

## **Pre-Accreditation Element 9.2.1: Academic Standards**

### **Element Description**

A COM must publish and follow policies and procedures on academic standards that include grading, class attendance, tuition and fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals.

1. Provide copies of policies and procedures on academic standards including:
  - a. grading;
  - b. class attendance;
  - c. tuition and fees;
  - d. refunds;
  - e. student promotion;
  - f. retention;
  - g. graduation;
  - h. students' rights and responsibilities; and
  - i. filing of grievances and appeals.

Note: If these policies/procedures are part of a larger document, please provide a specific citation (e.g., page number/section number) to where the above policies can be located.

### **XUCOM Narrative**

XUCOM's Academic Standards Policy is attached.

[https://www.xavier.edu/college-of-medicine/com\\_policies/xucom\\_pre-accred\\_element9.2.1UPDATED.pdf](https://www.xavier.edu/college-of-medicine/com_policies/xucom_pre-accred_element9.2.1UPDATED.pdf)

## Pre-Accreditation Element 9.2.1: Academic Standards

### XAVIER UNIVERSITY College of Osteopathic Medicine Academic Standards Policy

**Effective:** September 1, 2025

**Last Revision:** August 12, 2025

**Next Review:** June 30, 2026

**Responsible College Officer:** Dean, XUCOM

**Scope:** COM Administration

**Distribution List:** XUCOM; Webpage

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#### A. PURPOSE

To make transparent the academic standards, procedures and processes followed in the Doctor of Osteopathic Medicine (DO) program at XUCOM.

#### B. POLICY

Element 9.2 of the Commission on Osteopathic College Accreditation (COCA) *New and Developing Accreditation Standards* (effective September 26, 2023; edited October 1, 2024) requires that a COM must publish and follow policies and procedures on academic standards that include grading, class attendance, tuition and fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals.

#### C. DEFINITIONS / ABBREVIATIONS

COCA / Commission on Osteopathic College Accreditation

XU / Xavier University

XUCOM / Xavier University College of Osteopathic Medicine

COMAT / Comprehensive Osteopathic Medical Achievement Test

BLS / Basic Life Support

ACLS / Advanced Cardiovascular Life Support

#### D. PROCEDURE / PROTOCOL

The Academic Standards of XUCOM are divided into the following sections:

##### *Grading*

Each course syllabus describes the requirements that must be achieved to earn course credit.

- XUCOM uses a numeric grading system (0 – 100%) to report and record examination and course performance. The maximum score that may be achieved in any course is 100%.
- The minimum passing grade in all courses is 70%
  - Rounding only occurs on final course grades from 69.50 – 69.99% which is rounded up to 70%.

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- Final course scores below 70% are recorded in the student's official record as a course failure (F).
- Course remediation is solely at the discretion of the Course Director and is described in each course syllabus.
- All students with course failures are referred to the Academic Progress Committee.
- Incomplete grades are only assigned when circumstances do not allow a student to complete a course during its normal scheduled time period.
  - Incomplete grades (INC) can only be assigned after consultation with the Chair of the Department leading the course.
  - When all course requirements are satisfactorily completed, the INC is replaced by the final course grade in the student's official record.
- Class Rank is determined using the cumulative total of each course grade times the credit hours awarded for completion of pre-clinical courses. For clinical rotation grades, COMAT scoring will be included to further revise class rank determination through all 3<sup>rd</sup> year core rotations.
  - The score used for any remediated or repeated course is 70%.
  - Honors (H) is designated for any student that scores at or above the 85<sup>th</sup> percentile in any clinical rotation.

### *Class Attendance*

Class attendance is a vital component of professionalism. As such, XUCOM students are expected to attend all instructional activities. Attendance will be taken during OMM lab sessions, team-based learning sessions, clinical skills sessions, simulation learning activities, and "Callback Days" (dates that OMS3 and OMS4 students are expected to be on the XUCOM campus).

- OMS1-2 students are expected to be available Monday – Friday; 7:30am – 5:00pm
- OMS3-4 students are expected to be available up to 60 hours per week, which is dependent upon the clinical rotation service and at the sole discretion of the supervising preceptor.

