

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM – Candidate status – Seeking accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards
Pre-Accreditation Submission 9.2-1a-i: Academic Standards

Enclosed in this submission are the following subsections of requested items in this element. Please hover over the titles, below, and click on each heading, which will bring you to the cover page for each of the sections (a-i), on which are links to each document contained within each lettered section.

1. [\(a\) grading;](#)
2. [\(b\) class attendance;](#)
3. [\(c\) tuition and fees;](#)
4. [\(d\) refunds;](#)
5. [\(e\) student promotion;](#)
6. [\(f\) retention;](#)
7. [\(g\) graduation;](#)
8. [\(h\) students' rights and responsibilities; and](#)
9. [\(i\) filing of grievances and appeals.](#)

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards
Pre-Accreditation Submission 9.2-1a: Grading

Definitions

- COMLEX-USA – Comprehensive Osteopathic Medical Licensing Examination of the USA
- COMAT – Comprehensive Osteopathic Medical Achievement Test
- SPC – Student Progress Committee

Grades and Grading

IUPCOM has developed a system, in keeping with the IUPCOM mission and objectives, to assess the progress of each student toward acquiring the competencies essential toward effective performance as an osteopathic physician. Throughout all four years, students will be required to complete all required coursework and clinical rotations with passing grades. Students who fail any part of the curriculum may be offered an opportunity to remediate. Under certain circumstances, students may be brought before the SPC for review of the circumstances and possible disciplinary action. The grading schema within this policy includes requirements found in the [IUP Grading System Policies](#).

Learning Modalities at IUPCOM for Summative Assessment

- Educational opportunities available at IUPCOM are designated as courses, systems, case-based and problem-based learning, directed study modules, and clinical rotations (clerkships). A course is a free-standing unit and usually focuses on one specific discipline (e.g., an anatomy course). A system contains multiple disciplines, both basic science and clinical, and usually focuses on one specific clinical system (e.g., the cardiovascular system).
- A clinical rotation (or clerkship) is a specific period of instruction in an area of clinical medicine where the student learns, from a blended methodology, the fundamentals and nuances of the specialty from the mentoring physician(s) and other interprofessional clinical team members. This experience may include bedside instruction, directed readings, discussions, case presentations, attendance at Morning Report sessions, clinical lectures, and work in the Clinical Web-based Curriculum. These rotations may be designated as core, required, elective, or selective clinical rotations.

Grading, Credit Hour, and Ranking Considerations

1. Only in exceptional circumstances and only with the approval of the Course Director can adjustments in overall class grades be made. Each Course or System Syllabus will contain the grading policies for the course or system.
2. Grades midway (greater than or equal to 0.50) between two grade points will be rounded up to the next higher whole integer, as appropriate.
3. Clinical experience credit hours are calculated based on an expected time that students will either be in hospitals, private practices, or other such clinically-related experiences, for a minimum of 40-hours per week during 4-week rotation periods. In addition to responsibilities during on-site clinical time, students are expected to complete curricular content and additional required preparation for clinical duties as stipulated by the preceptor.
4. Class ranking is available upon request from the Office of the Registrar and is based on actual grade percentages earned in each course. Class ranks will be updated by the Registrar on the IUPCOM portal on a regular semester basis, and more frequently on a case-by-case basis, as needed.

Additionally, IUPCOM will maintain longitudinal records marking achievements of graduates in a comprehensive assessment system. This assessment will include: COMLEX-USA Level 1, COMLEX-USA Level 2 (CE) and COMLEX-USA Level 3 passage rates; licensure; geographic area of practice; attainment and completion of a graduate medical education program; and AOA or ABMS board certification. IUPCOM publishes outcomes of students' performance in annual reports to the faculty and appropriate IUP leadership. IUPCOM has adopted the following schema to determine grading.

For the first two years, most courses have a traditional letter grade (A, B, C, or F, with no plus or minus grades) and are calculated into the GPA using the standard 4.0 grading scale.

I. Year 1 and 2 Preclinical Courses and Year 3 and 4 Longitudinal Courses

Letter Grading – the grade a student receives in a course is determined by their total points in accordance with the course's syllabus. The student's final grade will be determined as a percentage of total points possible, as described in **Table 1**, below:

Table 1. Year 1 and 2 Courses, and Year 3 and 4 Longitudinal Course Grading Schema	
Letter Grade to Appear on Transcript	Final Course Percentage (%)
A	89.50 – 100.00

B	79.50 – 89.49
C	69.50 – 79.49
C*	Initially failed, but successfully remediated
F/C**	Initially failed but successfully remediated with summer remedial Anatomy course.
F	Initially failed, remediation unsuccessful
I	Final grade of 69.49 and below and awaiting remediation; or for students who have an approved Incomplete Contract on file
IP	Course “In Progress”
WP	Withdrawal (Passing)
WNP	Withdrawal (Not Passing)

- Students who have less than 69.50% at the conclusion of the course will receive an “I” (Incomplete) grade until they successfully or unsuccessfully complete remediation for the course. Students who successfully pass the remediation as described in the course syllabus will receive a “C*” grade. Alternatively, students who fail the remediation will receive an “F” grade.
- Incomplete grades (“I”) may also be issued for unforeseeable emergencies or extenuating circumstances that would, at the Course Director’s discretion, warrant additional time needed to complete a course. Upon completion of all course requirements, and/or at the deadline set forth by the Course Director in the Incomplete Grade Contract, a grade change form will be submitted with the final course letter grade issued.
- A student who withdraws from IUPCOM shall receive the designation “WP” (withdrawal passing) for each active course in which they were enrolled, and were currently passing, at the time of withdrawal. A student who withdraws from IUPCOM shall receive the designation “WNP” (withdrawal not passing) for each active course in which they were enrolled, and were currently failing, at the time of withdrawal. “In progress” (IP) courses that have not yet begun (short term) will be removed in totality from the academic record.
- The SPC may allow a student to remediate any failed course in the curriculum. Students may remediate a failed Gross Anatomy by completing an approved third-party summer course; students may be required to do so at an additional expense. If a student successfully passes the remediation, a grade of F/C* designated as an

approved grade replacement will be entered as a final grade. A student who does not successfully pass the remediation will receive a grade of “F” for the course.

Pass/Fail Grading

- The grade a student receives will be determined from their total points in accordance with the course syllabus. The student’s final grade will be determined as a percentage of total points possible, as described in **Table 2**, below.
- Students receive an “I” (Incomplete) grade for failed courses in years 1 and 2, until they successfully or unsuccessfully remediate the course. Students who successfully pass the remediation examination or assignment, as described in the course syllabus, will receive a “P*” grade. Alternatively, students who fail remediation will receive an “F” grade.
- Incomplete grades (“I”) may also be issued for unforeseeable emergencies or extenuating circumstances that would, at the Course Director’s discretion, warrant additional time needed to complete a course. Upon completion of all course requirements, and/or at the deadline set forth by the Course Director in the Incomplete Grade Contract, a grade change form will be submitted with the final course letter grade issued.

