

Student Academic Policies

The following academic policies apply to all students who matriculate during the academic year of this catalog publication. These policies will apply throughout the entire time a student is enrolled in the College. In the event that these policies need to be revised as the result of new accreditation requirements, mandates by the United States Department of Education, or other unforeseen circumstances, students will be notified in writing prior to the effective date of the new policy.

Faculty and students should also refer to the University Academic Policy section of the catalog for additional policies that apply to all students at Northwestern University.

Academic and Career Counseling

Academic Counseling

To meet the mission of the University and AZCOM, academic counseling by MWU/AZCOM faculty is provided to students over the continuum of the medical school curriculum to help ensure successful completion of the program and graduation.

During the OMS 3 and OMS 4 academic years, academic advising is provided to students as part of an ongoing assessment through members of the Dean's leadership team, department chairs, department faculty, and the Student Promotion and Graduation Committee.

Longitudinal assessment of student performance, and specifically students of academic risk, are monitored and counseled by the Associate Dean for Student Affairs.

Career Counseling

AZCOM Office of the Dean

The Dean's leadership team (Dean, Assistant Dean, Associate Dean of Clinical Education, Associate Dean for Academic Affairs, Associate Dean for Curricular Integration and Faculty Development) maintains an open-door policy. They are integrally involved in coaching and mentoring students throughout medical school regarding their career choices and the residency match process. Additionally, during third year, the Office of the Dean will schedule individual meetings for each student to meet with a member of the Dean's leadership team to discuss their current academic performance, board score concerns, and preparation for the residency match. Prior to the meeting, students are asked to draft characteristics to be reviewed/edited for inclusion in their Medical Student Performance Evaluations (MSPE). Overall MSPE content is discussed so that students know what to expect. Students will have an opportunity to review their MSPEs before submission to ERAS.

AZCOM Clinical Department Chairs and Faculty

The AZCOM Clinical Department Chairs and faculty maintain an open-door policy and are integrally involved in coaching and mentoring students regarding career choices and the residency match process.

Guidance for rotations, interview planning, and match list process is provided individually for all students interested.

Postgraduate Education/Midwestern University Graduate Medical Education Consortium (MWU GME)

Midwestern University offers a continuity of osteopathic medical education from the first year of medical school to the final year of postgraduate training. Midwestern University's Graduate Medical Education Consortium sponsors many residency programs encompassing several medical specialties. The curriculum encompasses a multifaceted approach to graduate medical education that focuses on educational excellence. Programs follow the guidelines of and receive accreditation from the American College of Graduate Medical Education (ACGME). The MWU GME Consortium is actively developing new residency programs and sites.

Students may contact the MWU GME Consortium for information on current programs and new programs under development by going to its [website](#), or contacting Lilia Wilson, MBA, MPM Director, Graduate Medical Education, 623/572-3318, lwilso@midwestern.edu.

Academic Review & Progression

There are two Student Promotion and Graduation Committees, the Preclinical Promotions Committee (PPC) and the Student Promotion and Graduation Committee (SPGC). These committees are comprised of medical school faculty who review the academic performance of students and assess students for promotion to the next academic year, or for graduation. The PPC assesses students in the preclinical years, and the SPGC assesses students in the clinical years.

Academic Surveillance, Warning and Probation

Good academic standing is achieved by maintaining a C or better average in all courses/rotations at all times. A student on academic warning or academic probation is not considered to be in good academic standing. To return to good academic standing, a student must retake the failed courses/rotations, and incur no further failures.

Advanced standing is not granted for currently enrolled students. Full credit is granted for course work completed by students transferring from another COCA-accredited institution for the purpose of completing their course of study at AZCOM.

Academic warning is issued by the AZCOM Office of the Dean and does not require the student to meet with the Preclinical Promotions Committee, or the Student Promotion and Graduation Committee, when a student is currently failing or has failed a course/rotation.