### Excused Absences

Illnesses and injuries are unpredictable, and students should address them as they manifest.

Preventative and maintenance healthcare needs should be scheduled outside of instructional activities and clinical rotations. If a student experiences excessive absences (as defined in the course syllabus), the student shall be required to meet with the appropriate Assistant/Associate Dean.

- OMS1-2 students should coordinate excused absences with course directors.
  - Excessive absences are determined by each course director.
- OMS3-4 students should coordinate excused absences with their preceptor.

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- Excessive absences are considered to be more than 10% of the assigned rotation time-on-service requirements.

### Inclement weather

For OMS1-2 students, XUCOM follows the delay / weather-cancellation decisions of Xavier University. Updates are provided at [www.xavier.edu](http://www.xavier.edu). In the event that classes are cancelled and the university closed, XU ALERT ME will be activated and send voice and text messages. To receive this information, you must register your cell phone number and preferred email account by going to the XU ALERT ME tab on the MyXU campus portal. [For more information on how to subscribe to XU ALERT ME.](#)

OMS3-4 students should follow the guidance provided by their supervising preceptor. In the event of any questions or concerns, the student should contact the XUCOM Office of Clinical Affairs.

### *Tuition and Fees*

Application Fee: Secondary application must be accompanied by a \$50 nonrefundable processing fee. Students are also responsible for the cost of background checks.

Acceptance Fee: XUCOM requires a nonrefundable, SEAT HOLD acceptance fee of \$1500 that is applied to the MS1 tuition. The acceptance fee must be paid by the deadline provided in the letter of acceptance.

Cost of Attendance: The cost to attend XUCOM each year includes a number of variables including tuition, parking fees, room and board, required books, required clinical skills equipment, electronic resources, and other miscellaneous expenses. Information about tuition and fees at XUCOM may be found at:

<https://www.xavier.edu/tuition-fees/graduate-current>

### Payment Plans:

XUCOM students have two (2) options to pay their bursar account balance.

#### 1. Payment in Full

- a. Fall Semester – an electronic bill (eBill) is scheduled for release on July 1<sup>st</sup>. Remittance of payment is expected by July 25<sup>th</sup>. A late fee of 1% is assessed for each month of outstanding balance. More information is available at: <https://www.xavier.edu/bursar/payment-plans/index>
- b. Spring Semester – an electronic bill (eBill) is scheduled for release on December 1<sup>st</sup>. Remittance of payment is expected by December 25<sup>th</sup>. A late fee of 1% is assessed for each month of outstanding balance. More information is available at: <https://www.xavier.edu/bursar/payment-plans/index>

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### 2. Payment Plan

- a. Students may distribute their semester balance across monthly installments by enrolling in the X-Flex payment plan. There is a \$50 fee required for each semester of enrollment in the plan. More information is available at:  
<https://www.xavier.edu/bursar/payment-plans/index>

### *Refunds (Excess Aid)*

XUCOM follows the refund policy established by Xavier University.

It may be found at: <https://www.xavier.edu/tuition-fees/policies/>

### *Student Promotion*

The academic standing of XUCOM students is assessed at the end of each academic year.

Students completing all the requirements are promoted. The requirements for promotion are:

1. All coursework for the previous two (2) semesters has been passed.
2. BLS is current.
3. ACLS is current for OMS3-4 students
4. Immunization requirements are current.
5. There are no unresolved issues being monitored by XUCOM's Academic Progress Committee related to Warning, Probation, or a Leave of Absence.
6. There are no issues being monitored by XUCOM's Student Conduct Committee.
7. COMLEX Examinations
  - a. For OMS3 students, COMLEX Level-1 has been taken.
  - b. For OMS4 students, COMLEX Level-2 has been passed.