Table 2. Pass/Fail Grading Scheme	
Grade	Final Course Percentage (%)
F	Course remediation unsuccessful, or clinical rotation failed
I	69.49 and below and awaiting remediation; or for students who have an approved Incomplete Contract on file
IP	Course “In Progress”
P	69.50 - 100.00
P*	Remediation or clinical retake successful
WP	Withdrawal Passing
WNP	Withdrawal Not Passing

A student who withdraws from IUPCOM shall receive the designation “WP” (withdrawal passing) for each active course in which they were enrolled, and were currently passing, at the time of withdrawal. A student who withdraws from IUPCOM shall receive the designation “WNP” (withdrawal not passing) for each active course in which they were enrolled, and were currently failing, at the time of withdrawal. “In progress” (IP) courses that have not yet begun (short term) will be removed in totality from the academic record.

II. Core and Required Rotations (Year 3)

In all clinical core and required rotations that have an associated end-of-rotation COMAT examination, students can receive either an “H” (Honors), “HP” (High Pass), or “P” (Pass), “P*” (Pass upon Retake), or “F” (Failure) grade based on their performance on the COMAT, the preceptor evaluation, and rotation coursework.

Table 3. Core and Required Clinical Rotation Grading Scheme	
Grades	Key
F	Fail; based on: <ul style="list-style-type: none"> • Clinical rotation failed based on preceptor evaluation (and/or) • Clinical rotation failed based on two failed COMAT attempts for a single core rotation, (and/or) • Clinical rotation failed due to a failure of coursework
H	Honors; based on: <ul style="list-style-type: none"> • COMAT score (and) • Preceptor evaluation (and) • Coursework as denoted in syllabus
HP	High Pass; based on <ul style="list-style-type: none"> • COMAT score (and) • Preceptor evaluation (and) • Coursework as denoted in syllabus
I	Incomplete; used for students who have an approved Incomplete Contract with a Course Director and the Office of Clinical Affairs and GME on file
IP	Course “In Progress”
P	Passing grade
P*	Assigned when a clinical retake of a failed rotation is successful (and/or) Assigned when the second attempt of a COMAT exam is passed after a failed first attempt for a rotation
WP	Withdrawal Passing
WNP	Withdrawal Not Passing

Students are offered an opportunity to repeat the COMAT exam only once if it is failed on the first attempt. Students who are successful in passing the repeat (2nd attempt) COMAT examination will receive a “P*” on their transcript for this rotation. Students who fail their second attempt at an end-of-rotation exam (COMAT) will receive a Failure (F) for the rotation. Failure of any clinical rotation will result in the student being referred to the SPC. Students who fail a core or required clinical rotation may be offered the chance to repeat the clinical rotation, as outlined by the *Clinical Education Manual* and/or the rotation syllabus. If the student successfully passes a repeat attempt at a failed rotation, the student cannot receive a grade other than a “P*” for the repeated rotation. If the student does not successfully repeat the rotation, another grade of "F" is awarded, and

the student must reappear before the SPC. The details of how courses are graded during years 3 and 4 can be found in the annually updated Clinical Education Manual.

III. Selective and Elective Rotations (Year 3 and Year 4)

In all clinical selective and elective rotations, students can receive either an “H” (Honors), “HP” (High Pass), or “P” (Pass), “P*” (Pass upon Retake), or “F” (Failure) grade based on their performance as determined by their performance on the preceptor evaluation, rotation coursework, additional assignment(s) determined by faculty supervisor of rotation, as outlined in **Table 4**, below:

Table 4. Selective and Elective Clinical Rotation Grading Scheme	
Grades	Key
F	Fail; based on: <ul style="list-style-type: none"> • Clinical rotation failed based on preceptor evaluation (and/or) • Clinical rotation failed due to a failure of coursework
H	Honors; based on: <ul style="list-style-type: none"> • Performance on additional assignment(s), (and) • Preceptor evaluation score, (and) • Coursework quality, as denoted in syllabus
HP	High Pass; based on: <ul style="list-style-type: none"> • Preceptor evaluation score, (and) • Coursework quality, as denoted in syllabus
I	Incomplete; used for students who have an approved Incomplete Contract with a Course Director and the Office of Clinical Affairs and GME on file
IP	Course “In Progress”
P	Pass; based on: <ul style="list-style-type: none"> • Preceptor evaluation score, (and) • Coursework quality, as denoted in syllabus
P*	Assigned when a clinical retake of a failed rotation is successful
WP	Withdrawal Passing
WNP	Withdrawal Not Passing

Failure of any clinical rotation will result in the student being referred to the SPC. Students who fail a selective or elective clinical rotation may be offered the chance to repeat the clinical rotation, as outlined by the Clinical Education Manual and/or the rotation syllabus. If the student successfully passes a repeat attempt at a failed rotation, the student cannot receive a grade other than a “P*” for the repeated rotation. If the student does not successfully repeat the rotation, another grade of “F” is awarded, and the

student must reappear before the SPC. The details of how courses are graded during years 3 and 4 can be found in the annually updated Clinical Education Manual.

IV. Special Topics Courses

Special Topics courses are non-credit-bearing, and do not contribute to a student's GPA. Upon successful completion of a special topics course, the student will have the course listed on their transcript as "P" with zero credit hours earned. A student who does not fulfill the requirements for completing a special topics course will be permitted to drop the course without penalty (i.e., no "I," "WP," or "WNP" grades will be applied). The course will be removed from their transcript.

Policy/Procedure Details	
Policy Owners	<ul style="list-style-type: none">• Registrar• Associate Dean of Pre-Clinical Affairs• Associate Dean of Clinical Affairs and Graduate Medical Education
Effective Date	08/29/2025
Last Reviewed	08/29/2025
Review Frequency Requirements	5 Years
Related Policies	<ol style="list-style-type: none">1. IUPCOM Student Promotion Policy2. IUPCOM Grievances and Appeals Policy3. IUPCOM Graduation Policy4. IUPCOM Retention Policy
Reviewed and Approved by Dean's Leadership Council	08/29/2025
Revision Number	2025.01

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards
Pre-Accreditation Submission 9.2-1b: Class Attendance

ATTENDANCE POLICY

I. Purpose

The purpose of this policy is to outline expectations for student attendance in all components of the medical education curriculum. Consistent attendance is essential for professional development, collaborative learning, and meeting accreditation standards in medical education.

II. Scope

This policy applies to all medical students enrolled in required and elective courses, clinical rotations, laboratory sessions, small group discussions, and any other academic activities scheduled as part of the curriculum.

III. Policy Statement

A. General Expectations

1. **Professional Obligation:** For the first semester of Year 1, students are mandated to attend and actively participate in all scheduled lectures and educational activities as part of their professional responsibilities. IUPCOM reserves the right to mandate ongoing student attendance on an individual basis after academic review.

