Policy Title: Graduation and Degree Conferral

Policy & Procedure Statement:

The degree of Doctor of Osteopathic Medicine will be granted to and conferred upon candidates who:

- Have demonstrated good moral, professional, and ethical character;
- Have completed the Early Clinical Experience (ECE) with satisfactory performance;
- Have satisfied all academic requirements for graduation as attested to by the Professionals and Academic Promotion Committee (PARC), has been recommended by vote of the faculty, and approved by ICOM’s Board of Trustees;
- Have passed the COMLEX-USA Level 1, COMLEX-USA level 2-CE, and COMLEX-USA level 2-PE; and
- Completed all required exit paperwork and settled all financial obligations with ICOM and affiliate and collaborative partners incurred during as a result of the academic program.

To become eligible for graduation, each fourth-year student must have successfully completed all the above requirements within six years of matriculation. The six years allow for the student to have been in a delayed program due to medical, academic, and/or behavioral leaves of absence.

Professional and ethical competence is required for graduation. Students must demonstrate the ethical and professional qualities deemed necessary for success and continued study and practice of osteopathic medicine; the suitability for the practice of medicine by dutiful and responsible acceptance for patient care; and
integrity in the conduct of clinical duties. Students may be dismissed from ICOM if any of these competencies are not met.

A ICOM student must complete to the satisfaction of faculty, as determined by the individual course directors and clinical rotations supervisors and through the PARC Committee, all prescribed courses and clinical experiences to graduate. The Dean makes the determination on any appeals from promotion board recommendations, based solely upon new and meaningful information not available to the PARC Committee at the time of the deliberation. The Dean makes the determination on any appeal from the Dean’s recommendation, based solely upon new and meaningful information not available to the Dean at the time of his or her decision.

Students must meet with the Assistant Director of Financial Aid and Registrar to complete all required exit forms and/or to receive a diploma. ICOM students must attend the exit process and the commencement program to receive a diploma.

**Commencement Ceremony and Conferral of Degrees**

There is currently only one commencement ceremony per year where we award degrees publicly. The ceremony is held in the month of May. Participation in the annual commencement ceremony held in May is open to students who have applied to graduate and have successfully fulfilled all of the graduation requirements outlined in the Academic Handbook and file an application for graduation through the Registrar’s Office before at the beginning of their final semester but no later than **February 1** (or the first following business day if this date falls on a non-business day).

Students who apply for graduation and are eligible to participate in the commencement ceremony will be notified in writing that they have been tentatively cleared for commencement and granted *Permission to Walk* in the May ceremony. The Registrar’s Office will send information regarding caps and gowns and the dates, times, and locations of commencement and any related ceremonies.

*Please note that students who have been tentatively cleared for participation in the commencement ceremony, are not guaranteed final clearance until passing final grades are posted for remaining required course work.*

Students who have successfully completed all the requirements necessary for their degrees and tentatively cleared for participation in commencement are required to attend the commencement ceremony. In extenuating circumstances, a student may be
excused and graduate in absentia, but only when written petition is made to the Professionalism and Academic Review Committee and approval is given.

Students who file an application for graduation but have not satisfactorily completed all requirements will not be cleared for participation in commencement and must re-apply for the following year’s commencement ceremony once they successfully fulfill all of the graduation requirements outlined in the ICOM Academic Handbook.

**Delayed Graduation Policy**

If an osteopathic medical student is required to re-take courses in the curriculum as a result of specific course failure or a deficiency in overall academic performance, then a delay in scheduling clinical rotations will occur and the student’s graduation will be delayed. Voluntary course withdrawals, temporary leaves of absence or suspensions secondary to academic, administrative suspensions or as a result of failure to pass boards consistent with ICOM policy will also cause a delay in scheduling clinical rotations and a delay in graduation. Any alteration in the normal curriculum progression may affect a student’s financial aid status or qualification for education-based financial aid. Specific counseling and advice should be sought from the Office of Academic Affairs.

Those students who have not satisfactorily completed all graduation requirements outlined in the Academic Handbook that will be fully completed the Summer or Fall semester immediately following the May commencement, may petition the Professionalism and Academic Review Committee for an exception to the commencement policy and permission to walk. Students must complete a Permission to Walk form available from the Registrar’s Office. The form must be approved by the Professionalism and Academic Review Committee and returned to the Registrar’s Office. The Registrar will then determine if an exception to the commencement policy and permission to walk can be granted. Final decisions must be approved by the Dean. If approved, the student will be notified in writing that they have been granted Permission to Walk in the May ceremony. The Registrar’s Office will send information regarding caps and gowns and the dates, times, and locations of commencement and any related ceremonies. The deadline to fully complete all graduation requirements is not subject to petition.

*Note: students who will fully complete all graduation requirements outlined in the Academic Handbook during the Summer or Fall semester immediately following the May commencement, who are granted Permission to Walk in accordance with this policy are considered May*
graduates of the graduation term immediately preceding completion of all graduation requirements as outlined in the Academic Handbook.

Approved by:

[Signature]

11/19/18

__________  ____________
CAO/Dean                  Date