

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

| <b>COMLEX-USA® Eligibility Status</b> |            | <b>SOP #: RR.008.03</b> |
|---------------------------------------|------------|-------------------------|
| Effective Date                        | 7/23/2019  |                         |
| Last Revision/Review                  | 05/06/2024 |                         |

### **1. Purpose**

All candidates for the Doctor of Osteopathic Medicine degree are required to successfully complete Level 1 and Level 2-CE of the COMLEX-USA® examination series prior to graduation. These examinations are produced by and administered under the auspices of the National Board of Osteopathic Medical Examiners.

### **2. Related Policy/Authority**

B6070 COMLEX USA: <https://burrell.edu/policy-b6070/>

B9121 Student Promotion and Graduation: <https://burrell.edu/policy-b9121/>

### **3. Faculty/Staff Responsibilities**

Office of Academic Affairs, Registrar

### **4. Definitions/Abbreviations**

**COMLEX-USA®** - Comprehensive Osteopathic Medical Licensing Examination of the United States

**NBOME** - National Board of Osteopathic Medical Examiners

**SPC** - Student Progress Committee

### **5. Procedural Steps**

Following the NBOME process, the Registrar will upload and verify the roster of Year One students to the NBOME system at the beginning of the first term in Year One. Upon completion, the student receives an email, from NBOME, with a personal link to set up their NBOME online account and a step-by-step tutorial.

In the first term of the second year, the Registrar will approve Year Two students, in the NBOME system, to sit for the Level 1 examination. Testing dates for Level 1 are available for scheduling up to six months in advance. Additional information, including examination calendar can be found at [nbome.org](http://nbome.org).

Students are required to sit for the Level 1 examination following completion of coursework in Year Two and prior to beginning coursework for Year Three. Students are allowed to begin clinical rotations in Year Three following completion of the COMLEX-USA® Level 1 examination and before scores are reported.

Students generally will sit for the Level 2-CE examination after completing all Year Three core rotations but are eligible any time after receiving a passing score for Level 1. Once a student has received a passing score on the COMLEX Level 1 exam, the Registrar will approve the student, in the NBOME system, to register for the Level 2-CE examination. Testing dates for Level 2-CE are available for scheduling up to six months in advance.

Any student withdrawn from the College will have their exam eligibility status in the NBOME system removed.

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### **6. Reports/Charts/Forms/Attachments/Cross References**

<https://www.nbome.org/assessments/comlex-usa/>

### **7. Maintenance**

Associate Dean of Pre-Clinical Education, Associate Dean of Clinical Education, Assistant Dean of Student Assessment, and Registrar developed the procedure; it will be reviewed and updated annually.

### **8. Signature**

Approved by

5/6/2024

Registrar

Date

### **9. Distribution List**

All Faculty, Staff, Board of Trustees

### **10. Revision History**

| Revision Date | Subsection # | Summary of Changes  | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|---|---|---------------|
| 1             | 5            | Updated information of when and how the Office of the Registrar notifies students about registering for COMLEX-USA®. Deleted information regarding the failure of COMLEX-USA®, and added information on withdrawn students. |   | 8/28/2020     |
| 5/3/23        | 2            | Updated Links to Policy landing pages   |   | 5/16/2023     |
| 5/3/23        | 6            | Updated links to NBOME Assessment content   |   | 5/16/2023     |
| 5/1/24        | 1 / 5        | Removed mentions of COMLEX Level 2PE  |   | 5/6/2024      |