

Pre-Accreditation Element Policy 6.3: Maximum Length of Completion Policy

XAVIER UNIVERSITY College of Osteopathic Medicine Maximum Length of Completion Policy

Effective: 09/01/2025

Last Revision: 08/05/2025

Next Review: June 30, 2026

Responsible College Officer: Dean of XUCOM; Senior Associate Deane; Academic Affairs

Scope: COM Administration

Distribution List: XUCOM ;Website

A. PURPOSE

The purpose of this policy is to specify the maximum length of completion of the DO degree program at XUCOM.

B. POLICY

Element 6.3 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 and any branch campus must have a policy that requires that each single degree student completes the DO degree within 150% of the standard time to achieve the degree (six years following matriculation) and describes any exceptions to the 150% time limit.

The XUCOM program's standard duration is 4 academic years.

The Maximum allowable time to complete all requirements is six academic years (150% of the standard length) from matriculation—even including leaves of absence or extensions.

Exceptions for extenuating circumstances (such as medical or parental leave) can be considered through a formal appeals process.

C. DEFINITIONS / ABBREVIATIONS

COM: College of Osteopathic Medicine

COCA: Commission on Osteopathic College Accreditation

DO: Doctor of Osteopathic Medicine

APC: Academic Progress Committee

XU: Xavier University

XUCOM: Xavier University College of Osteopathic Medicine

D. PROCEDURE / PROTOCOL

Approval for Graduation

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The Academic Progress Committee (APC) shall review candidates for graduation annually at least thirty (30) days prior to graduation (commencement), to ensure and attest that the candidates have successfully completed all requirements for graduation. The APC will report recommendations for graduation to the Chair of the Faculty Council who will ensure Faculty vote to affirm or decline recommendations; determination of the Faculty Council will then be communicated to the Dean of XUCOM.

Students who have not met graduation requirements by this time will be recommended for dismissal unless the student(s) had formally requested an exception for extenuating circumstances.

Requests for extension of the maximum length of completion beyond six (6) years from the date of initial matriculation at XUCOM are required to be filed in writing with the APC no later than ninety days (90 days) prior to the date of graduation. APC shall vote to recommend for or against the request and shall inform the Dean of XUCOM of their recommendation. If the APC votes to grant an extension, the APC must specify an altered academic plan, timeframe and deadline for completion of studies and graduation. The Dean of XUCOM shall affirm, modify or decline the recommendation of the APC.

E. EXHIBITS

XUCOM Catalog
Committees

F. RELATED POLICY/POLICIES

Graduation Approval

G. REVIEW SCHEDULING

Annually (before June 30th)

Involved Parties: XUCOM Dean; XUCOM Dean's Council; Admissions Committee;
Academic Progress Committee

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



Approval/Dean's Signature

09/01/2025

Date

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Revision Date	Summary of Changes	Approval Date