Academic warning represents notice that continued substandard academic performance may compromise the student's ability to pass one or more courses/rotations. Academic warning is not noted on the transcript. A student who is failing a course/rotation is required to meet with the course director or course faculty to formulate a plan of action. A student who is failing more than one course/rotation is required to meet with a representative of the Office of the Dean to formulate a plan to achieve academic success.

Academic probation is defined as failure of two or more courses/rotations, or a failure of any level of COMLEX-USA. Academic probation is recommended by the Preclinical Promotions Committee, or the Student Promotion and Graduation Committee, and is issued by the Dean of AZCOM when a student meets this criterion, which represents notice that continued substandard academic performance may result in dismissal. When a student is placed on academic probation it is noted in the student's permanent academic file, and will be reported in the student's Medical Student Performance Evaluation (MSPE). A student on academic probation is required to meet

with a representative of the Office of the Dean to formulate a plan for academic success. When a student remediates the failed course(s) or failed COMLEX-USA exam and returns to good academic standing, this is also noted in the student's file. Academic probation is not noted on the transcript. Students on academic probation are ineligible to hold student organization offices, or to participate in international rotations.

Preclinical Promotions Committee

The Preclinical Promotions Committee (PPC) is charged with maintaining academic and professional standards of excellence in the preclinical courses. At a minimum, the committee meets after the conclusion of each academic quarter to assess the academic status of students with an academic failure, an incomplete, or an in-progress (IP) grade. The committee assesses the progress of each student at the end of the academic year. Students who attain satisfactory academic and professional progress are promoted to the next academic year, provided all tuition and fees have been paid. Students who accumulate two or more failures in the preclinical years, and students in the Extended Study Program (ESP) who accumulate one or more failures in the preclinical years are required to meet with the Preclinical Promotions Committee. Failure of the student to appear when required may result in disciplinary action, and does not constitute a reason for appeal. Students not in an extended study program who have one failure have the option to meet with the committee, but are not required to meet. Notification of the date, time and venue of the committee meeting is sent to the student by priority e-mail to the official MWU student e-mail account, at least two business days in advance. Decisions of the committee are confidentially e-mailed to the student's official MWU e-mail account. The right to appeal a decision for dismissal or program extension exists and is described elsewhere in this catalog. Appeals must be filed in writing, using the student's official MWU e-mail account, with the Dean of AZCOM within three business days following official notification of the committee decision.

Preclinical Promotions Committee or Student Promotion and Graduation Committee -- Guidelines for Course and Rotation Failures*

Didactic Course or Clinical Rotation	Usual Action*	Academic Status	Repeat Course Timing	Action Following Remediation
All Passed	Promote or Graduate	Good Standing	N/A	N/A
One course or one rotation failure	Retake course/rotation	Warning	Summer, Extended Study Program (ESP), or on committee recommended schedule	Pass: Promote Fail: Dismiss
Any combination of course or rotation failures resulting in two failures	Retake courses/rotations	Probation	Summer, Extended Study Program (ESP), or on committee recommended schedule	Pass both: Promote Fail either: Dismiss
Any combination of course or rotation failures resulting in three failures	Recommend Dismissal			

All course and/or rotation failures are cumulative throughout the duration of enrollment at AZCOM.

* Action may be modified by the Preclinical Promotions Committee or the Student Promotion and Graduation Committee.

Failures in elective courses and non-core rotations carry the same weight as failures in core curriculum courses.

Student Promotion and Graduation Committee

The Student Promotion and Graduation Committee (SPGC) meets, as needed, to review academic and professional progress of students in the third and fourth years. Students who attain satisfactory academic and professional progress are promoted to the next academic year, provided all tuition and fees have been paid. Students who accumulate one or more didactic course, or rotation failures, after the preclinical years, students who have failed any section of COMLEX-USA Levels 1 or 2CE, and students with identified academic or professional deficiencies are required to meet with the committee. Failure to appear when required may result in disciplinary action and does not constitute a reason for appeal. Notification of the date, time, and venue of the committee meeting is sent to the student at least two business days in advance by priority e-mail to the student's official MWU e-mail account. Decisions of the committee are confidentially e-mailed to the affected student using the student's official MWU e-mail account. The right of appeal exists and is described elsewhere in this catalog. Appeals must be filed in writing with the Dean of AZCOM within three business days following official notification of the committee decision.