### *Retention*

XUCOM prides itself on being student centric. As such, XUCOM employs several retention approaches and mechanisms to support its students. Examples include:

- Faculty Open-Door Policy
- Monitoring of student progress by Course Directors, XUCOM Committees, and the XUCOM Associate Dean of Curriculum, Assessment and Quality
- Student Affairs and Clinical Affairs Activities
  - Academic Counseling
  - Financial Aid and Debt Management Counseling
  - Mental Health Services
  - Physical Health Services
  - Fatigue Mitigation Policy
  - Peer Support Groups

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### *Graduation*

The Doctor of Osteopathic Medicine (D.O.) degree may be awarded to osteopathic medical students who have completed the following graduation requirements on/before June 30<sup>th</sup> of the same year and who have been approved by the XUCOM faculty, XUCOM Dean, and XU Board of Trustees for:

1. Satisfactorily completing all courses, clinical rotations, and curricular activities as presented and described in the XUCOM Student Handbook and Clinical Rotation Manual.
2. Demonstrating the ethical, professional, and personal qualities expected of an osteopathic physician ready to begin training in a graduate medical education (GME) program as presented and described in the XUCOM Student Handbook and Clinical Rotation Manual.
3. Passing the COMLEX-USA Level-1 and Level 2CE examinations.
4. Passing the XUCOM faculty-administered comprehensive Objective Structured Clinical Examination (OSCE) during the clerkship phase of the curriculum.
5. Being at least 21 years old.
6. Complying with all legal and financial requirements of XUCOM.
7. Completing at least the final two (2) years of medical education at XUCOM.
8. Finishing all academic requirements for the D.O. degree within six (6) years from the date of matriculation as described in the COCA Accreditation Standards for COMs.
9. Participating in all mandatory events and activities and completing all required forms and surveys during graduation week as described in the XUCOM and XU Student Handbooks.

NOTE: Students do not receive their diploma until all requirements are verified as completed by the appropriate XUCOM official.

### *Students' Rights and Responsibilities*

A university community requires an environment conducive to the intellectual and personal growth of its students. Xavier University has adopted a Statement on Student Rights that may be reviewed at:

<https://www.xavier.edu/handbook/student-issues/statement-on-student-rights>

#### Key Rights

- Fair Treatment
  - No unlawful Discrimination
  - Compliance with Title IX
- Privacy
  - Health Records
  - Compliance with FERPA
- Freedom of Expression
- Access to Educational Resources
  - Accommodations for documented disabilities pursuant to state or federal law, as applicable.

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### Key Responsibilities

- Adherence at all times to the AOA Code of Ethics
- Professionalism at all times
- Compliance with Xavier University and XUCOM Policies
  - Student Handbooks
- Demonstrated Integrity
- Academic Performance
  - No Irregular Behavior
    - <https://www.fsmb.org/step-3/step-3-announcements/>
  - No Irregular Conduct
    - <https://www.nbome.org/assessments/comlex-usa/bulletin-of-information/exam-administration/irregular-conduct/>
- Respect for Others
- Fulfilling financial obligations to XUCOM
- Reporting of Violations

### *Filing of Grievances and Appeals*

Xavier University strives to provide the highest quality educational experience for its students. If conflicts arise, students are encouraged to reach out to the appropriate personnel to discuss their concerns. Xavier University has adopted procedure for students to follow that may be reviewed at:

<https://www.xavier.edu/dean-of-students/student-behavior/student-complaint-procedure>

XUCOM students have the right to file grievances and appeals. The burden to prove the nature of the grievance or appeal rests with the student.

- **Grievance**  
A grievance may be filed when a student alleges that their academic rights have been violated.
- **Appeal**  
Appeals may be submitted to course directors when the student believes that the computation of a final course grade was erroneous. Appeals cannot be filed for dissatisfaction with the assigned grade. Appeals must be filed within five business days of a course or rotation final grade being made available to students.

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**E. EXHIBITS**

- XU Student Handbook
- XUCOM Course Syllabi
- XUCOM Student Handbook and Clinical Rotation Manual

**F. RELATED POLICY/POLICIES**

- XUCOM Academic Good Standing Policy
- XUCOM Accommodations Policy
- XUCOM Recusal Policy

**G. REVIEW SCHEDULE**

- Annually (before June 30<sup>th</sup>)
- Involved Parties: XUCOM Dean; XUCOM Student Progress Committee; XUCOM Curriculum Committee

This Policy may be reviewed and changes made at any time.



09/01/2025

Approval/Dean's Signature

Date

Revision Date	Summary of Changes	Approval Date
01/22/2026	Seat hold acceptance fee	02/01/2026