

### The Appeals Committee

The Appeals Committee generally includes assistant and associate deans and clinical and basic science faculty representatives. The student will be given an opportunity to present his/her appeal, and address concerns of the Promotion and Graduation Committee and Appeals Committee. The Appeals Committee will review all documents submitted with the written appeal before recommending a decision to the Executive Vice President for Academic and Medical Affairs and Dean of the College of Osteopathic Medicine or Dean of the College of Biosciences.

The following are prohibited during Appeals Committee meetings unless otherwise authorized in writing by the chair of the Appeals Committee:

- Any recording of the meeting, except for official minutes;
- Legal counsel;
- Uninvited individuals.

The name(s) of complainant(s) may be withheld from the student.

### Decisions Regarding Appeals

A student will be notified in writing of the decision within 15 business days of the Appeals Committee meeting.

## **Graduation Requirements For All Students**

The Promotion and Graduation Committee certifies the names of those students eligible for graduation contingent upon the successful completion of all academic, professional and financial obligations to the University.

### COM Students

A student who has fulfilled all the academic requirements may be granted the doctor of osteopathic medicine degree provided the student:

- Has been in residence at an AOA accredited college of osteopathic medicine, the last two years of which have been at KCUMB-COM;
- Has complied with all the curricular, legal and financial requirements of KCUMB, unless excused by the Executive Vice President for Academic Affairs;
- Attends, in person, the ceremony at which time the degree is conferred;
- Has Passed Levels 1, 2-CE Level 2 and PE of the COMLEX examination (both the written and performance evaluation portions) administered by the National Board of Osteopathic Medical Examiners;
- Has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine;
- Has demonstrated suitability for the practice of osteopathic medicine as evidenced by the assumption of responsibility for patient care and integrity in the conduct of clinical activities;
- Has received formal approval for graduation from the faculty and Board of Trustees.

COM students must graduate within five years of the date of matriculation. Exceptions to the five-year policy will be considered by the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine on an individual basis, taking into account only extenuating circumstances.

### COB Students

A student who has fulfilled all the academic requirements may be granted a master of science in biomedical sciences degree from the KCUMB College of Biosciences provided the student:

- Has been in residence at KCUMB's College of Biosciences for at least one year and has maintained a GPA of 3.0 or greater and passed all courses;
- Has complied with all the curricular, legal and financial requirements of the University, unless excused by the Dean of the College of Biosciences;
- Attends, in person, the ceremony at which time the degree is conferred;
- Has demonstrated the ethical, personal and professional qualities deemed necessary for the pursuit of a successful career in their respective field.

## **Assessment Policy**

### A. Testing/Grading

1. The school year is divided into fall, spring and summer semesters. Each COM semester during Years I and II has a designated number of Sections, with each Section having an assigned number of semester hours (or unit measure), as calculated by the Registrar.
2. Assessment during each COM Section will consist of:
  - a. Midterm exam, or in the case of an unusually long section, two exams may be given in lieu of a midterm;
  - b. Comprehensive Final Exam;
  - c. End of the Section lab practicals for Anatomy and Pathology, as applicable. (Note: Students must pass all lab practicals with a score of 70 percent in order to continue the academic program.)
  - d. Osteopathic Clinical Skills, which includes weekly quizzes, lab practicals and other assignments/assessments. (Note: Students must pass all lab practicals and skills assessments with a score of 70 percent in order to continue in the academic program.)
  - e. Standardized patient interviews
3. Students will receive a letter grade for each COM Section. Points will be assigned for case presentations, laboratory and online exercises, Section midterm, the Section final exam and laboratory practical examinations. A total point score for the Section will be calculated.

A letter grade will be assigned to the score for the Section by the Section Director and the Associate Dean for Curricular Affairs. Grades are submitted to the Dean of the College of Osteopathic Medicine for final approval. The following scale will be used to assign the grades: