



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	COMLEX Policy
Approval Authority:	Dean
Responsible Executive:	Associate Dean for Clinical Affairs
Responsible Office(s):	Dean's Office
Effective:	May 2021
Expires:	January 2024
Last Revised:	N/A
Next Review Date:	N/A

COMLEX-USA Policy

Policy Statement

The Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) is a series of three osteopathic medical licensing examinations administered by the National Board of Osteopathic Medical Examiners (NBOME) similar to the United States Medical Licensing Examination (USMLE). COMLEX-USA is the most common pathway by which osteopathic physicians (D.O.s) apply for medical licensure and is accepted in all 50 states.

A requirement has been set by the American Osteopathic Association that all osteopathic colleges publish to the public the COMLEX -USA Level 1, Level 2 CE, Level 2 PE, and Level 3 first time pass rate for all students in each class at the college.

Noorda-COM matriculates its first class of students in August 2021. This class will take their COMLEX-USA Level 1 starting May 2023. Once first time pass rates are available, they will be posted here.

Entities Affected by the Policy

Students

Policy Procedures

COMLEX-USA Level 2 CE and PE

COMLEX-USA examination applications are available online at www.nbome.org and from the Department of Clinical Education. Students are eligible to sit for the following exams after successful completion of all 3rd year cores and Clinical Management Review (CMR):

- COMLEX-USA Level 2 CE must be taken during assigned Clinical Management Review (CMR) or within 30 days of its completion

- COMLEX-USA Level 2 PE must be taken after April 1st of the 3rd year and before October 1st of the 4th year
 - Students may not take the COMLEX-USA Level 2 PE until the Clinical Skills Assessment (CSA) is successfully completed.

Students requesting permission to take these exams outside the required dates must be directed by or have authorization from the Assistant Dean for Clinical Affairs.

COMLEX Remediation

If you do not pass COMLEX, the school will be notified at the same time that you receive your score. That said, being proactive and reaching out to the Associate Dean for Academic Affairs and your Coordinator proactively may give you some initial feedback on how to proceed. It is not necessary to immediately inform your site coordinator or preceptor.

- 1st Failure COMLEX Level 1 or USMLE Step 1:
 - Student meets with the Assistant Dean for Academic Affairs and PACC
 - Student contacts their Academic Affairs Coordinator to reschedule the exam
- All Subsequent Failures COMLEX Level 1 or USMLE Step 1:
 - Student may be referred to SPC and required to present their case
 - SPC evaluates and makes recommendations which could include but are not limited to remediation, repeating 2nd year, or possible dismissal
- 1st Failure COMLEX Level 2 - CE or USMLE Step 2 - CK :
 - Student meets with the Assistant Dean for Academic Affairs, Assistant Dean for Clinical Affairs and PACC
 - Student contacts their Clinical Education Coordinator to reschedule the exam
- All Subsequent Failures COMLEX Level 2 - CE or USMLE Step 2 - CK:
 - Student may be referred to SPC and required to present their case
 - SPC evaluates and makes recommendations which could include but are not limited to remediation, repeating 3rd year, or possible dismissal
- 1st Failure COMLEX Level 2 - PE or USMLE Step 2 - CS:
 - Student meets with the Assistant Dean for Clinical Affairs and PACC
 - Student contacts their Clinical Education Coordinator to reschedule the exam
- All Subsequent Failures COMLEX Level 2 - PE or USMLE Step 2 - CS:
 - Student may be referred to SPC and required to present their case
 - SPC evaluates and makes recommendations which could include but are not limited to remediation, repeating 3rd year, or possible dismissal

Ultimately, you should expect to meet with the Professionalism, Academics and Clinical Committee (PACC) to establish a course of action.

- COMLEX-USA Level 2 PE Exam Absences:
 - Students are allowed one (1) day for travel to the exam, the test day, and an additional day for return travel. Requests are submitted electronically via an Absence Request Form to the corresponding Coordinator.

Examinations (COMLEX) by the National Board of Osteopathic Medical Examiners (NBOME) require the following fees, which are subject to change. National Board fees are paid directly to:

National Board of Osteopathic Medical Examiners
 8765 W. Higgins Rd., Ste. 200
 Chicago, IL 60631-4174
 Telephone: (773) 714-0622
www.NBOME.org

Fee Schedule effective July 1, 2019 – June 30, 2020

COMLEX Level 1	\$ 660
COMLEX Level 2-CE	\$ 660
Reschedule Fee	\$ 85
(< 30 full days and > 5 full days before the scheduled exam)	
Reschedule Fee	\$ 190
(120 hours to 24 hours before scheduled exam—rescheduling or cancellation)	
Cancellation Fee	\$ 225
(< 5 full days but at least 24 hours before the scheduled exam)	
No-Show Fee	\$ 225

Fees associated with Level 2 Performance Evaluation

COMLEX Level 2-PE	\$ 1,295
(Approximate)	
Reschedule or Cancellation Fee	No Charge*
(> 90 days before scheduled examination)	
Reschedule or Cancellation Fee	\$ 50*
(90 days to > 30 days before a scheduled examination)	
Reschedule or Cancellation Fee	\$ 150*
(30 days to > 48 hours before a scheduled examination)	
Reschedule or Cancellation Fee	\$ 400*
(48 hours to and including the start of a scheduled examination)	
No-Show Fee	\$ 750*

** If candidates must cancel and reschedule any testing date for the COMLEX-USA Level 2-PE examination, significant rescheduling charges may apply. Candidates can cancel a scheduled examination online, unless it is on the same day as the examination. Candidates are advised to contact the NBOME National Center for Clinical Skills Testing (610-825-6551) immediately if encountering travel delays or the need to cancel an exam session on the day of a scheduled examination; failure to notify NBOME prior to the start of the examination session will result in a cancellation fee of*

*\$650 as noted in NBOME's Bulletin of Information
(www.nbome.org/docs/PEOrientationGuide.pdf).*

Some Noorda-COM students may also choose to take the USMLE. (This is not required by Noorda-COM.) Examinations by the National Board of Medical Examiners (NBME) require the following fees and should be paid directly to:

National Board of Medical Examiners
P O Box 48014
Newark, NJ 07101-4814
Telephone: (215) 590-9500

National Board of Medical Examiners
3750 Market Street
Philadelphia, PA 19104-3102
Telephone: (215) 590-9500
www.NBME.org
www.USMLE.org

USMLE Examination Fees

Step 1	\$645	3-month eligibility periods beginning Nov. 1, 2019-Jan. 31, 2020 and ending Oct. 1, 2020-Dec. 31, 2020
Step 2 CK	\$645	
Step 1 and 2 CK	\$70	Eligibility Period Extension (requests received starting 1/1/2020)
Step 2 CS	\$1,300	For completed applications received starting 1/1/2020

Required Academic Progress for Promotion

In the third year, six core clinical clerkships must be successfully completed as is passage of COMLEX-USA Level 1 to continue to fourth year. The failure of COMLEX-USA Level 1 can result in a student being placed in a remedial, non-credit preparation course for 6 to 8 weeks which may lengthen the student's third-year. A student may receive financial aid for one remedial course in third-year.

In fourth year, eight clerkships and the CEPA and Capstone courses must be completed. A COMLEX-USA 2-CE or PE exam failure can result in a student being placed in a remedial, non-credit NBOME Preparation course. Financial aid may be received for one (1) NBOME Preparation course within fourth year. Passage of COMLEX-USA Level 1, Level 2 CE & PE are required for graduation.

Academic Probation

A student can be placed on academic probation with the potential for dismissal, pending review by SPC, based on failure to successfully progress as demonstrated by:

- First and second year
 - Two (2) course exam failures
- Third and fourth year
 - Two (2) Clerkship failures

- Two (2) COMLEX-USA Level 1, Level 2 CE or PE failures
- Failure of either COMLEX-USA Level 1, Level 2 CE or PE three (3) times or five (5) cumulative failures of any combination of COMLEX-USA Level 1, Level 2 CE or PE can result in the student being dismissed from the COM.

Appeal

A student is allowed an appeal of dismissal for failing the maximum number of courses or exams. Acceptable appeal criteria are determined by the Student Promotion Committee. The terms of the appeal are monitored by the Associate Dean for Academic Affairs in conjunction with the Dean's office.

If the appeal is approved, and the recommendation by the Student Promotion Committee is for the student to remediate the failed section(s) or to repeat the academic year, and the recommendation is approved by the Associate Dean for Academic Affairs, the student will be placed on Financial Aid Probation.

Graduation Requirements

Each student must successfully complete and receive credit for all clerkships to qualify for graduation. A student who has fulfilled all the academic requirements may be granted the Doctor of Osteopathy degree provided the student:

- Has been in residence, the last two years at Noorda-COM
- Has passed COMLEX-USA Level 1, Level 2-CE and 2-PE
- Has complied with all the curricular, legal and financial requirements of Noorda- COM
- Has received formal approval for graduation from the Faculty Council and the Board of Trustees
 - Has demonstrated suitability for the practice of osteopathic medicine as evidenced by the:
 - Ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine
 - Assumption of responsibility for patient care and integrity in the clinical activities
- Attends, in person, the ceremony at which time the degree is conferred (unless excused by the Dean)

Noorda-COM students must graduate within six (6) years of the date of matriculation. Exceptions to the six (6)-year policy will be considered by the Dean on an individual basis, considering only extenuating circumstances. Entrance and completion of medical school does not guarantee further career opportunities up to and including matching and/or placement in a residency training program. Noorda-COM requires successful completion of COMLEX Levels 1, 2-CE and 2-PE prior to graduation.

Definitions

COMLEX 2 PE – Performance Evaluation
COMLEX 2 CE – Cognitive Evaluation
PACC – Professionalism, Academics and Clinical Committee
SPC – Student Promotion Committee

Responsibilities

- Dean
- Associate Dean for Clinical Affairs
- Department for Clinical Affairs
- Department of Academic Affairs
- Clinical Education Coordinator
- PAC Committee
- SPG Committee
- Students

Policy Violations

Participation in a COMLEX exam without approval will be referred to an appropriate College official and may result in disciplinary action. Participation in a COMLEX exam without approval which results in an exam failure will reflect on the student's performance for which the student will be solely responsible. Additional failures may restrict graduation and/or may lead to dismissal without appeal.

Interpreting Authority

Dean's Council
PACC
Board of Trustees

Statutory or Regulatory References

N/A

Relevant Links

www.nbome.org

Policy Adoption Review and Approval

Dean's Council