The Student Promotion and Graduation Committee also recommends to the Faculty Senate for graduation those students who have successfully completed all curriculum requirements, who have passed COMLEX- USA Level 1 and COMLEX-USA Level 2 CE of the National Board of Osteopathic Medical Examiners examinations, and who have paid all tuition and fees.

Appeal Process

Following notification of a decision by the Preclinical Promotions Committee, or the Student Promotion and Graduation Committee, a student may appeal the decision in writing within three business days to the Dean of AZCOM. The Dean may grant an appeal only if a student can demonstrate one of the following:

- Bias of one or more committee members
- Material information not available to the committee at the time of its initial decision (not to include student's decision not to appear at required attendance meeting of the committee)
- Procedural error

During the appeal process, students must continue to attend classes. Failure of the student to meet with the Preclinical Promotions Committee, or the Student Promotion and Graduation Committee, does not constitute a reason for appeal.

Attending Off-Campus Meetings, Conferences, Events

Students interested in attending osteopathic conferences, lobby days, specialty-focused meetings, or any medically or educationally related presentation offered while classes are in session must submit a written request for an excused absence a minimum of 30 days prior to the event date.

Students must be in good academic standing. First and second year students must receive written approval from the course directors of the courses they will miss and from a representative of the Office of the Dean to attend the event. Third and fourth year students should follow the procedure for obtaining an excused absence from rotations as described in the Clinical Clerkship Manual.

Students are advised to wait until approval has been granted prior to making travel arrangements. Any costs incurred due to a student being denied approval to attend an off-campus event are the sole responsibility of the student.

Please refer to the Clinical Clerkship Manual for further information regarding third and fourth year students making similar requests.

Clinical Rotation Attendance Policy

Third and fourth year students must attend all clinical rotations. The Department of Clinical Education establishes its own attendance requirements as stated in the Clinical Clerkship Manual. Attendance and on- call requirements for clinical rotations, as well as AZCOM scheduled events, take precedence over non- rotation events. Students must assure that the requirements of each clinical rotation are understood and will be met prior to scheduling non-rotation events. Refer to the Clinical Clerkship Manual for details.

COMLEX-USA Exam Policy

Students must pass COMLEX-USA Level 1, COMLEX-USA Level 2 CE examinations and a clinical skills assessment to be eligible to graduate.

COMLEX-USA Pass Rate and Average Score Historical first-time pass rates and average scores by

AZCOM students and graduates for COMLEX-USA Levels

1, 2 CE, and 3 can be found on the [AZCOM Fast Facts](#) webpage.

COMLEX-USA Eligibility

The Dean of AZCOM must certify a student is in good academic and professional standing for a student to register for and take COMLEX-USA Level 1 and Level 2CE. Students must successfully complete all second- year course requirements, and meet other requirements as established by the Office of the Dean, prior to authorization to take COMLEX-USA Level 1. For those students authorized to take COMLEX-USA Level 1, the initial attempt to pass the examination must occur prior to the start of rotation unless otherwise authorized by the Office of the Dean. Students begin clinical rotations while awaiting results of the first examination attempt.

Students must pass the COMLEX-USA Level 1 examination and meet requirements as established by the Office of the Dean prior to taking COMLEX-USA Level 2 CE. For Level 2 CE, the initial attempt at the examination must be taken within 90 days of the start of fourth year rotations.

Per National Board of Osteopathic Medical Examiners (NBOME) requirements, the AZCOM Dean may not certify graduates to register for and take the COMLEX- USA Level 3, except under limited circumstances.

