic affairs.
- b. Achieve an "Exceeds Expectation" on at least one of their clinical evaluation competency areas.
- c. Do not have a "Below Expectation" on any clinical evaluation competency area.
- d. Do not violate any Clinical Education policy or procedure while on the rotation, e.g. attendance policy.

The final designation for Honors is at the discretion of the Clerkship Director for Core clerkships and does not apply to elective rotations.

3. The distinction of President's Scholar is awarded to graduating seniors who have been named to the Dean's List for every semester of enrollment during years 1 and 2 at the Texas College of Osteopathic Medicine (TCOM).
4. Academic honors are awarded with the degree at graduation to medical students whose cumulative weighted averages make up the highest 10 percent of the graduating class. Numeric course grades, based on a 100% scale, will be used to determine the top 10% of the class. The students in this group shall be designated as graduating with honors. For the purpose of determining academic honors for graduation, grades will be calculated for honors prior to graduation and will include coursework in semesters 1-4 and end of rotation COMAT percentage scores for core clinical rotations during semesters 5 and 6.
5. Class rank will be calculated based on cumulative weighted numeric grade averages of those courses that are taken by all TCOM students. Class rank will be calculated at the end of Years 1, 2, and 3. Class rank at the end of Years 1 and 2

is calculated on the basis of cumulative coursework completed at the end of each respective year. Professional Identity and Health Systems Practice, Medical Practice grades and its Rural Medicine course equivalent will not be utilized in calculating class rank. Class rank at the end of Year 3 is calculated on the basis of cumulative course work completed in years 1 and 2 plus the COMAT score averages for clinical rotations during year 3.

- a. Class rank is calculated for internal use only. Besides honors and Dean's list designations the only reported metric will be the student's quartile ranking.

### Related Policies and References

7.103 School Procedures of the University of North Texas Health Science Center

### Definitions

None

## **Procedure No. 9: TCOM - Academic Probation**

### Procedure Statement

Academic probation is a serious matter and serves as official notice to the student that the quality of the student's performance during the probationary period must improve in order to remain eligible to continue at the health science center. Any student who fails to improve his or her performance in the areas identified by the Student Performance Committee (SPC) during the probationary period may be continued on probation, asked to withdraw or be dismissed from the health science center. Students on academic probation may not hold any elected or appointed office, institutional or external.

Students experiencing academic difficulty or on academic probation are expected to take full advantage of their educational experience by regularly attending classes and seeking assistance from faculty, course directors and the Office of Student Affairs. Additionally, learning assessment, skill development and tutoring services are available to mediate curricular deficiencies.

### Reason for Procedure

This procedure outlines the criteria and consequences of students who are on academic probation and aligns with institutional procedure 7.103

### Area of Responsibility

Student Performance Committee: Procedure(s) 1, 2

Senior Associate Dean for Academic Affairs (or his/her designee): Procedure(s) 1, 2

TCOM Students: Procedure(s) 1, 2

### Procedure Details

1. Students failing any course will be placed on academic probation. Students deemed to be performing at a level that places them at academic risk for failure may be placed on academic probation at the discretion of the Student Performance Committee. Once academic deficiencies have been remediated and a student is performing at a level that is no longer placing them at risk for failure he/she may be removed from academic probation at the discretion of the Student Performance Committee.
2. A student on academic probation may not hold any elected or appointed office, institutional or external.
  - a. The Senior Associate Dean of Academic Affairs has the discretion to allow students to maintain officer positions in some circumstances.

### Related Policies and References

- 7.129 Student Policy - Co-Curricular Involvement Policy
- 15.511 School Procedures of the University of North Texas Health Science Center

### Definitions

None

## **Procedure No. 10: TCOM- Support for Academic Difficulties**

### Procedure Statement

Any student with academic difficulties is encouraged to work with the Center for Academic Performance (CAP) for academic counseling.

### Reason for Procedure

This procedure outlines the procedure for academic support for students as required in COCA standards

### Area of Responsibility

Senior Associate Dean for Academic Affairs and/or his/her designee: Procedure(s) 1  
Testing and Evaluation Services: Procedure(s) 1

### Procedure Details

1. Any student with academic difficulties is encouraged to work with the Center for Academic Performance (CAP) for academic counseling. Students may be contacted by the curriculum director, course director, assistant dean, advisory college director, or the clerkship program director for academic counseling. It is the responsibility and expectation that a student with academic difficulty take

advantage of all available resources to help them be successful.

Related Polices and References

- 7.113 FERPA Policy (Family Educational Rights and Privacy Act of 1974)
- 15.533 Failed Course and Remediation
- Student Policy Handbook
- Department of Osteopathic Clinical Education Procedure Manual
- UNTHSC Catalog
- 15.534 School Procedures of the University of North Texas Health Science Center

Definitions

None

**Procedure No. 11: TCOM - Auditing**

Procedure Statement

Non-TCOM and individuals previously enrolled in TCOM may audit classes according to the following guidelines. With approval by the Dean (or his/her designee), individuals previously enrolled in TCOM may audit classes until the end of the academic year in which they withdrew. They may not sit for any exams or quizzes in any courses. They may not actively participate in laboratories but may observe with instructor approval. Laboratories include OMM 1 - 4, Medical Practice 1 - 4, and all anatomy laboratories associated with the Systems Courses in Years 1 and 2. They may not participate in any patient care activities. Any person who has never been enrolled in TCOM is prohibited from auditing any course taught in TCOM, unless given special permission by the Dean of TCOM. Even when given approval by the Dean of TCOM, he or she may not sit for any exams or quizzes in any courses.