The practice of medicine is primarily a face-to-face, in-person endeavor. To be successful after the first semester of Year 1, all students are highly encouraged to attend all classroom and scheduled learning activities live, in person, whenever possible. This also enhances community support among peers and faculty. Learners with individualized academic learning plans, as developed in collaboration with a COM learning specialist and the Student Success Committee, may be required to be in all classes and sessions after the first semester of Year 1, on a case-by-case basis.

Students are expected to be on time for all sessions of each course in which they are enrolled.

2. **Required Sessions:** Attendance is mandatory for sessions that involve:

- Patient contact (real or simulated), including all clinical rotation activities (core, required, selective, and elective rotations included)
- Anatomy, OMM and other laboratory sessions
- Team-based learning or small-group discussions
- Examinations and other assessments

- Clinical skills training and simulation
- Guest lectures and interprofessional activities, when specified
- Mandatory Lectures: Attendance in specific learning sessions may be required at the discretion of the Course Director.

3. **Recorded Lectures:** For didactic lectures that are recorded or offered asynchronously, attendance may be optional unless otherwise specified by the course director.

B. Absence and Notification Procedures

1. **Planned Absences:** Requests for excused absences (e.g., IUP-recognized religious holidays, health appointments, professional development activities) must be submitted in advance using the official absence request form and approved by the appropriate course/clerkship director.

While all efforts will be made to accommodate and anticipate requests for culturally-sensitive anticipated absences, not all requests can be granted due to professional activities and scheduling.

2. **Unplanned Absences:** In the event of illness or emergency, students must notify the course/clerkship director and the IUPCOM Office of Student Affairs as soon as possible, preferably before the start of the session.

3. **Documentation:** The school reserves the right to request supporting documentation for excused absences.

C. Make-Up Requirements

1. Students who miss required sessions must complete equivalent make-up assignments or clinical hours as determined by the course/clerkship director.

2. Failure to complete make-up work may result in an incomplete grade or academic penalty.

D. Recurrent or Unexcused Absences

1. Patterns of recurrent, unexplained, or unexcused absences will be reviewed by the IUPCOM Office of Student Affairs and may be referred to the Student Progress Committee (SPC).

2. Unexcused absences may negatively impact course grades and professional behavior assessments.

IV. Attendance During Clinical Rotations

1. **Clinical Attendance:** Attendance at all scheduled clinical duties, teaching rounds, and on-call shifts is mandatory. Students are expected to arrive at least 15 minutes **early** to each of their scheduled shifts. Any length of absence (an hour, half day, or full day, etc.)

must immediately be reported by the student in a professional manner through the clinical education management system and to the site coordinator and the IUPCOM Office of Clinical Affairs and GME. Please refer to the *Clinical Rotations Manual* for additional information.

2. Duty Hour Compliance: Students must comply with duty hour limits as set forth by institutional policy and national guidelines.

3. Illness During Rotation: Students must inform both their clinical preceptor and clerkship coordinator immediately if they are unable to attend for health reasons.

4. Failure of Rotation: Students not meeting minimal attendance requirements for any clinical rotation will be referred to the Associate Dean of Clinical Affairs and Graduate Medical Education and may be required to repeat the rotation in its entirety to obtain credit.

V. Responsibilities

- 1. Students:** Adhere to the attendance policy, communicate proactively, and make up missed content as required.
- 2. Course/Clerkship Directors:** Maintain accurate attendance records and provide clear expectations for required sessions.
- 3. Office of Student Affairs/Office of Clinical Affairs & GME:** Oversee absence requests, provide support for students with extenuating circumstances, and monitor compliance.

Policy/Procedure Details	
Policy Owner	Director of Student Affairs
Effective Date	08/29/2025
Last Reviewed	08/29/2025
Review Frequency Requirements	2 Years
Related Policies and Documents	1. IUPCOM Professionalism Policy 2. IUPCOM Technical Standards 3. IUPCOM Clinical Education Delivery Policy
Reviewed and Approved by Dean's Leadership Council	08/29/2025
Revision Number	2025.01

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards
Pre-Accreditation Submission 9.2-1c: Tuition and Fees

TUITION AND FEES

The Course and Fee Statement (billing statement) will be posted to the IUPCOM Portal approximately 30 days prior to the start of each semester. Course and Fee Statements will not be mailed to the student's current address on record.

The first semester bill will include half of the annual tuition, all fees, and the disability and health insurance premiums, if applicable, less any matriculation payments. The second semester bill will include the second semester tuition, and if applicable, the second semester health insurance premium and any necessary adjustments.

First year students must have tuition and fee charges paid in full two weeks prior to the start of their first semester at IUPCOM. For continuing students and new students admitted late, payment is due one week prior to the first day of each semester. Tuition and fees are due one week prior to the start of the second semester for all students.

The projected tuition for the first (AY 2027-2028; Class of 2031) cohort is \$50,000 per year for tuition, and fees are projected to be in line with the IUP fees for Graduate Programs as documented here: [Graduate Tuition and Fees – IUP Office of Student Billing](#).

A. Late Payment Fee

Tuition and fee charges must be paid by the due dates of each semester. All students who have applied for loans to meet their financial obligations must show proof of pending loans that are enough to meet the payment of tuition and fees on the due date. If tuition is not paid in full on the due date, a late fee of \$50 per week will be assessed until such time as all financial obligations are fulfilled.

Student bills are issued electronically through our IUP EasyPay system on or around the 26th of each month, with payment due the 20th of the following month. With the electronic billing system, students are notified through their IUPCOM email. Students must view their bill by logging in to MyIUP and follow the link to IUP EasyPay (<https://www.iup.edu/student-billing/bill-payment-methods/index.html>)

B. [IUP University Bill Payment Methods](#)

1. [IUP EasyPay](#): IUP has implemented online payment services—IUP EasyPay—accessible from the Accessing IUP EasyPay web page or through MyIUP. These online payment services, via the IUP EasyPay system, offer students and authorized users (parent and/or

guardian) the flexibility and convenience to view and pay their bills 24 hours a day, seven days a week. Payments can be made by electronic check payments (e-checks) or credit cards. E-checks may be made online through IUP EasyPay for no additional fee by simply entering your account and routing numbers. Credit card payments are accepted with the following cards: Visa, Discover, or MasterCard. There is a 2.95 percent convenience fee assessed to all credit card payments. Please verify the amount you are paying, as we cannot refund a payment made in error. View instructions on how to use IUP EasyPay or frequently asked questions about the EasyPay process.

2. **In the Student Billing Office:** Regular check payments or money orders and cash are also accepted in person.
3. **Depository:** Rather than waiting in line, students may drop off your payment in the depository located outside the front entrance to Clark Hall. Students need to be sure to include their P-number on payment.
4. **Mail:** Students can mail payment and make checks payable to IUP including their P-numbers on payments. All payments can be mailed to: Office of Student Billing, Clark Hall, 1090 South Drive, Indiana, PA 15705.

Policy/Procedure Details	
Policy Owner	IUPCOM Director of Student Affairs IUP Student Billing Office
Effective Date	08/29/2025
Last Reviewed	08/29/2025
Review Frequency Requirements	5 Years
Related Policies	1. IUPCOM Retention Policy 2. IUPCOM Refund Policy 3. IUPCOM Graduation Policy 4.
Reviewed and Approved by Dean's Leadership Council	08/29/2025
Revision Number	2025.01

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards

Pre-Accreditation Submission 9.2-1d: Refunds

IUPCOM REFUND PROCEDURE

A matriculated student, who cancels, withdraws (voluntarily or involuntarily) for personal, military, or medical reasons, is suspended, placed on leave, or is dismissed, may receive a refund of tuition and annual fees, charged for the current term through the first five weeks of classes ONLY, within thirty days of any of the foregoing in accordance with the following schedule:

Refund Period (% of Enrollment Period Completed)	Refund Percentage	Duration (Illustration of Estimated Weeks in Typical Semester)
0–8.50%	100%	Through “drop period”
8.51–12.50%	80%	Through week 2
12.51–19.44%	60%	Through week 3
19.45–26.39%	50%	Through week 4
26.40–33.33%	40%	Through week 5
>33.33%	0%	Sixth and subsequent weeks

No refunds will be granted to students who withdraw or are withdrawn, for any reason, after the fifth week, except for those under *Veterans Benefit Tuition Refund Policy Title IV Funds*. In the event of a student withdrawal, IUP’s Department of Finance and Administration will determine the amount (if any) of refunded tuition and fees; the Office of Financial Aid will then determine the amount of aid the student has earned for the semester from all sources and make adjustments as required. Ultimately, students are financially responsible for any outstanding balance owed upon discontinued enrollment.

Additional guidance from IUP/PASSHE

- Financial Terms and Conditions (includes information about tuition and fees)
 - <https://www.iup.edu/student-billing/policies/financial-terms-and-conditions.html>
- Refund Policy (PASSHE Policy)
 - <https://www.iup.edu/student-billing/policies/refund-policy.html>

Veterans Benefits

Students receiving Veterans Education Benefits who fail to complete the program, withdraw or are dismissed for any reason prior to the completion of the program, will be charged for tuition, fees and other charges on a *pro rata* basis. Charges for the completed portion of the program shall not exceed the approximate *pro rata* portion of the total charges for tuition, fees and other charges for

the full length of the program. IUPCOM will comply with the provisions of 6E-1.0032 (6)(i), FAC and other applicable federal and state requirements within its refund policy.

Additionally, in accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and; Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment,
- Assess a late penalty fee to the student,
- Require the student to secure alternative or additional funding,
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class,
- Provide a written request to be certified,
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at: <https://benefits.va.gov/gibill/>*

Mobilization/Deployment Refunds

Members of the military who receive orders which transfer them out of the area for a prolonged period or members of the National Guard or Reserves who are called to active duty, when such transfer interferes with class attendance, may request a full refund of tuition at any time during the semester. Documentation of orders for transfer must be provided prior to refund being granted. IUP has a proration refund policy for students receiving VA benefits, see above. Students receiving VA benefits must request that the prorated refund policy be used for tuition reimbursement.

Credit for Rotations Completed During Clinical Training Years

At the discretion of the IUPCOM Dean, a student may receive a tuition credit for rotations completed and passed during the clinical training years. This credit may only be applied to future tuition and fees at IUPCOM if the student is approved to return to instruction at IUPCOM. The credit is not refundable or payable to the student and can only be utilized to offset future IUPCOM tuition and fees.

Treatment of Title IV Funds When a Student Withdraws

The law specifies how the Office of Financial Aid at IUP must determine the amount of Title IV program assistance that a student earns if a student has withdrawn, dropped out, or is dismissed from the school. The Title IV programs that are covered by this law that the student received while at IUPCOM include Federal Direct Subsidized, Unsubsidized, and PLUS Loans. This financial aid is posted to the student's account at the start of each period.

If a student withdraws during the payment period or period of enrollment, the amount of Title IV program assistance that was earned up to the point of withdrawal is determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that was earned, the student may be able to receive those additional funds. If the student received more assistance than what was earned, the excess funds must be returned by the school.

The amount of assistance earned is determined on a *pro rata* basis. If a student completed 30% of the payment period or period of enrollment, the student earns 30% of the assistance that was originally scheduled to be disbursed. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that was scheduled to be disbursed for that period.

If a student did not receive all of the funds that were earned, a student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must receive the student's permission before it can disburse them. A student may choose to decline some or all the loan funds so that the student does not incur additional debt. The school may automatically use all or a portion of the post-withdrawal disbursement for all other school charges. If a student does not give permission, the student will be offered the funds.

There may be Title IV funds that a student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. If a student receives excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- Institutional charges multiplied by the unearned percentage of the funds, or;
- The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of the Title IV program funds. If the school is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student must repay in accordance with the terms of the promissory note.

IUP Refund Procedure for the Fall and Spring Semesters

The tuition refund policy at Indiana University of Pennsylvania applies to all students enrolled in programs for credit at the university, its branches, the Regional Police Academy, and the Academy of Culinary Arts, both full-time and part-time. The policy only applies if the student is

making a total university withdrawal. There is no reduction in tuition and fees for withdrawing from an individual course. For information regarding reduction in housing and meals, please contact the Office of Housing, Residential Living, and Dining.

I. Current Semester Cancellation

Students should carefully consider the impact of leaving IUP before completing the cancellation process. Financial aid, loan repayment, and possibly health insurance may be affected. In addition, reenrollment is required should you decide to return to IUP at a later date.

- If you are registered, drop all courses on MyIUP. If you are not registered, notify any applicable offices listed below.
- If you cannot drop all your courses on MyIUP (MyIUP is closed for incoming freshman registration or if you have a financial hold on your account), write a letter or send an email to the Student Billing Office at student-billing@iup.edu (include your name and University ID.)
- If you have financial aid, including loans, notify the Financial Aid Office at financial-aid@iup.edu.
- If you have housing on campus, notify Housing, Residential Living, and Dining at iup-housing@iup.edu.
- If you have a meal plan, notify Dining Services at iup-dining@iup.edu.
- If you are an incoming new freshman or new transfer student and the semester has **not** started, contact admissions-inquiry@iup.edu to cancel. If the semester **has started**, you must complete a [total university withdrawal](#) in order to cancel.

II. Total University Withdrawal from the Current Semester

All students who register for classes and then decide to withdraw totally from the university after the drop/add period has ended must log in to MyIUP and web withdraw from all classes. For problems, please contact the [Office of Graduate Education and Academic Planning \(graduate\)](#). The official withdrawal date is the date the student completed the electronic web withdrawal or notified the Office of the Student Advocate by phone or written communication of his or her intention.