The United States Medical Licensing Examination (USMLE) is not a substitute for any component of the COMLEX-USA examination, and does not fulfill a graduation requirement.

COMLEX-USA Level 1

Any student who fails the COMLEX-USA Level 1 examination on the first attempt will be permitted to complete the clinical rotation in which the student is participating at the time of the failure notification. The student will be required to complete a program of study as directed by the Dean of AZCOM, or Dean's designee, and may be placed on a mandatory academic leave (not to exceed four months). The student will be placed on academic probation until the passing COMLEX-USA Level 1 score is received.

Any student who fails the COMLEX-USA Level 1 examination a second time will be allowed to complete the clinical rotation in which the student is participating at the time of failure notification. The student must meet with the Student Promotion and Graduation Committee to determine the most appropriate course of action for the third attempt. The student may be placed into a second directed study program and/or academic leave for a maximum of four months. The student may not participate in rotations until a passing score is received. Upon receipt of a passing score, the student may resume rotations on the next scheduled block.

All retakes of COMLEX-USA Level 1 must be completed within one year of the date of the initial failure. At no time will the student be placed on mandatory or elective leave to prepare for COMLEX-USA Level 1 that will delay student progress to the extent that it would take more than six years from matriculation for completion of the D.O. program.

A student who fails COMLEX-USA Level 1 a third time will be recommended for dismissal.

COMLEX-USA Level 2 CE

Any student who fails the COMLEX-USA Level 2 CE examination (with no prior failures of any COMLEX- USA component) will be required to complete a program of study as directed by the Dean of AZCOM, or the Dean's designee, and may be placed on mandatory academic leave (not to exceed four months) as outlined in the Student Promotion and Graduation Committee guidelines. If on an academic leave of absence, the student may resume rotations on the next scheduled block after having taken the examination for the second time and are awaiting the results.

Any student who fails COMLEX-USA Level 2 CE a second time (with no prior failures of any other COMLEX-USA component) will be referred to the Student Promotion and Graduation Committee to determine a course of action, which may include a mandatory academic leave of absence not to exceed four months in length. The student will be placed on academic probation until the examination is passed. The student may not return to rotations until a passing score is received. All retakes of COMLEX-USA Level 2 CE, must be completed within one year of the date of the initial failure.

Any student who accumulates two COMLEX-USA failures (in any combination of levels/examinations) will be referred to the Student Promotion and Graduation Committee to determine a course of action. The committee will review the student's academic record and use this information to decide whether the student may return to clinical rotations while awaiting the results of the COMLEX-USA retake, or if the student may not return to rotations until a passing score is achieved.

A student who accumulates three COMLEX-USA failures of the same level, or any combination of COMLEX-USA Levels 1 or 2 CE examinations, will be recommended for dismissal.

Student Promotion and Graduation Committee Guidelines for COMLEX-USA Failures*

Exam	Usual Action*	Academic Status	Repeat Course Timing	Action Following Retake*
All Passed	Continue in program	Good standing	N/A	N/A

Exam	Usual Action*	Academic Status	Repeat Course Timing	Action Following Retake*
One COMLEX-USA failure	Retake failed COMLEX-USA component after study and remediation plan is complete.	*/**Academic probation until passed.	Retake period will be recommended by the Student Promotion and Graduation Committee and determined by the Office of the Dean; not to exceed four months.	Pass: Continue in program Fail: See next row
Two COMLEX-USA failures (any combination of levels)	Retake failed COMLEX-USA component after study and remediation plan is complete.	**Academic probation until passed.	Retake period will be recommended by the Student Promotion and Graduation Committee and determined by the Office of the Dean; not to exceed four months.	Pass: Continue in program Fail: See next row
Three COMLEX-USA failures (any combination of levels)	Recommend Dismissal			

Action may be modified by the Student Promotion and Graduation Committee.

