Policy and Procedure:
Student Graduation Requirement Verification and Recommendation by Faculty
February 15, 2016

In the American Osteopathic Association Commission on Osteopathic College Accreditation Standards and Procedures dated July 1, 2015, Standard Two: Governance, Administration and Finance 2.2, the following is referenced: "The governing body will confer the degree Doctor of Osteopathy (D.O.) or Doctor of Osteopathic Medicine (D.O.) upon those students who have satisfactorily completed the

In order to ensure that students have met all graduation requirements and have been recommended for graduation by faculty, and to meet the standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following processes will be followed:

- The Registrar will verify that each student has completed all requirements for graduation. A Graduation Clearance Worksheet (see Attachment A and Attachment B for examples) will be completed for each student and then maintained in each student's permanent academic record. The Graduation Clearance Worksheet will be updated annually to ensure that it is accurate with regard to curricular requirements.
- Prior to or during the Spring General Faculty Meeting, the Chair of the Academic Standards Committee will provide all voting members of the faculty with a list of potential graduates.
- The faculty will vote on the approval of the students for graduation.
- The Chair of the Academic Standards Committee informs the Registrar and the Provost and Senior Associate Dean for Academic Affairs of the outcome of the vote (i.e., who is recommended to graduate and who is not).
- Students that have met all requirements and have been recommended by the faculty graduate and those that have not met all requirements and/or have not been recommended by the faculty do not graduate. Students with pending requirements may be recommended for graduation by the faculty contingent upon the completion of those requirements.

Note – A flow chart of this process can be found as Attachment C.