Reason for Procedure

This procedure outlines the criteria for auditing courses at TCOM and aligns with institutional procedure 7.103

Area of Responsibility

Dean of TCOM: Procedure(s) 1

Procedure Details

1. Auditing of any course is at the discretion of the Dean with approval of the faculty.

Related Polices and References

School Procedures of the University of North Texas Health Science Center 15.512

## Definitions

1. TCOM Student. “TCOM student” means an individual who is currently enrolled in TCOM.
2. Former TCOM Student. “Former TCOM student” means an individual who was previously enrolled in TCOM.

## **Procedure No. 12: TCOM - Course Learning Objectives**

### Procedure Statement

Students are expected to accomplish the learning objectives for each course in the curriculum. Learning objectives are provided in the syllabus for each course along with instructional opportunities to acquire those objectives. All assessments including exams and quizzes will be based on those learning objectives.

### Reason for Procedure

This procedure outlines how the AOA competencies as outlined in COCA standards are being matched to the content delivered in each course.

### Area of Responsibility

Content Specialist: Procedure(s) 2, 3  
Curriculum Director: Procedure(s) 2-4  
Administrative Course Director: Procedure(s) 1-5  
All TCOM Course Faculty: Procedure(s) 1, 4, 5  
Academy of Medical Educators: Procedure(s) 4

### Procedure Details

1. Faculty are required to provide students with written educational goals and objectives for each educational activity in each course in the curriculum prior to the start of the course. These objectives will be placed in the syllabus for each course.
2. Clinical content specialist and basic science specialist collaborate to create understanding of progression of the curriculum and to create appropriate objectives for the educational level of the students. Learning objectives developed must be based on AOA competencies and provide for integrated basic science and clinical science to provide demonstrated relevance.
3. A Content Specialist will confer with the Curriculum Director and Administrative Course Director to identify the required topics for each course.
4. Course faculty will be responsible for curriculum delivery and shall provide a final list of required objectives for each identified topic to the Administrative Course Director and/or his/her designee prior to the beginning of each course. These

objectives will be written using guidelines established by the Academy of Medical Educators (AME).

5. Objectives shall include those core requirements as are needed for accreditation.

#### Related Polices and References

15.524 School Procedures of the University of North Texas Health Science Center

#### Definitions

None

### **Procedure No. 13: TCOM - Attendance Procedure**

#### Procedure Statement

The University of North Texas Health Science Center (UNTHSC) considers attendance of students an important factor in the learning experience. This procedure addresses this factor for TCOM students.

#### Reason for Procedure

This procedure outlines the criteria for attendance at TCOM and aligns with institutional procedure 7.104

#### Area of Responsibility

TCOM Students: Procedure(s) 1-4  
Clerkship Director: Procedure(s) 3  
Senior Associate Dean for Academic Affairs: Procedure(s) 3

#### Procedure Details

1. During Years 1 and 2, medical students are encouraged to attend all classroom activities. Large classroom activities such as lectures, MLM's, PLM's, OLM's often enhance a student's application and comprehension of content via contact with faculty experts that in many instances cannot be achieved from reviewing DSA's, recordings, or other learning resources. However, attendance is not mandatory under most circumstances. Quizzes or other graded activities may be scheduled during these large classroom activities. Failure to attend these sessions will result in a zero for the graded activity unless an excused absence is obtained.

Attendance at large classroom activities may be mandatory under special circumstances as may be outlined in a course syllabus or as designated on the curriculum calendar.



2. Attendance is mandatory at all laboratories, skills labs, small group sessions, and Team-based Learning Modules (TLM). Students should consult each course syllabus to identify any specific requirements. Excused absences may be granted with permission of the Curriculum Director. The student is responsible for all content covered during missed activities. If the absence is due to an illness, the student must also provide a note from a licensed health care provider confirming the illness. Absence requests should be filled out by going to MyHSC online portal his/her EUID and password for any absence from a required activity including assessments. All absence requests that cannot be anticipated must be completed online within 48 hours of the missed required event.

When the period of absence is anticipated and may be planned, the student must confer with the appropriate course and curriculum director and determine a plan of action for the absence. The student must submit an online Absence Request at least three weeks before the requested date(s) of absence. A student who wishes to attend a professional conference will follow the same procedure and request permission to attend. A student who has been having academic difficulty as defined by academic probation or has a cumulative GPA less than 80% may have this request denied.

Failure to attend mandatory sessions may result in a non-professional conduct report and/or be reflected in course grading as outlined in the course syllabus.

3. The focus of the clinical experience in years 3 and 4 is patient care. 100% attendance is, therefore, mandatory to be certain that continuity of care is maintained. It is understood; however, that certain situations may arise that will result in absence from required daily participation. In such instances please refer to the Osteopathic Clinical Education Procedure Manual.
4. In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence. For more information visit the institutional academic policy (7.103).

#### Related Policies and References

- 7.103 Institutional Academic
- 15.541 School Procedures of the University of North Texas Health Science Center

#### Definitions

None

### **Procedure No. 14: TCOM - Examination and Quiz Administration**

#### Procedure Statement

Examinations and quizzes will be given at the time and date established by the Senior Associate Dean for Academic Affairs and/or his/her designee.