** An academic leave of absence is noted on the student's transcript and academic record; probation is noted in the academic record. Both may be reported in the Medical Student Performance Evaluation (MSPE).

Course Withdrawal from One or More Courses

Please refer to the Midwestern University section of the catalog under Academic Policies, Withdrawal.

Criminal Background Check

AZCOM conducts pre-matriculation criminal background checks as required by Arizona state law. Each student is expected to obtain and produce a copy of a fingerprint background card obtained at the student's expense upon matriculation. Affiliation agreements may require additional fingerprinting or background checks, which will be done at the student's own expense.

Disciplinary Warning/Probation

Disciplinary Warning or Probation occurs for student acts of professional misconduct as defined in Appendices 2 and 4 of the Midwestern University Student Handbook. Disciplinary Warning or Probation is not noted on the transcript. It is kept in the student's permanent academic file. Disciplinary Warning and Probation information may be shared with clinical sites that are affiliated with Midwestern University educational programs and is documented in the Medical Student Performance Evaluation (MSPE).

Dismissal

Matriculation in medical school is a privilege, not a right. Therefore, a student may be dismissed for any of the following reasons:

1. Failure to exhibit the personal and professional qualifications prerequisite to the practice of medicine, such as acts of dishonesty, including but not limited to cheating on examinations or course work, and falsification of patient records/logs, verbal reports, or plagiarism
2. Violation of MWU and AZCOM rules and regulations that have been stipulated to be grounds for dismissal

3. Failure to achieve minimum academic standards in courses, rotations, or COMLEX-USA policies as described in the Student Promotion and Graduation Committee tables
4. Falsification of admission records
5. Failure to meet and maintain technical standards
6. Irregular behavior during COMLEX- USA testing
7. Conviction of a felony or other criminal offense
8. Failure to report a criminal arrest
9. Intentional release of patient medical records or other violation of HIPPA laws

Students who fail three or more courses/rotations cumulatively are recommended for dismissal. Students who have failed any combination of levels of COMLEX- USA three times are recommended for dismissal. The Student Promotions and Graduation Committee and the Preclinical Promotions Committee reserve the right to change the usual actions for reasons of additional consideration. The committee decision may be appealed to the Dean of AZCOM in accordance with policies found elsewhere in this catalog.

Readmission after Dismissal for Poor Academic Performance

Students who have been dismissed are not eligible for readmission. Students who have withdrawn when facing dismissal are not eligible for readmission.

Dual Degree Opportunities

Selected students who have demonstrated the capacity to successfully manage course work for their primary academic degree, may request to enroll in a second degree program. This can be developed in four different settings:

- Students who are enrolled in one of the Midwestern University (MWU) Masters Degree programs in Arizona and are accepted at AZCOM may elect to complete the Masters Degree already begun.
- Students who wish to pursue a Masters Degree in Precision Medicine (MS), or Master in Public Health (MPH) at Midwestern University, may enroll through the College of Graduate Studies at the discretion of an Office of the Dean representative.
- A student who wishes to pursue a Masters Degree which is not offered at MWU (may include but not be limited to MPH, MBA, MEd) should investigate information about the desired program and discuss with an Office of the Dean representative. Students have a number of options for institutions offering such degrees in the metropolitan area.
- Students who wish to apply for a PhD program anywhere in the United States should investigate information about the desired program and discuss with an Office of the Dean Representative. Typically, those entering a leave of absence to participate in a PhD program will do so between years 2 and 3 of the DO program and may not enter the PhD program until after successfully completing the COMLEX-USA Level 1 examination. Participating in a Ph.D. program, may extend the completion date beyond 6 years.

Extended Study Program (ESP)

Academic Extended Study Program

A student may be placed in the Extended Study Program (ESP) for academic reasons at the recommendation of the Preclinical Promotions Committee or AZCOM Deans Office. If a student is placed in ESP, such action does not modify or limit the Preclinical Promotions Committee's recommendation for academic warning or probation or dismissal. Thus, the student may be dismissed for academic reasons while in ESP.

