

Nova Southeastern University
College of Osteopathic Medicine

Policy Update:	COMLEX Examinations Policy
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	July 18, 2016
Student Handbook Issue:	2016-17 Academic Year

Portions of the COMLEX Examinations Policy have changed. The original policy, which can be found on pages 121-123 of the 2016-2017 COM Student Handbook, is updated with the following:

13. COMLEX Examinations

- a. All students must pass the COM 6990 course prior to taking COMLEX Level 1.
 - Students must be in good academic standing at the end of M2 winter semester to register for the COM 6990 course.
 - Students will be required to enroll in the summer semester COM 6990 course.
 - Passage of the COMSAE examination has been added as a requirement of this class.
 - COMSAE versions B and C will be available to students beginning in January at the start of the winter semester. Students may attempt to take COMSAE versions B and C during the winter semester at times they determine. COMSAE versions B and C may be taken independently as “untimed” or “timed.” The passage of COMSAE versions B and C are not a requirement of COM 6990. However, it is recommended that students take version B and C prior to the start of June of the M2 class year of study.
 - During the COM 6990 course:
 - Students will take COMSAE version E under “testing” conditions on the Davie Campus on a date determined by the course director, or;
 - Students may elect to sit for the exam at an approved testing center at their own expense, prior to the completion of the semester.
 - Students must earn a score of 450 or above on COMSAE Version E to pass the COM 6990 course.
 - The cost of the COMSAE Version E is included in the course fees. Any subsequent repetitions of the COMSAE will be at the expense of the student.
 - Students who fail the first administration of COMSAE version E must meet with the assistant dean for medical education or designee to review the individual performance profile and establish an individualized remediation program. The students are required to complete the remediation program and repeat COMSAE version E. A passing score of 450 is required. Upon achieving a

score of 450 or above on the second administration of the COMSAE version E, the students' grades will be entered as a pass, and they will be eligible to take the COMLEX Level 1 examination.

- Students who fail COMSAE Version E for a second time will be required to complete a more intensive remediation program prescribed by the assistant dean for medical education. The cost of the prescribed remediation program will be paid by the students. Subsequent to the remediation study program the students will be required to take COMSAE D under prescribed testing conditions with a minimum score of 450. Failure to achieve a 450 or above on COMSAE D will result in failure of the COM 6990 course and those students will not be eligible to take the COMLEX Level 1.
- b. Students who fail the COM 6990 course for the first time will retake the course with 3 separate attempts at passage of the COMSAE examination. Students who fail the course a second time will be referred to the Student Progress and Professional Behavior Committee and will be subject to dismissal from the program. Failure of the COM 6990 course for the first time will not prevent students from starting their rotations.
- c. All students who pass the COM 6990 course and are in good academic standing are eligible to take COMLEX Level 1.
- All students must have taken COMLEX Level 1 at least one time by September 30 of their M3 year.
 - Students who have failed COMLEX Level 1 must retake the examination by January 31 of their M3 year.
 - Students who have failed COMLEX Level 1 twice must retake the examination by May 31 of their M3 year.
 - Students who have not received a passing grade for COMLEX Level 1 by the completion of their M3 year will be placed on Administrative Leave until such time that they receive a passing grade.
 - Students who fail to comply with any of the above set testing date requirements the first time will receive a letter of unprofessional behavior in their academic file and are required to fulfill the requirement within 30 days of notification. Any exception must be approved in writing by the assistant dean of clinical education.
 - Students who fail to comply with the above set testing date requirements a second time (i.e., failing to fulfill the requirement within 30 days of notification) will be put on academic probation and are required to fulfill the requirement within 30 days.
 - Students who fail to comply with the above set testing date requirements a third time (i.e., failing to fulfill the requirement within 30 days of second notification) will have to appear before the COM's Student Progress and Professional Behavior Committee and are subject to disciplinary action up to and including dismissal.
- d. Students who are not in good academic standing and/or are on probation or other disciplinary action by the COM are not eligible to schedule or take any board examination until notified they are eligible by the Office of Student Affairs. Students who have already scheduled board examinations prior to their falling into poor academic standing will have to cancel and reschedule those examinations until sometime after regaining good academic standing. Students who fail to comply with these requirements will be referred to the COM's Student Progress and Professional Behavior Committee.
- e. The following pertains to students who repeat failed M2 courses through the Assigned Course Retake Program.
- All students must have taken COMLEX Level 1 at least one time by November 15 of their M3 year.

- Students who have failed COMLEX Level 1 must retake the examination by February 15 of their M3 year.
 - Students who have failed COMLEX Level 1 twice must retake the examination by May 31 of their M3 year.
 - Students who have not received a passing grade for COMLEX Level 1 by the completion of their M3 year will be placed on Administrative Leave until such time that they receive a passing grade.
 - Students who fail to comply with any of the above set testing date requirements the first time will receive a letter of unprofessional behavior in their academic file and are required to fulfill the requirement within 30 days of notification. Any exception must be approved by the assistant dean of clinical education.
 - Students who fail to comply with the above set testing date requirements a second time (i.e., failing to fulfill the requirement within 30 days of notification) will be placed on academic probation and are required to fulfill the requirement within 30 days.
 - Students who fail to comply with the above set testing date requirements a third time (i.e., failing to fulfill the requirement within 30 days of second notification) will have to appear before the COM's Student Progress and Professional Behavior Committee and are subject to disciplinary action up to and including dismissal.
- f. A student will first be allowed by the COM to sit for the COMLEX-USA Level II CE examination beginning on the last two days of scheduled clerkships in June of their M3 year—provided he or she has passed COMLEX Level I and is in good academic standing without probation or restrictions.
- g. A student will first be allowed by the COM to sit for the COMLEX-USA Level II PE examination after January 1 of their M3 year—provided he or she has passed Level I and is in good academic standing without probation or restrictions.

Due to the logistical limitations of scheduling the exam at the NBOME testing center in Conshohocken, Pennsylvania, it is recommended that students begin scheduling testing dates to take Level II PE as soon as the post-January 1 dates are announced.

- h. A student may take the month of July at the beginning of his or her fourth academic year rotations as an elective period for review and preparation for COMLEX-USA Level II CE.
- A student may not take any other month as an elective for board study for COMLEX-USA Level II CE or PE during his or her fourth academic year.
 - A student may not alter the established clinical rotation training schedule for board study.
- i. A student will be allowed the day before and the day of any COMLEX-USA examination as excused absences from clinical rotation site. Any additional time will be considered only upon written request to the Office of Clinical Education.
- Students must notify the Office of Clinical Education of their testing date for any level of the COMLEX-USA examination one month in advance of the date of the examination. They must also notify the Office of Clinical Education of the dates they will be absent from their clinical rotation site and which rotation is affected. In addition, students are required to notify the director of Medical Education or other designated administrative personnel at the training site of the dates of their examination and the dates of their absence from the training site.

- j. A student should coordinate with the director of Medical Education, other students, and educators at clinical sites to ensure that patient care and education is disrupted as little as possible.
- k. A student wishing to take a leave of absence for additional time for board preparation should make a written request to the director of Clinical Education.
- l. A student may not graduate until after he or she has passed Level I, Level II CE, and PE of the COMLEX-USA examination.