#### Reason for Procedure

This procedure outlines the criteria for examination and quiz administration at TCOM and aligns with institutional procedure 7.103

#### Area of Responsibility

TCOM Students: Procedure(s) 1,3, 7

Testing and Evaluation Services: Procedure(s) 2-4, 6-8, 10

Office of Disability Access: Procedure 7

Senior Associate Dean for Academic Affairs (or his/her designee): Procedure(s) 4-7, 9-10

Assistant Dean for Osteopathic Clinical Education: Procedure(s) 10

#### Procedure Details

1. Students must be seated in their designated seats prior to the published examination or quiz time. For a remote exam/quiz, the start time is the published start time from Testing and Evaluation Services (TES) and those students who start after the designated late time will be subject to penalties outlined below. Additionally, students must upload the assessment by the time outlined in the assessment instructions.
2. Testing and Evaluation Services shall be responsible for identifying those students late for seating/starting an assessment. Testing and Evaluation Services shall report all late students to the Senior Associate Dean for Academic Affairs and/or his/her designee immediately following the examination.
3. Students who arrive late to an examination will receive no additional time to take the examination. They will be required to stop taking the examination at the published stop time.
4. For the first late arrival/late upload for a pre-clinical curriculum examination/quiz in a semester, a student will lose 10% of the total number of raw points on the exam/quiz. If this adjustment happens to contribute to a course grade that falls below the pass/fail cut score for the course, the student's grade may be adjusted to the passing cut score. The Senior Associate Dean for Academic Affairs or his/her designee reserves the right to excuse the 10% penalty.
5. For the second late arrival/late upload for a pre-clinical curriculum examination/quiz in a semester, a student will lose 20% of the total number of raw points on the exam/quiz. If this adjustment happens to contribute to a course grade that falls below the pass/fail cut score for the course, the student's grade may be adjusted to the passing cut score. The Senior Associate Dean for Academic Affairs or his/her designee reserves the right to excuse the 20% penalty.
6. For the third and subsequent late arrival/late upload for a pre-clinical curriculum examination/quiz in a semester, a student will lose 30% of the total number of raw points on the exam/quiz. If this adjustment happens to contribute to a course grade that falls below the pass/fail cut score for the course, the student's grade may be adjusted to the passing cut score. The Senior Associate Dean for Academic Affairs or his/her designee reserves the right to excuse the 30% penalty.
7. Students who receive testing accommodations will have an examination start and stop time determined by the Office of Disability Access (ODA), this will also apply to quizzes when they are administered by ODA.
8. Other violations of testing procedures/instructions may be subject to the same penalty point process outlined for late arrival/uploads.

9. Late/missed examination procedures during clinical clerkships will be outlined in clerkship syllabi.
10. Students who are tardy to multiple mandatory exams and/or quizzes may be reported for professionalism concerns to the Senior Associate Dean for Academic Affairs or his/her designee.
11. Students found out of compliance with this procedure may be subject to disciplinary action including loss of examination points. Students should consult the course syllabus and individual test instructions for additional information related to specific assessments.

### Related Policies and References

15.523 School Procedures of the University of North Texas Health Science Center

### Definitions

1. Examination Start Time. “Examination start time” means the published time. For example, if the start time of 8:00 AM is published and the examination is delayed by proctors’ procedures until 8:10 AM, a student is penalized if he/she is seated after 8:00 AM.

## **Procedure No. 15: TCOM - Examination Security**

### Procedure Statement

The intent of this procedure is to maintain a collection (bank) of secure examination questions for the appropriate assessment of students' knowledge and skills. Students will not have access to the Secure Examination Item Bank.

### Reason for Procedure

This procedure outlines the criteria for examination and quiz administration at TCOM and aligns with institutional procedure 7.103

### Area of Responsibility

Curriculum Director: Procedure(s) 1-6  
Course Director: Procedure(s) 1-6  
Testing and Evaluation Services: Procedure(s) 1-6  
TCOM students: Procedure(s) 2-6

### Procedure Details

1. Testing services will provide proctors for examinations.
2. Examinations and quizzes will be taken on computer via Exemplify to assure security of the exams.
3. Students will not be allowed to use any supplemental resources during exams or quizzes.
  - a. some assessments may allow use of other resources; this will be announced to the

students before the quiz.

4. Electronic devices will not be allowed out during reviews of exams or quizzes.
5. Having electronic devices out during reviews can result in a non-professional conduct report, failures of the assessment, and/or evaluation by student affairs for academic dishonesty.
6. All Exemplify assessments include a notice at the start of the assessment that outlines the following expectations:
  - a. awareness that assessment materials are owned by or licensed to the college and that any form of copying of these materials is prohibited.
  - b. that they will not reproduce testing materials without the expressed consent of the college.
  - c. that they will not distribute, or communicate in any form, to students at other medical schools or to any other persons.
  - d. that the college will take any reasonable action to ensure the security of assessment materials.
  - e. unless specified for a particular assessment, you must be physically present in the classroom session during the assessment. If the assessment is delivered via virtual meeting, you must be present during virtual meeting when passcode is provided to take assessment.
  - f. assessment passcodes are never to be shared with other students under any circumstances.
  - g. all faculty, staff and students are responsible for providing disclosure of these conduct violations to the Office of Student Affairs for any known violation of this procedure.