Students who reduce their credit hour load after the end of the drop period but who do not totally withdraw from all classes shall not be eligible for a refund. After the drop period, refunds for the tuition and fees shall be made only for a total semester withdrawal.

If a student is registered for 12 credits after the drop period (first week), withdraws from six credits in week two (receiving no refund), and fully withdraws from the remaining six credits in week three, the refund will be based upon the total number of credits for which the student was originally charged, or 12 credits in this case.

Students who are concurrently enrolled in both the regular session and late-starting sessions will be treated as regular session students for the purposes of this policy. If the student drops a late-

starting course prior to the beginning of the course, a refund for the course will be provided in accordance with the university's registration policy.

In accordance with the Pennsylvania State System Policy 1983-19-A, Indiana University of Pennsylvania will not refund or adjust the technology fee. The only adjustment will take place during the drop/add period. When the student drops all classes, the technology fee will be credited, as will tuition and mandatory fees at 100 percent.

A student who does a total withdrawal from all courses will forfeit a portion of the semester fees in accordance with the following schedule:

Refund Period (% of Enrollment Period Completed)	Refund Percentage	Duration (Illustration of Estimated Weeks in Typical Semester)
0–8.50%	100%	Through “drop period”
8.51–12.50%	80%	Through week 2
12.51–19.44%	60%	Through week 3
19.45–26.39%	50%	Through week 4
26.40–33.33%	40%	Through week 5
>33.33%	0%	Sixth and subsequent weeks

A student will be charged a full week of tuition and fees for any partial week of enrollment. Advance deposit payments and placement testing fees are not refundable. The Office of the Provost will determine the official start of classes for each semester.

Policy/Procedure Details	
Policy Owner	Director of Student Affairs IUP Comptroller Registrar IUP Office of Graduate Education and Academic Planning
Effective Date	08/29/2025
Last Reviewed	08/29/2025
Review Frequency Requirements	5 Years
Related Policies	1. IUP Financial Terms and Conditions 2. Refund Policy (PASSHE Policy) 3. Pennsylvania State System Policy 1983-19-A 4.
Reviewed and Approved by Dean's Leadership Council	08/29/2025
Revision Number	2025.01

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards
Pre-Accreditation Submission 9.2-1e: Student Promotion

PROMOTION

Promotion is defined as *progression from one academic year to the next*. The process for promotion from year to year is overseen by the IUPCOM Student Progress Committee (SPC) which is dependent upon a student's satisfactory performance across three key areas: academic requirements, professional conduct, and licensing exams. Automatic promotion is contingent on passing all courses, demonstrating professionalism, and fulfilling all IUP financial obligations. Students must adequately conform to the standards set forth in the *Student Handbook* to be eligible for promotion.

The Student Progress Committee (SPC)

The SPC is responsible for evaluating student performance and making recommendations about promotion, remediation, or dismissal.

Key aspects of this process include:

- Evaluation: The committee reviews the academic and professional performance of all students at the end of each academic year. For struggling students, reviews may occur more frequently.
- Final Decision: The committee's recommendations are presented to the Dean, who makes the final decision on a student's status.
- Appeals: Students have the right to appeal any adverse decision regarding their promotion or dismissal.

A. Core Promotion Requirements

1. Academic performance – Students must successfully complete all required courses and clinical clerkships for their current year. A single course failure can trigger remediation, while multiple failures may lead to more severe consequences. Please see the *IUPCOM Grading Policy* for additional details.
2. Professionalism – In addition to academic achievement, students must exhibit the ethical reasoning, sound judgment, and behavior expected of a physician. A student who fails to meet these standards can be reviewed by the SPC, even if their grades are satisfactory.
3. Licensing Examinations – Passing specific COMLEX-USA examinations is a crucial requirement for advancement.
 - Promotion to the third year: IUPCOM requires students to take the COMLEX-USA Level 1 before beginning their third year and have a passing score in hand before beginning clinical rotations, by the end of the *Clinical Colloquium I* course.

- Promotion to the fourth year: IUPCOM requires students to pass all seven (7) core and required clinical rotations (including obtaining a passing score on each of the associated NBOME COMAT Clinical Subject Examinations) before *either* beginning their fourth year of clinical rotations *or* engaging in Selective or Elective rotations in their third year. Students may apply for an exception to this rule via the Associate Dean of Clinical Affairs and GME.
- Graduation: Passing COMLEX-USA Level 2-CE is required for graduation, as well as the C3DO or related clinical skills examination in place at the time via the NBOME.

B. Consequences of Unsatisfactory Performance

For students who fail to meet promotion standards, the following interventions of escalating severity may be utilized:

- Remediation: For a single course or exam failure, a student may be allowed to complete a makeup exam, retake the course, or undertake other required academic work.
- Conditional promotion: The SPC may allow a student to advance to the next year on the condition that they complete all outstanding requirements.
- Academic probation: Students with academic or professionalism issues may be placed on formal probation and required to meet specific benchmarks to continue in the program.
- Repeating a year: If problems are significant, a student may be required to repeat an entire academic year.
- Dismissal: For multiple failures, repeated offenses, failure to remedy issues, or a single, severe infraction, the SPC may recommend dismissal from the program.

C. The Promotion Path by Year

For each year in the IUPCOM program, a student will not be recommended for promotion to the next academic year with any outstanding grades of (I) or (F). IUPCOM students must have a grade average of 2.0 or above.

1. Year 1 to Year 2 – Promotion is generally based on successfully passing all first-year foundational biomedical and clinical science courses and demonstrating appropriate professional behavior.
2. Year 2 to Year 3 – Promotion to the clinical years (Year 3) requires completing all first- and second-year coursework. Passing COMLEX-USA Level 1 is also a mandatory prerequisite before beginning clinical clerkships. Students must take the COMLEX-USA Level 1 by the end of Year 2 and receive a passing score on it by the end of *Clinical Colloquium I* to start clinical rotations. Refer to the *Definition of a Student Eligible to*

Enter Clinical Rotations (Pre-Accreditation Element 6.9-3). Students must also pass the *Clinical Colloquium I* course before gaining approval to begin clinical rotations.

3. Year 3 to Year 4 – To become a fourth-year medical student, students must complete all core and required third-year clinical rotations. Additionally, third year students cannot advance to the fourth year until they have passed all seven of the NBOME COMAT Clinical Subject Examinations, completed all core and required clinical rotations, passed all longitudinal courses, and successfully completed *Clinical Colloquium II*. Students must take and pass COMLEX-USA Level 2-CE as a condition for graduation, as well as any NBOME-based national clinical skills required testing in place at the time of their education by May 1 of the fourth year at the latest.
4. Final promotion to graduation – The SPC provides recommendation to the IUPCOM Faculty Senate for graduation of each student in the program after confirming that they have met all academic, clinical, professionalism, and examination requirements needed for conferral of the Doctor of Osteopathic Medicine (D.O.) degree.

Policy/Procedure Details	
Policy Owner	Associate Dean of Clinical Affairs and GME Associate Dean of Pre-Clinical Affairs Registrar Director of Student Affairs
Effective Date	08/29/2025
Last Reviewed	08/29/2025
Review Frequency Requirements	3 Years
Related Policies and Documents	1. IUPCOM Student Handbook 2. IUPCOM Student Grading Policy 3. IUPCOM Graduation Approval Policy 4. IUPCOM Grievance and Appeal Policy
Reviewed and Approved by Dean's Leadership Council	08/29/2025
Revision Number	2025.01

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards
Pre-Accreditation Submission 9.2-1f: Retention

STUDENT RETENTION

1. Purpose

The purpose of this policy is to establish clear guidelines and procedures to promote student success and retention within Indiana University of Pennsylvania College of Osteopathic Medicine (IUPCOM). This policy outlines support systems, academic expectations, and intervention strategies designed to help students complete their medical education in a timely and effective manner.

2. Scope

This policy applies to all students enrolled in the IUPCOM program.

3. Policy Statement

IUPCOM is committed to fostering an environment that supports the academic, professional, and personal development of its students. Recognizing the rigorous nature of medical education, the College provides structured support systems aimed at maximizing student retention and success.

4. Objectives

- Promote academic success and timely progression.
- Identify students at risk of academic or personal failure early in their training.
- Provide interventions and support to address barriers to success.
- Maintain high academic and professional standards while supporting student needs.
- Ensure compliance with accreditation standards and institutional goals.

5. Definitions

- **Retention:** Continued enrollment and progression of students toward successful graduation from the D.O. program.

- **At-Risk Student:** A student demonstrating academic, behavioral, or personal difficulties that may impede progress.

6. Roles and Responsibilities

IUPCOM Office of Student Affairs – COM Director of Student Affairs will oversee and coordinate student support services both within the COM and within the larger university services for students at IUP, including:

College of Osteopathic Medicine In-House Support Services:

- Learning Services Specialist/Academic Learning Specialists: Monitor student progress and assist with academic planning, study skills, time management, and referrals for mental health services and/or accommodations/disability evaluations at the university as needed.
- Faculty Advisors: Each student will be assigned a faculty advisor to provide academic and career guidance.
- Course Directors and Faculty: Provide early feedback, academic support, and report concerns.
- Wellness focused sessions during orientation followed by formal coursework on developing skillsets for emotional well-being and resilience.

IUP University-Wide Support Services:

- [Navigators](#): Full-time, professional staff serve as students' primary point of contact to answer questions, offer support, and help remove barriers to success. Each student will be assigned a Navigator at the point of admission to IUPCOM and the assigned Navigators will assist students through degree completion.
- [Department of Disability Access and Advising \(D2A2\)](#): D2A2 provides accommodations and services for students with disabilities of all kinds including learning, physical, hearing, vision, or psychological. IUP is committed to ensuring equal access to education as intended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- [Tutoring Services through IUP University College](#): Peer-to-peer tutoring is available for students needing additional assistance and one-on-one tutoring for coursework.

- [The Counseling Center](#) - The IUP Counseling Center provides a range of mental health services and support for Indiana University of Pennsylvania students, including urgent crisis intervention and emergency consultation to students, faculty, staff, and family members. See *Pre-Accreditation Submission 9.8-3: Mental Health Resources* for additional mental health services and support available to COM students.
- [Kathleen Jones White Writing Center](#) - The Jones White Writing Center offers one-on-one tutoring, workshops, a graduate editing service, and writing-related events for the campus community. The Writing Center can assist students with any piece of writing at any stage of the writing process, in person or online. Individual tutorials with trained graduate and undergraduate tutors can last 30-60 minutes and can be scheduled at a variety of convenient times. Class and campus-wide workshops on a wide variety of writing topics are led by experienced tutors. The Writing Center also offers regular events and activities to support writers on campus.

7. Retention Strategies

a. Early Identification and Intervention

- Annual academic and advising reviews, with two reviews (one per semester) in Year 1
- In-person mental health check-in within the first 3 months of matriculation
- Required reporting of exam failures or professionalism concerns.
- Use of early alert systems (such as [IUP Advise](#)) by faculty and staff, which will be adapted for use by IUPCOM for in-house academic monitoring to identify and follow students at risk.

b. Academic Support Services

- Peer and faculty tutoring programs.
- Academic skills workshops (e.g., time management, test-taking).
- Structured remediation programs for failed courses or competencies.
- Mentorship and career counseling.
- Life coaching.

c. Personal and Wellness Support

- Mental health counseling and wellness programs.

- Disability accommodations, as needed.
- D2A2 (*see above*).

8. Leave of Absence and Withdrawal Policy

Students who find it necessary to take a temporary break in their academic studies for a documented medical reason or need to provide care for a family member can request a Medical Leave of Absence (MLOA) or Family Leave of Absence (FLOA) through the IUPCOM Office of Student Affairs designated program coordinator for leave of absence requests that will be presented to the Office of Assistant/Associate Provost of Graduate Education and Academic Planning for decision. Students are further directed to the [IUP Leave of Absence Policy](#). The student must provide appropriate documentation as requested. Once a student receives approval for the leave of absence, their time-to-degree will be suspended until they return to their program. Leaves of absence can be granted for up to one year at a time. If additional time is needed, it must be requested prior to the end of the approved leave. Please reference *Pre-Accreditation Submission 6.3-1: Maximum Length of Completion Policy* and readmittance standards. While management of the granting of leave of absences and approvals for withdrawal are managed through the review of reinstatement and return to the COM will require IUPCOM Administrative input for return.

9. Evaluation and Review

This policy will be reviewed every two years by the Office of Medical Education to ensure its effectiveness and alignment with best practices and accreditation standards.

Policy/Procedure Details	
Policy Owner	Associate Dean of Clinical Affairs and GME Associate Dean of Pre-Clinical Affairs Director of Student Affairs
Effective Date	08/29/25
Last Reviewed	08/29/25
Review Frequency Requirements	5 Years
Related Policies	1. IUPCOM Promotion Policy 2. IUPCOM Grading Policy 3. IUPCOM Grievance and Appeal Policy 4. IUPCOM Graduation Policy 5. IUP Leave of Absence Policy 6. IUPCOM Counseling and Mental Health Services Policy
Reviewed and Approved by Dean's Leadership Council	08/29/25
Revision Number	2025.01

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards
Pre-Accreditation Submission 9.2-1g: Graduation Policy

REQUIREMENTS FOR GRADUATION

The names of students who have satisfactorily completed all academic requirements – and who have been recommended, in part, by the IUPCOM Faculty Senate, Student Progress Committee, the Dean’s Leadership Council, and, ultimately, approved by the COM Dean and then university President – will be granted approval to graduate. If approved, the student may be awarded the degree of Doctor of Osteopathic Medicine (D.O.) provided they have also met and completed all the following standards:

- Passed all required IUPCOM-based examinations maintaining at least a 70% in each course, system, module and clinical rotation, have no un-remediated grades of Fail (F), no remaining grades of Incomplete (I), and an overall cumulative GPA of at least a 2.0;
- Must be at least 21 years of age by the date of graduation;
- Matriculated not more than six academic years at IUPCOM, allowing for any permissible exceptions as documented in IUPCOM's *Maximum Length of Completion* policy;
- Passed COMLEX-USA Levels 1 and 2-CE, as well as C3DO or related clinical skills examination, administered by the NBOME;
- Completed an exit interview with the Office of Financial Aid/Department of Student Affairs, discharging all financial obligations to IUP;
- Exhibited the ethical, moral, professional, behavioral and personal characteristics necessary for the practice of osteopathic medicine or other professional practice;
- Completed the AACOM Graduating Seniors Survey;
- Must not have any unresolved disciplinary actions; and
- Attend graduation/commencement ceremonies at which time the Osteopathic Oath is taken publicly with affirmation, sincerity, solemnity, humility, and responsibility.
 - Excused absence from Commencement for extraordinary extenuating circumstances will be considered through written appeal to the COM Dean.

Degree conferral through diploma will be officially provided by the IUP Office of the Registrar following Commencement.

All students must meet the graduation requirements for their program as listed in the *Academic Catalog* in their year of matriculation and/or any subsequent or additional program requirements, including those of the National Board of Osteopathic Medical Examiners (NBOME). In the event of an extension beyond the projected graduation date, the student must meet the requirements for the class with whom the individual graduates and any other requirements specified by the

Student Progress Committee (SPC), Dean, Associate Dean of Preclinical Affairs, Associate Dean of Clinical Affairs and Graduate Medical Education, and pending potential approval from the American Osteopathic Association (AOA) and the Commission on Osteopathic College Accreditation (COCA).

Policy/Procedure Details	
Policy Owner	Associate Dean of Pre-clinical Affairs Associate Dean of Clinical Affairs and GME Registrar
Effective Date	08/29/2025
Last Reviewed	08/29/2025
Review Frequency Requirements	5 Years
Related Policies and Documents	1. IUPCOM Grading Policy 2. IUPCOM Student Handbook 3. IUPCOM Graduation Approval Process and Policy 4. IUPCOM Grievance and Appeal Policy
Reviewed and Approved by Dean's Leadership Council	08/29/2025
Revision Number	2025.01

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards
Pre-Accreditation Submission 9.2-1h: Students’ Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

I. Purpose

In accordance with Pennsylvania statutes, this policy, together with the Indiana University of Pennsylvania [Academic Integrity Policy](#) and the IUP [Community Standards Policy](#), outlines the fundamental rights and responsibilities of medical students within the educational, clinical, and institutional environment. The policy aims to ensure that students are treated with respect, dignity, and fairness while recognizing one’s own responsibilities in fostering an inclusive and supportive academic atmosphere essential for learning and professional growth.

II. Scope

This policy applies to all enrolled Indiana University of Pennsylvania graduate students and will be applicable across all academic, clinical, and extracurricular settings of the medical school.

III. [Indiana University of Pennsylvania Graduate Student Rights](#)

1. [Community Standards Policy and Procedures](#)
2. [Student Rights and Responsibilities](#)
3. [Students Rights under the Family Educational Rights and Privacy Act \(FERPA\)](#)
4. [Student Rights/Directory Information](#)

IV. Responsibilities

Alongside these rights, students are expected to uphold professional behavior, academic integrity, and respect for others in the medical school community. Rights and responsibilities work in tandem to promote a healthy and productive learning environment.

V. Review and Revision

This policy shall be reviewed every two years or more frequently if required due to changes in institutional policy, accreditation requirements, or student feedback.

Policy/Procedure Details	
Policy Owner	Director of Student Affairs
Effective Date	08/29/25
Last Reviewed	08/29/25
Review Frequency Requirements	5 Years
Related Policies and Documents	1. IUPCOM Student Handbook 2. IUPCOM Professionalism Policy 3. IUPCOM Grievance and Appeals Policy 4. IUP Graduate Student Rights Policies
Reviewed and Approved by Dean’s Leadership Council	08/29/25
Revision Number	2025.01

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.2: Academic Standards

Pre-Accreditation Submission 9.2-1i: Filing of Grievances and Appeals Policy

Grievances and Appeals

The IUP Graduate Student Grade Appeal Policy and Procedure is provided as standard guidance. To appeal a final grade, a student must offer convincing arguments that good cause exists for mandating a change of grade. A request for a grade appeal is not automatically granted.

A. Grade Review Policy

If a student disagrees with the evaluation of his/her work by the instructor, but has no basis for a charge of “discrimination” or “capricious evaluation” or “error,” the student should discuss the matter directly with the instructor, and if unsatisfied, with the department chairperson, and if still unsatisfied, with the dean of the college in which the course was offered. In such cases, the decision of the instructor shall be final.

If a student believes that an improper grade has been assigned, an appeal may be filed on the following grounds:

1. **Discrimination:** On the basis of race, religion, national origin, sex, age, ancestry, handicapped status, affectional or lifestyle preference, or political affiliation.
2. **Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. The student may not claim capriciousness if he or she disagrees with the subjective professional evaluation of the instructor.
3. **Error:** Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

B. Procedures of Appeal

1. Level I: Informal Resolution

Every effort should be made to resolve the disagreement at Level I. The student must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied with the results, the student must then speak with the chairperson of the department that offers the course. If still unsatisfied, the student must discuss the matter with the dean of the college in which the course is offered. A member of the Graduate Student Assembly may accompany and advise the student during the Level I procedures. Only after all attempts for resolution at Level I have been exhausted may the

student initiate Level II.

2. Level II: Appeal Screening

- a. **Composition:** Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for appeal. The committee will be composed of seven voting members: three faculty members appointed by APSCUF, two members elected by and from the IUP Senate University-Wide Graduate Committee (one faculty member, and one student), the vice provost of the School of Graduate Studies and Research or his or her designee, and one student appointed by the Graduate Student Assembly. A quorum consists of a majority of the committee. To take action, a majority of those present must be faculty members. If a quorum of the Level II committee is not available to meet within the designated time limits, the Provost's Office will seek additional members from the appointing bodies. If these bodies are unable to respond in a timely manner, the Provost's Office may select additional members from the appropriate groups.
- b. **Procedure to Initiate Appeal:** To initiate Level II of the appeal, the student must file an appeal form with the Provost's Office. This form must be filed within sixty (60) calendar days of the beginning of the semester immediately following the semester in which the grade was received. The Provost's Office may extend the 60-day limit only in unusual circumstances when equity demands it and when the student's own procrastination or misunderstanding did not substantially contribute to the delay. (Note: Grade appeals will not generally be processed during the summer. Therefore, the appeal of any grade received in the spring or summer sessions normally will be processed in the fall. A review will be scheduled in the summer only when the student's academic eligibility is jeopardized by the grade in question or when the student is preparing to graduate) The Provost's Office will notify the appropriate dean, department chairperson, faculty member, and the president of the Graduate Student Assembly of the student's initiation of the Level II process.
- c. **Procedure to Process Appeal:** The student will be expected to submit written documentation of his/her complaint, and the faculty member will be expected to submit in writing the course grading procedure and any other pertinent information. Appeals based on discrimination will be reviewed according to current standards of nondiscriminatory action. Appeals based on capriciousness will be reviewed in light of the faculty member's announced evaluation and grading system. The committee will review the materials to deny or confirm appeal continuance. Denial of appeal continuance must be by a negative vote of four members of the committee. This committee will inform the Provost's Office of its findings. Within five (5) class days of the receipt of the committee's report, the provost or designee will notify the student and the faculty member of the findings. If the basis for appeal is determined to be substantive, the provost or designee will schedule a Grade Review Panel within fifteen

(15) class days to be convened prior to the conclusion of the semester.