Students will be assessed tuition for any additional years of instruction while enrolled. Placement in the Extended Study Program will change the student's expected date of graduation. Students may not be extended in both preclinical years.

Non-Academic Extended Study Program

The purpose of this program is to provide additional time to address significant personal issues by creating a program of study that allows students to complete the first two years of the curriculum in three years.

Students must petition the Dean of AZCOM to become an ESP student no later than the completion of 50% of a quarter. Requests received after that time are reviewed by the Dean and granted only for reasons of substantiated hardship or medical emergency. Students who voluntarily enter ESP may be permitted to retake courses over the summer, at AZCOM or another approved institution, at the discretion of the AZCOM Deans Office. Students will be assessed tuition for any additional years of instruction. Placement in the Extended Study Program will change the student's expected date of graduation. Students may not be extended in both preclinical years.

Grade Point Average

Courses are recorded in terms of quarter hour(s) of credit. Multiplication of the credits for a course by the numeric value for the grade awarded gives the number of quality points earned for a course. Dividing the total number of quality points earned in courses by the total number of credits in those courses gives the grade point average. Grades reported as Pass (P), Withdrawal (W), or Withdrawal Failing (WF) are recorded on the student's permanent record but are not used in the calculation of the student's grade point average.

The student's session and cumulative grade point averages are computed and recorded by the Office of the Registrar. The grade point average is calculated at the end of each session and at the end of the academic year, and does not include grades or credits for audited courses, or courses with a grade of Withdrawal (W), Withdrawal Failing (WF), or Failed (F) courses that were later repeated. The grades for transfer courses required by the University or College (e.g. to remediate a failed course) are included in the grade point average (see Grade for Retaken Course, below).

Grade for Retaken Course

If a student receives a failing grade, that grade is recorded on the transcript as a letter grade (an "F" entry). Upon repetition of a failed course, the original grade of "F" remains on the transcript, and the repeated course and new grade are entered on the transcript.

The grade for a failed course repeated and passed at Northwestern University, or at an outside institution is recorded on the transcript as a grade of "C." For all failed clinical rotations at Northwestern University that are

repeated and passed, a grade of "C" will be recorded on the transcript. For both preclinical coursework and clinical rotations that are repeated, the original failing grade will remain on the transcript but will not be included in the GPA calculations. The grade of "C" will be included in the GPA calculation. If a repeated preclinical course or clinical rotation is failed, a grade of "F" is again recorded on the transcript. Students who fail a course a second time will be recommended for dismissal.

AZCOM students may not repeat passed courses for the purpose of improving a grade. For academic reasons, the Student Promotion and Graduation Committee (SPGC) may require a passed rotation to be repeated.

Grading System

Students receive letter grades corresponding to the level of achievement in each course, based on the results of examinations, required course work, and, as applicable, other established criteria. The letter grades, percent ranges, and quality points per credit are as follows:

Grade	Percent (%)	Quality Points (per credit)	Comments
A	93-100	4.000	--
A-	90-92	3.670	--
B+	87-89	3.330	--
B	83-86	3.000	--
B-	80-82	2.670	--
C+	77-79	2.330	--
C	70-76	2.000	--
F	<70	0.000	--
I	--	0.000	An Incomplete grade may be assigned by a course director when a student's work is of passing quality but incomplete, or if a student qualifies for re-examination. It is the responsibility of the student to request an extension from the course instructor. By assigning an "I" grade, it is implied that an instructor agrees that the student has a valid reason and should be given additional time to complete required coursework. All incomplete grades must be resolved within 10 calendar days from the end of finals for the quarter. In the case of courses ending prior to final exam week, it is the obligation of the course director to monitor the use and resolution of the incomplete grade, with notice to the Registrar. If an incomplete grade remains beyond 10 days, it may be converted to a grade of "F," which signifies failure of the course.
IP			In Progress grades may be assigned by a course director under certain circumstances (illness, family death, etc.) when incomplete work cannot be resolved within a 10-day period. An outstanding grade should not extend for more than one quarter with notification to the Registrar.
P	--	0.000	A Pass designation indicates that the student has made satisfactory progress or completed required coursework satisfactorily. Grade of 'P' is counted toward credit hour accruals for graduation but is not counted in any GPA calculations.
W	--	0.000	Withdrawal is given if the grade achieved up to the time of the withdrawal is >70% or >C. Withdrawal is not counted in the GPA calculation, and is not counted in credit hour accrual for graduation. Refer to Midwestern University academic policies for more information.
W/F	--	0.000	A Withdrawal/Failing is given after 50% of a course is completed and the grade achieved up to the time of withdrawal is <70% or <C. Withdrawal/Failing is not counted in the GPA calculation, and is not counted in credit hour accrual for graduation. Refer to Midwestern University academic policies for more information.
AU	--	0.000	This designation indicates an audited course, that is, a student registered for a course with the understanding that neither academic credit nor a grade is earned. The course status may not be changed from audit to full credit after the start of the quarter. The designation AU is not counted in the GPA calculation.
PG	--	0.000	The designation of PG indicates a pending grade.

These grading scales apply to all courses unless otherwise noted in the course syllabus.

Immunization and Screening Policy

Full-time students enrolled in a program with a clinical component are required to follow the immunization and screening policy as outlined in the general screening policy section of the *Midwestern University Student Handbook*. Immunization requirements for AZCOM students are subject to current applicable state health department protocols and affiliated site/hospital rotation requirements. Students who do not follow the immunization and screening policy by the stated deadline may jeopardize their acceptance or continued enrollment in the College. If, at any time, testing attestation of disease-free state, or immunizations expire, students may be placed on a mandatory leave of absence until such time that they are in full compliance with this requirement.

Health Insurance Coverage Policy

AZCOM students are required to follow the health insurance policy as outlined in the *Midwestern University Student Handbook*. Insurance requirements for AZCOM students are subject to state health department protocol and affiliated hospital rotation requirements. AZCOM students insured by Medicaid must purchase a personal commercial policy to cover themselves when outside of their home state. AZCOM students who do not follow the insurance policy by the stated deadline may jeopardize their acceptance or continued enrollment in the College. Proof of insurance will be required annually.

Liaison Structure

Student/Faculty Liaison Committee, First and Second Years

These two committees consist of a faculty liaison who is involved in the first or second year curriculum and two students elected by the first and second year classes.

The faculty liaison is appointed by the Dean of AZCOM, and each class elects student liaisons according to the guidelines stated in the current *Midwestern University Student Handbook*. The student liaisons and the faculty liaisons generally meet once a quarter to discuss questions the class may have regarding University policy, academic and nonacademic issues that relate to the teaching environment in the first and second years. The faculty liaison reports on meetings that have taken place at the Dean's Advisory Council meetings.

Student/Faculty Liaison Committee, Third and Fourth Years

This committee consists of the AZCOM Associate Dean for Clinical Education and other faculty members of the Department of Clinical Education. The president of the third and fourth year classes are the

student representatives. The committee generally meets on an as-needed basis to discuss questions the class may have regarding University policy, academic and nonacademic issues that relate to the teaching environment in the third and fourth years. One of the faculty liaisons reports on meetings that have taken place at the Dean's Advisory Council meetings.

Dean's Advisory Council

The Dean's Advisory Council serves as a forum for communication between faculty, staff and student leaders. The faculty liaisons from the Student/Faculty Liaison Committees are members of Dean's Advisory Council. Meetings are scheduled at the discretion of the Dean of AZCOM.

Promotion Policy

Students must meet all requirements for their class year in order to be promoted to the next class year.