#### Related Policies and References

7.103 Institutional Academic

15.534 TCOM - Failed Examinations

15.533 School Procedures of the University of North Texas Health Science Center

#### Definitions

1. Secure Examination Item Bank. “Secure examination item bank” means all examination questions administered in Systems and OMM courses.
2. Flawed questions. “Flawed questions” mean questions that have no correct answer or multiple correct answers.

### **Procedure No. 16: TCOM - Post Exam scoring and rescoring**

#### Procedure Statement

The following post-exam procedures will take place after each written examination.

#### Reason for Procedure

This procedure outlines the criteria for examination and quiz scoring at TCOM and aligns with institutional procedure 7.103

### Area of Responsibility

Course Director: Procedure(s) 1, 3  
Testing and Evaluation Services: Procedure(s) 1-3  
TCOM Students: Procedure(s) 2  
Center for Academic Performance: Procedure(s) 2

### Procedure Details

1. Exams will be scored and the following reports will be provided to the Course Director within 1 business day of the exam:
  - a. Item Analysis - will show entire question and answer choices along with the class performance on each question.
  - b. Summary Report
    - i. Assessment performance data - average score, lowest and highest score.
    - ii. Histogram - graphical representation of how the entire class performed.
    - iii. Assessment Score Reliability (KR-20).
    - iv. Category Performance - graphical representation of how the low, average, and high performs on the exam performed in each category.
    - v. At Risk Students - lowest 27% scorers.
    - vi. Question Performance - condensed view of item analysis.
  - c. Category Report - will show the class performance on each identified category.
2. Testing and Evaluation services will deploy the “Strengths and Improvement Opportunities” report for each student following each exam to provide them with feedback targeting areas of improvement. This report contains the following features:
  - a. Student’s score and class average.
  - b. Category Performance:
    - i. Shows student performance and class average by category.
    - ii. Identifies how many items the student got correct out of all items on the exam.
    - iii. Identifies areas where the student has opportunities for improvement:
      - 1) Green Triangle (Doing Well) = above class average and above 70% for category.
      - 2) Yellow Circle (Needs Review) = (between 50-70% correct and above class average) or (scored below class average and above 70%)
      - 3) Red Triangle (Needs Improvement) = (scored below 50%) or (20%+below class average)
  - c. Students can use this report to focus their future studies.
  - d. If students meet with the CAP Office they will bring this report. This will be utilized by the Learning Specialists to assist the students in identifying areas that need improvement and aligning and students with appropriate

resources.

3. In order to provide students with an opportunity to provide feedback to faculty about exam items, the “Notes” feature in Exemplify will be utilized. Students will be able to electronically record notes on questions during the exam. After the exam, student feedback will be compiled for each exam item. Per Curriculum Director’s request, feedback will be provided for either all question items or only items that performed less than 70%. This student feedback report will be provided within TWO business days of the exam:
  - e. The Course Director will use the exam reports and student feedback to identify exam items that need to be rescored. Testing and Evaluation Services (TES) will rescore items which fall into the following areas:
    - i. If an item is keyed incorrectly, Course Director will provide TES the correct answer.
    - ii. If an item is flawed (has no correct answer, multiple correct answers, contains an error(s) in the stem or answer, or resulted in extremely poor statistics) the Course Director will request that the question be removed from the exam, and the item will be returned to the author for editing.
  - f. TES will re-score the exam with the changes provided and re-run exam reports. Exam Scores will be updated on Canvas and students will be notified that a change was made to the exam.

#### Related Policies and References

15.537 School Procedures of the University of North Texas Health Science Center

#### Definitions

None

### **Procedure No. 17: TCOM - Make-up Examinations**

#### Procedure Statement

Students are expected to take course exams on the date and time established by the course director or on the course syllabus. In extraordinary circumstances students may be approved to take make-up exams on an alternate date or time at the discretion of the Senior Associate Dean for Academic Affairs and/or his/her designee.

#### Reason for Procedure

This procedure outlines the criteria for make-up examinations at TCOM and aligns with institutional procedure 7.103

#### Area of Responsibility

Senior Associate Dean for Academic Affairs and/or his/her designee: Procedure(s) 1-4  
Testing and Evaluation Services: Procedure(s) 1-4

Procedure Details

1. Students may request approval to make up course exams missed due to an approved absence, if sanctioned by the Senior Associate Dean for Academic Affairs and/or his/her designee.
  - a. Requests based on an excused absence, including observance of a religious holy day UNTHSC Policy 07.103 (Absence for Religious Holy Day), must be submitted to the Senior Associate Dean for Academic Affairs and/or his/her designee as early at the beginning of the semester or as early as possible. No excused absence will be granted that is not submitted at least three weeks before the date of the regularly scheduled exam.
  - b. Requests for absence due to illness or injury must be supported by documentation from a licensed health care provider that specifies the date the medical leave begins, the date the medical leave ends, and whether any restrictions to activities are present. Requests must be received within 48 hours of the assessment missed.
  - c. Documentation for extraordinary absences will be reviewed on a case-by-case basis by the Senior Associate Dean for Academic Affairs and/or his/her designee.
    - i. Significant family issues;
    - ii. UNTHSC Representative to meeting or presenting abstract or poster at meeting.
      - 1) Student must be passing with 80% or better in all courses to be approved.
2. Make-up exams may be scheduled prior to or after a regularly scheduled exam. The time and date for a make-up exam will be determined by the Senior Associate Dean for Academic Affairs and/or his/her designee and Testing and Evaluation Services.
3. Students missing a regularly scheduled exam due to a religious holy day will be subject to UNTHSC Policy 7.103 (Absence for Religious Holy Day). In all other cases, students may take a maximum of two (2) make-up exams in a semester, or three (3) in one year, without penalty. Any additional make-up exams will result in a reduction of 10% of the total number of raw points on the exam. Missing a regularly scheduled exam more than four (4) times in a semester, or six (6) in one year will result in a reduction of 20% of the total number of raw points on the exam. These penalty points may result in a course failure. These penalties may be reviewed and excused in unique circumstances by the Senior Associate Dean of Academic Affairs.
4. Students who miss a course examination without an approved absence or documented illness will not be permitted to take a make-up exam and will receive a 0% (zero) grade for the examination.

Related Polices and References

7.103 Institutional Academic  
15.535 School Procedures of the University of North Texas Health Science Center

Definitions

None

## Procedure No. 18: TCOM - National Board Examinations

### Procedure Statement

All students are required to take and pass all required COMLEX exams and other requirements as outlined by COCA standards in order to graduate. Students who do not pass the required assessments must appear before the Student Performance Committee (SPC). The SPC may recommend academic leave to enable preparation for re-examination. Otherwise, students will continue in the degree program on a provisional basis pending results of the re-examination. A student who does not achieve a passing score as determined by the NBOME on any part within three attempts shall be dismissed from the DO degree program.

### Reason for Procedure

Requirements outlined by COCA standards

### Area of Responsibility

All TCOM Students: Procedure(s) 1-6

Student Performance Committee: Procedure(s) 1-6

Executive Director of Clinical Education: Procedure(s) 3

### Procedure Details

- 1) Students who take COMLEX 1 or COMLEX 2CE exam and pass will continue with core clinical rotations. A student may not start year 4 without a passing score on COMLEX 1.
- 2) Any student who fails their first attempt at COMLEX 1 will go before the student performance committee (SPC) and be removed from clinical rotations. If the SPC allows them to repeat the exam, then they may resume rotations while awaiting exam results.
  - (a) Students may be allowed to complete their current rotation if they have completed greater than 50% of the clerkship.
- 3) Any student who fails their first attempt at COMLEX Level 2 will go before the SPC. If the SPC allows them to repeat the exam, the student will work with the director of osteopathic clinical education to adjust their clinical rotations.
  - (a) The Assistant Dean of Osteopathic Clinical Education and the Senior Associate Dean of Academic Affairs must approve the schedule alterations before a student is allowed to extend beyond the date of commencement.
- 4) Any student that fails COMLEX 1 on their second attempt will go before the SPC and may either be administratively withdrawn to repeat the year or be dismissed.
- 5) Any student that fails COMLEX 2 CE on their second attempt will go before the SPC and may be dismissed, administratively withdrawn to repeat the year, or allowed to continue in the current year.



- 6) Unless specific permission is granted, students are not to schedule subsequent COMLEX examinations until they have been reviewed by SPC and any subsequent appeals have been finalized.
- 7) Any student who fails a COMLEX 1 or COMLEX 2CE exam on three (3) occasions shall be dismissed.

#### Related Polices and References

15.515 TCOM Requirements for Graduation  
15.536 School Procedures of the University of North Texas Health Science Center

#### Definitions

None

### **Procedure No. 19: TCOM - Subject Exam and Comprehensive Exam**

#### Procedure Statement

TCOM students must sit for comprehensive and subject examinations to fulfill graduation requirements and to assess competencies to practice osteopathic medicine.

#### Reason for Procedure

This procedure outlines the criteria for examination for core clerkships at TCOM and aligns with institutional procedure 7.103

#### Area of Responsibility

Testing and Evaluation Services: 1-4, 8  
TCOM Students: Procedure(s) 1-2, 7  
Clerkship Director: Procedure(s) 4  
Senior Executive Assistant in Student Affairs: Procedure(s) 4  
Student Performance Committee: Procedure(s) 4, 5  
Dean of TCOM: Procedure(s) 4, 7  
Office of Student Affairs: 5

#### Procedure Details

1. Subject Examinations from the National Board of Osteopathic Medical Examiners (NBOME) will be administered in core clinical clerkships for which these examinations are available. Assigned students must sit for the appropriate subject examination administered at the completion of each of their rotations. All students are required to take the subject examinations without prior determination that the course has been passed.
2. If a student misses a Subject Exam due to an excused absence, he or she must re-

schedule the exam with Testing and Evaluation Services. The Testing & Evaluation Services will inform the Director of Clinical Education of the re-scheduled exam.

- a. Missing a Subject Exam without an excused absence will result in failure of the exam.
3. Core Clerkship Subject Examinations will be graded and points will be added to each student's score based upon the standard deviation of the national mean for that subject exam. A passing grade for each subject exam will be set at 70%.
4. A student who fails a subject exam receives an incomplete in the course and must re-take the exam. The student must re-schedule the subject exam with the Testing and Evaluation Services. A second failure results in failure in the course, and the clinical clerkship must be repeated. A second failure of a subject exam, whether in the same rotation or a different rotation, requires an appearance before the TCOM Student Performance Committee.
5. The Student Performance Committee evaluates the evidence and makes a recommendation to the Chair of the Student Performance Committee (Senior Dean for Academic Affairs) who then conveys the decision in writing to the student through an official form of communication as recognized by UNTHSC and TCOM.
6. The student may appeal the decision to the Dean of TCOM. Appeal must be made within five business days of receipt of the letter from the Chairman of the Student Performance Committee. The Dean's decision regarding the student's appeal is final.
7. Scores for subject exams are reported to students, TCOM administration, including the Dean of TCOM, Senior Associate Dean for Academic Affairs, Director of Clinical Education, and the Office of Student Affairs.