3. Level III: Appeal Review

- a. Composition:** The Grade Review Panel will consist of five voting members: the vice provost's designee (from the School of Graduate Studies and Research) and four faculty members. The Graduate Student Assembly Executive Committee designee may advise as requested by the student. The affirmative action officer will advise in appeals based on discrimination. The panel will be constituted from the Grade Review Pool by random selection. The panel chairperson will be elected by and from the panel before each review.
- b. Membership:** The Grade Review Pool will be established in the spring term to serve for the following academic year. Using random selection methods, the pool and rotational order within the pool will be established by the Provost's Office. A pool of three deans or associate deans and 12 full-time faculty members will be maintained. In establishing the membership for each review panel, prior to each review the names of those designated as primary members of the specific panel and available as alternates will be supplied to all parties involved. A panel member may request (to the provost or designee) disqualification due to a conflict of interest. The student and the faculty member may eliminate names in proportion to the composition of the panel. Each may eliminate only one dean/associate dean and four faculty members. The instructor and the student will be supplied a list of all primary and secondary pool members. The opportunity to disqualify panel members will take place only once. Resulting vacancies will be filled from the appropriate pool of alternates so that the panel will be composed of one dean/associate dean and four faculty members. If through self-disqualification and challenges a panel cannot be constituted from the pool, then the Office of the Provost will supplement the pool using appropriate random selection methods.
- c. Procedure:**
 - i. Both the student and the instructor will have the right to appear before the panel, present witnesses, and offer evidence. In addition to those specified in Level III, Section A, each may also bring one observer, with whom he or she may consult but who may not participate in the review.
 - ii. The panel shall determine its rules of order for internal operation. After hearing the evidence brought forth, the panel will privately deliberate and render a decision. If the grade appeal is upheld, the panel will constitute a committee of three appropriate faculty members (knowledgeable in the discipline, but excluding the faculty member against whom the complaint was lodged), who will review the student's work and recommend the appropriate grade or suitable remedy. The panel will incorporate this information in its

determination, which it then forwards to the Provost's Office for implementation, ordinarily within 30 days. The Provost's Office will initiate the processing of grade changes resulting from Level III decisions.

- iii. The written report sent to the Provost's Office will state whether the student's appeal is upheld or denied; if upheld, the committee's evaluation and remedy will be included. Both the student and the faculty member have the right to review all documents related to the appeal. All documents supporting the report will be sealed and kept only as long as necessary (normally one year) to ensure the appropriate action is taken before they are destroyed or returned to the individual presenting the evidence.

C. Ancillary Provisions

1. **Continuing Rights:** This appeal does not supplant any legal rights afforded by the Commonwealth of Pennsylvania and/or the government of the United States. Nothing in this policy abrogates or modifies any provisions of or rights under the Collective Bargaining Agreement.
2. **Discrimination in this policy generally means unlawful discrimination:** To the extent that any form of discrimination identified in this definition is not unlawful discrimination, this definition shall not be taken to create a cause of appeal against the university. In such cases, the final appeal procedures in this policy will be final and binding on the student.
3. **Tenure and Promotion Committee Membership on Grade Appeals Committees:** Members of the universitywide tenure and promotion committees may not serve concurrently on grade appeals committees.
4. **Support Mechanism:** The Provost's Office, after consultation with the IUP Senate University-Wide Graduate Committee and APSCUF, will be responsible for identifying a pool of at least 10 faculty members well versed in the preparation of grade appeals who will be available upon request to help students or faculty prepare documentation for the grade appeals process.
5. **Training/Support:** The Provost's Office will offer yearly information sessions/workshops to assist deans, chairs, grade appeals panel/committee members, and members of the Graduate Student Assembly/University-Wide Graduate Curriculum Committee in identifying issues and to provide guidance for the resolution of grade appeals.
6. **Dissemination of Grade Appeal Information:** The Provost's Office will annually report to the university community a statistical summary of grade appeal data that does not compromise confidentiality including 1) the number of appeals filed, 2) the resolutions at levels II and III, and 3) the final implementation of Level III decisions.
7. **Appeals on Procedural Grounds:** Decisions may not be challenged merely because the Provost's Office fails to comply with Ancillary Provisions D, E, or F above.
8. **Intentional Misrepresentation:** Intentional misrepresentation in the filing of grade appeals by students will be referred to the university judicial system for students. Intentional

misrepresentation by faculty in the grade appeals process will be referred to the Provost's Office.

9. **Confidentiality:** Students, faculty, administrators, and staff involved in processing and hearing grade appeals must respect the confidentiality of all aspects of these proceedings. Those breaching confidentiality subject themselves to possible disciplinary action. This shall not abridge the First Amendment rights of the student appellant nor the instructor against whom the appeal has been filed.
10. **Intended Purpose:** The grade appeal procedures are designed simply as a means to resolve differences between students and faculty related to grading. Unless there is intentional misrepresentation, the results of a grade appeal may not be used for disciplinary action of personnel.
11. **Faculty Compensation:** If a Review Panel (hearing) is scheduled at a time in the summer when any faculty member involved is not under contract, the faculty member will be compensated under terms mutually agreed upon at Meet-and-Discuss.
12. **Review of Policy:** Every five years, the IUP Senate University-Wide Graduate Committee will review, in consultation with the campus community, the operation of the Grade Appeals Policy and recommend changes deemed appropriate.
13. **Amendment:** Amendments may be implemented upon concurrence by IUP University Senate, APSCUF Representative Council, and Meet-and-Discuss. In this amendment process, specification of IUP University Senate implies the Council of Trustees' role in approving IUP University Senate actions and recognizes the Council of Trustees' final action to change policy.

Policy/Procedure Details	
Policy Owner	Director of Student Affairs Associate Dean of Pre-Clinical Affairs Associate Dean of Clinical Affairs and GME
Effective Date	08/29/2025
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Review Frequency Requirements	3 Years
Related Policies and Documents	1. IUPCOM Student Handbook 2. IUPCOM Grading Policy 3. IUPCOM Student Promotion Policy
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