

Nova Southeastern University
Dr. Kiran C. Patel College of Osteopathic Medicine

Policy Update:	COMLEX Examinations
KPCOM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	January 8, 2018
Student Handbook Issue:	2017-2018 Academic Year

Portions of the COMLEX Examinations policy have changed. The original policy, which can be found on page 44-46 of 2017-2018 KPCOM Student Handbook, is updated with the following:

13. COMLEX Examinations

Students who are not in good academic standing and/or are on probation or other disciplinary action by the KPCOM are not eligible to take any board examination until notified they are eligible by the Office of Student and Alumni 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. Any expenses incurred with the cancellation and rescheduling of these examinations will be incurred by the student. Students who fail to comply with these requirements will be referred to the Student Progress and Professional Behavior Committee.

Preparation for COMLEX Level 1

- a. All students must be registered in the COM 6990 course and have achieved a score of 450 or above on COMSAE Version E or D prior to taking COMLEX Level 1.
 - Students must be in good academic standing at the end of M2 winter semester to take the COM 6990 course.
 - Students will be required to enroll in the summer semester COM 6990 course.
 - Achieving a score of 450 or above on the COMSAE Version E or D examination is a requirement of this class.
 - The passage of COMSAE Versions B and C are not a requirement of COM 6990, but it is recommended that students take COMSAE version B and C prior to the start of June of the M2 class year of study. 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.”
 - During the COM 6990 course

- Students will take COMSAE Version E under “testing” conditions on the Fort Lauderdale/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.
 - Students who earn a score of 450 or above on COMSAE Version E will be eligible to take the COMLEX Level 1 examination.
- Students who fail the first administration of COMSAE version E must meet with the assistant dean of medical education or designee to review the individual performance profile and establish an individualized remediation program. Students are required to complete the remediation program and retake COMSAE version E as part of COM 6990. Students who achieve a score of 450 or above on the second administration of the COMSAE version E will be eligible to take the COMLEX Level 1 examination.
 - Students who fail COMSAE Version E for a second time will be required to meet with the assistant dean of medical education or designee to review the individual performance profiles from the first and second attempts and establish an individualized remediation program. The students are required to complete the remediation program prior to taking COMSAE Version D and will take COMSAE Version D under prescribed testing conditions as part of COM 6990. Failure to achieve a score of 450 or above on the first administration of 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 three separate attempts at passage of the COMSAE Versions E or D with a score of 450 or above in the same manner as is prescribed for the first attempt at COM 6990.
 - c. Students who fail the COM 6990 course for the first time will not be eligible to start rotations until successful completion of the COM 6990 course. However, all students will still be required to attend their core site orientation.
 - d. 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.
 - e. All students who achieve a score of 450 or above on COMSAE Versions E or D and are in good academic standing are eligible to take COMLEX Level 1.

Timeline for Taking COMLEX Level 1

The following pertains to students who passed all of the M2 courses at the end of their Winter Term or have successfully remediated M2 coursework by the end of the Remediation Weeks:

- a. All students must have taken COMLEX Level 1 at least one time by September 30 of their M3 year.
- b. Students who have failed COMLEX Level 1 must retake the examination by January 31 of their M3 year.
- c. Students who have failed COMLEX Level 1 twice must retake the examination by May 31 of their M3 year.
- d. 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 as they receive a passing grade.

- e. 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.
- f. 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 behavioral probation and are required to fulfill the requirement within 30 days.
- g. 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.

The following pertains to students who have successfully completed failed M2 courses through the Assigned Course Retake Program:

- a. Students must have taken COMLEX Level 1 at least one time by November 15 of their M3 year.
- b. Students who have failed COMLEX Level 1 must retake the examination by February 15 of their M3 year.
- c. Students who have failed COMLEX Level 1 twice must retake the examination by May 31 of their M3 year.
- d. 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 as they receive a passing grade.
- e. 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.
- f. 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 place on behavioral probation and are required to fulfill the requirement within 30 days.
- g. 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.

Timeline for COMLEX Level 2 CE and PE

- a. Students will first be allowed to sit for the COMLEX-USA Level 2-PE examination after January 1 of their M3 year—provided they have passed Level I and are in good academic standing without probation or restrictions.
- b. It is recommended that students begin scheduling testing dates to take Level 2-PE as soon as the post-January 1 dates are announced.

- c. Students will first be allowed to sit for the COMLEX-USA Level 2-CE examination beginning on the last two days of the last rotation block of the M3 year provided they have passed COMLEX Level 1 and are in good academic standing without probation or restrictions.
- d. Students may not take any month as an elective for board study for COMLEX-USA Level 2-CE or -PE during their fourth academic year.

Release Time for COMLEX Examinations

- a. Students 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 Osteopathic Clinical Education.
- b. Students must notify the Office of Osteopathic 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 Osteopathic 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.
- c. Students 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.
- d. Students wishing to take a leave of absence for additional time for board preparation should make a written request to the Director of Osteopathic Clinical Education.

Students may not graduate until after they have passed Level 1, Level 2-CE, and Level 2-PE of the COMLEX-USA examination.