#### Related Policies and References

15.538 School Procedures of the University of North Texas Health Science Center

#### Definitions

None

### **Procedure No. 20: TCOM - Failed Course and Remediation**

#### Procedure Statement

All course failures will be evaluated and reviewed by the Student Performance Committee (SPC). All courses and their resultant failures, regardless of content, credit hour, perceived difficulty, or assessment strategy shall be equally considered in recommendations made by the SPC. The SPC will review each course failure as well as the overall academic and professional performance of the student assigned a failing grade. The SPC will make a recommendation to the Senior Associate Dean for Academic Affairs regarding remediation, repeating of an academic year, or dismissal. The opportunity to remedy academic deficiencies at other than regularly scheduled course times may be extended to medical

students. Remediation may occur based upon the recommendations of the Student Performance Committee.

1. A deficiency in any preclinical course occurring in semesters 1 through 4 must be remediated before beginning the next semester.
2. A deficiency in a clinical clerkship must be remediated before progressing to the next academic year.
3. Failure to earn a passing grade in a remediated course is grounds for repeating the academic year or dismissal from TCOM. The date and time of any remedial examination will be determined by Testing Services in consultation with the Curriculum Director and Course Director.
4. If a student fails any 2 courses within the same semester, the student is required to repeat the year.
  - a. The SPC may allow a student to remediate a second failed course in a semester if the failure of one course is the result of failing only the OMM portion of a Pass 2 systems course or a failed section of Medical Practice or Professional Identity and Health Systems Practice. However, this decision will be made by the SPC based on the individual circumstances and the entire academic record.
5. When a course is repeated or remediated, all attempted credit hours and earned grade points are counted in computing the cumulative weighted average. A notation on the transcript is placed next to these courses to indicate that these courses have been repeated or remediated.

#### Reason for Procedure

This procedure outlines outcomes and guidelines for course failures at TCOM and aligns with institutional procedure 7.103

#### Area of Responsibility

Student Performance Committee: Procedure(s) 1, 5  
Senior Associate Dean for Academic Affairs: Procedure(s) 1, 2, 4  
Curriculum Director: Procedure(s) 3  
Administrative Course Director: Procedure(s) 3  
Testing and Evaluation Services: Procedure(s) 3  
Dean of TCOM: Procedure(s) 5

#### Procedure Details

#### Related Policies and References

7.103 Institutional Academic  
15.525 School Procedures of the University of North Texas Health Science Center

#### Definitions

None

## Procedure No. 21: TCOM - Dismissal

### Procedure Statement

Students enrolled in the University of North Texas Health Science Center's (UNTHSC) Doctor of Osteopathic Medicine program, and any of its dual programs, must meet academic and professional standards established by the program.

### Reason for Procedure

This procedure outlines the criteria for dismissing a student from TCOM and aligns with institutional procedure 7.103

### Area of Responsibility

Student Performance Committee: Procedure(s) 1-4  
Senior Associate Dean for Academic Affairs: Procedure(s) 1-4  
Dean of TCOM: Procedure(s) 1-4

### Procedure Details

The Senior Associate Dean for Academic Affairs and the Student Performance Committee (SPC) reviews the academic and professional performance of students to assess whether performance standards are being met. Students who do not meet these standards are subject to dismissal. Such causes for dismissal may include but are not limited to:

1. A student fails any course/clerkship in a repeated year.
2. A student exceeds the two year/two attempt limit for completing one academic course, academic year or six-year limit for completing requirements for graduation, exclusive of participating in a dual degree program.
3. A student has not passed any part of COMLEX, as administered by the National Board of Osteopathic Medical Examiners, within three (3) attempts.
4. A student is found to be in violation of the university's standards of professional conduct.

### Related Policies and References

7.103 Institutional Academic  
15.513 School Procedures of the University of North Texas Health Science Center

### Definitions

None

## Procedure No. 22: TCOM - Leave of Absence

### Procedure Statement

A student may request to take a leave of absence with the occurrence of a health problem or personal issues that may be interfering with success in his/her degree program.

### Reason for Procedure

This procedure outlines the procedure for leave of absences from TCOM and aligns with institutional procedure 7.103

### Area of Responsibility

TCOM Student: Procedure(s) 1-3  
Student Performance Committee: Procedure(s) 1  
Dean of TCOM: Procedure(s) 1-3  
Office of Student Affairs: Procedure(s) 1

### Procedure Details

1. Students requesting a leave of absence must apply to the Dean of TCOM (or his/her designee). In the event of a health problem, the request must be accompanied by a letter from the treating physician or a licensed healthcare professional describing the nature of the disability for which the leave is requested, and the estimated length of time needed for recovery.
2. After consultation with the student, the Dean of TCOM or his/her designee will decide whether or not the leave will be granted and the conditions under which the student may return to school. Students must report to the Office of Student Affairs to obtain a Leave of Absence Form and complete it before they are officially placed on an approved leave.
3. Before a student may be readmitted, a written request for readmission must be submitted by the student to the Dean of TCOM (or his/her designee). In the case of a medical leave, a letter from the treating physician or a licensed healthcare professional must accompany the readmission request stating that the student is able to participate full-time in the academic program.
  - a. If a student does not complete all requirements for readmittance as outlined in the approval letter, they shall be administratively withdrawn.

### Related Policies and References

7.105 Americans with Disabilities Act Policy  
7.106 CARE Team and Involuntary Student Medical Withdrawal  
7.126 Student Code of Conduct  
7.135 Withdrawal for Active Military Service Policy  
15.514 School Procedures of the University of North Texas Health Science Center

### Definitions

1. Readmission. “Readmission” means reinstatement into the academic program under specified terms and conditions that may include additional requirements for success.

### Online Forms

Leave of Absence forms can be obtained from the registrar

## **Procedure No. 23: TCOM - Withdrawal**

### Procedure Statement

Application of voluntary withdrawal from the University of North Texas Health Science Center (UNTHSC) must be made in writing to the Dean of TCOM (or his/her designee). The Dean may request a personal interview before the withdrawal is granted.

### Reason for Procedure

This procedure outlines the procedure for withdrawal TCOM and aligns with institutional procedure 7.103

### Area of Responsibility

Office of the Registrar: Procedure(s) 1  
TCOM Student: Procedure(s) 1-3  
Dean of TCOM: Procedure(s) 3  
Senior Associate Dean for Academic Affairs: Procedure(s) 4  
Student Performance Committee: Procedure(s) 4

### Procedure Details

1. Students who are absent from required coursework without notifying the Dean of TCOM and without completing the established withdrawal procedures within 30 days will be administratively withdrawn from UNTHSC.
2. Students must report to the Office of the Registrar to obtain and complete a withdrawal form before they can officially withdraw from UNTHSC. Students who do not complete this application for voluntary withdrawal will not be entitled to an official withdrawal and, consequently, will not be considered for re-admission at a later date.
3. Re-admission for any withdrawal is at the sole discretion of the Dean (or his/her delegate).
  - a. Students who do not meet the requirements for readmission as outlined in their approval letters will be administratively withdrawn from UNTHSC.
4. Any student who withdraws due to poor academic progress, re-enters UNTHSC and receives a failing grade in any course may be recommended for unconditional dismissal with no opportunity for re-admission.

Related Polices and References

7.103 Institutional Academic

15.516 School Procedures of the University of North Texas Health Science Center

Definitions

None

Online Forms

Withdrawal forms can be obtained from the registrar's office

**Procedure No. 24: TCOM - Incomplete Grades**

Procedure Statement

A student may not progress until all failures and incomplete ("I") grades are remedied.

Reason for Procedure

This procedure outlines the criteria for incomplete grades at TCOM and aligns with institutional procedure 7.103

Area of Responsibility

All TCOM Students

Procedure Details

1. A grade of "I" (Incomplete) will be assigned only when a student has not completed all academic requirements and assignments, including regular examinations, due to documented illness or circumstances beyond a student's control. A student may not advance to the next semester (during pre-clinical years) or the next academic year (during clinical years) until all failures and incomplete ("I") grades are remedied.

Related Polices and References

15.526 School Procedures of the University of North Texas Health Science Center

Definitions

None

## Procedure No. 25: TCOM - Course Grade Appeals and Grievances

### Procedure Statement

The University of North Texas Health Science Center (UNTHSC), Texas College of Osteopathic Medicine (TCOM) leaves course grades at the discretion of the course directors applying the criteria outlined in the course syllabi under the oversight of the curriculum committee and the Senior Associate Dean of Academic Affairs

### Reason for Procedure

This procedure outlines the procedure for students wishing to appeal a graded exercise or course grade and aligns with institutional procedure 7.103

### Area of Responsibility

Senior Associate Dean:  
TCOM Students:

### Procedure Details

1. Each course syllabi should outline the grading criteria and requirements for passing a course.
  - a. All course syllabi must be approved by the curriculum committee
2. Students may appeal any graded exercise in a course or a course grade to the course director, if they think that the grade has been assigned unfairly, in error, or in a manner inconsistent with the course syllabi.
3. If the issue is not resolved by the course director, then the student can appeal to the Senior Associate Dean of Academic Affairs for review. The student must request an appeal in writing within 5 business of the grade being posted to be considered.

### Related Polices and References

7.104 Student Affairs Policy Manual

### Definitions

None

## Procedure No. 26: TCOM - Course and Instructor Evaluation Procedures

### Procedure Statement

The University of North Texas Health Science Center (UNTHSC), Texas College of Osteopathic Medicine (TCOM) faculty and administrators rely on student input to maintain and enhance



the quality of the curricula. Students are responsible for providing constructive evaluations of each course in which they are enrolled, as well as of the course instructor(s).

Reason for Procedure

This procedure outlines evaluation procedures as a part of program assessment as outlined in COCA standards.

Area of Responsibility

Testing and Evaluation Services: Procedure(s) 1-3  
TCOM Students: Procedure(s) 2-4

Procedure Details

1. Summaries of end-of-course evaluations and student comments are published and available to faculty and administrators after the completion of the course. Student comments and course/faculty evaluations are regularly viewed by faculty and administrators to inform curricular decisions.
2. At the end of each year 1 and 2 course, students are asked to complete a course evaluation. When a course has multiple instructors, students are encouraged to evaluate each instructor.
3. Evaluations for all clinical rotations and practical experiences must be completed within 30 calendar days following the end of the experience.
4. Students should consult the course syllabus for specific requirements related to that course.

Related Policies and References

15.544 School Procedures of the University of North Texas Health Science Center

Definitions

None

**Procedure No. 27: TCOM - Advancement in the Degree Program**

Procedure Statement

The University of North Texas Health Science Center (UNTHSC) considers promotion of students an important factor in the learning experience. This procedure addresses this factor for TCOM students.

Reason for Procedure

This procedure outlines the criteria for progressing through the academic program at TCOM as required by COCA standards and aligns with institutional procedure 7.103

### Area of Responsibility

TCOM Students: Procedure(s) 1-2

Senior Associate Dean for Academic Affairs: Procedure(s) 2

### Procedure Details

1. Normal progression through the curriculum requires that a student complete each of the required courses and obtain a passing grade. Students who are awarded a failing grade will be reviewed by the Student Performance Committee (SPC).
  - a. If the SPC and the Senior Associate Dean of Academic affairs allow the deficiency to be remediated, then it must be remediated prior to matriculation for the next semester (year 1 or year 2). A deficiency in a clinical clerkship must be remediated before progressing to the next academic year.
2. Prior to beginning clinical rotations (Year 3), students must pass all year 1 and year 2 coursework and take COMLEX Level 1 by the posted deadline.
3. The Student Performance Committee may request to meet with any student to review their academic and professional record. Circumstances that may prompt a review by the SPC include, but are not limited to: course failures, board exam failures, “below expected” assessments during clerkships, failure to arrange elective rotations, and/or repeated instances of not achieving or demonstrating any of the core competencies required for graduation (e.g. professionalism).
  - a. The SPC may recommend that a student be offered an opportunity to correct their deficiencies within a requisite time period (remediation), be required to repeat an academic year, or be dismissed. Students will be notified of a final decision by the Senior Associate Dean of Academic Affairs. It is recognized by the Student Performance Committee that each student’s situation should be evaluated as an individual case. If a student disagrees with the recommendation of the Student Performance Committee and the Senior Associate Dean of Academic Affairs, he or she may appeal in writing within five (5) days of notice to the Dean of TCOM. The dean’s decision is final.

### Related Policies and References

15.542 School Procedures of the University of North Texas Health Science Center

### Definitions

None

## **Procedure No. 28: TCOM - Osteopathic Clinical Education Procedure Manual**

### Procedure Statement

Students are expected to follow the policies and procedures found in the Osteopathic Clinical Education Procedure Manual available on the courses’ website. These policies govern the clinical clerkships for years 3 and 4. All services shall be under the direction of the University

of North Texas Health Science Center/ Texas College ofOsteopathic Medicine and its clinical departments. Students are expected to comply with all requirements set forth in the clerkship syllabi as well as those stated in the college catalogue and student handbook. Students shall also be expected to comply with any rules, regulations and policies that may be imposed by affiliate hospitals and clinics while on service. Any conflicts that may arise between statements in this document and policies at affiliate sites shall be brought to the attention of the Office of Clinical Education for adjudication.

Reason for Procedure

This procedure outlines where to locate relevant information related to clerkships that support COCA elements and institutional academic procedures.

Area of Responsibility

TCOM Students

Procedure Details

None

Related Polices and References

15.540 School Procedures of the University of North Texas Health Science Center

Definitions

None

**Procedure No. 29: TCOM - Requirements for Graduation**

Procedure Statement

Students who have satisfactorily completed all academic requirements and who have been recommended by the University of North Texas Health Science Center (UNTHSC) faculty are eligible to receive the Doctor of Osteopathic Medicine (DO) degree, provided they meet all of the conditions contained herein.

Reason for Procedure

This procedure outlines the requirements for graduating from TCOM and aligns with COCA standards and institutional procedure 7.103

Area of Responsibility

## All TCOM Students

### Procedure Details

1. In order to graduate, TCOM students must:
  - a. have maintained a minimum Pass grade for each course;
  - b. be at least 21 years of age;
  - c. have been in residence for four academic years at an accredited college of osteopathic medicine, the last two years of which must have been at TCOM;
  - d. have passed all required COMLEX exams and other requirements as outlined by COCA standards, including an assessment for osteopathic clinical skills competency;
  - e. have complied with all legal and financial requirements of UNTHSC;
  - f. have exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine;
2. A student who completes the curriculum in four consecutive years is required to meet the graduation requirements listed in the TCOM Catalog published for the year entered and/or any subsequent or additional program requirements. In the event of an extension beyond the four years, it may be necessary to meet the requirements for the class with whom the individual graduates. Students must complete all requirements of graduation within six years, exclusive of participating in a dual degree program.
  - a. All requirements of graduation must be completed by June 30 of the year of graduation. This includes all clerkship requirements, assignments, evaluations, remediations, and receipt of board examination scores.
3. Students who do not (or cannot based on their timeline) meet the requirements for graduation by the outlined date will be reviewed by the student performance committee (SPC) and be required to repeat the year or be dismissed.
  - a. If a student will not complete the graduation requirements as planned and was registered for the national residency matching program (NRMP) match, the TCOM NRMP school official will notify NRMP of the change in status.

### Related Policies and References

- 15.515 School Procedures of the University of North Texas Health Science Center  
7.103 Institutional Academic

**Date Approved:** 12/6/2023

DocuSigned by:  
*Frank Filippetto, DO, CPPS, FALCOFP*  
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**Dean, Texas College of Osteopathic Medicine**