

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

COMLEX-USA® Eligibility Status	SOP #: RR.008.04
Effective Date	7/23/2019
Last Revision/Review	8/20/2025

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 second year, the Registrar will toggle eligibility for Year Two students in the NBOME system to sit for the Level 1 examination under the direction of the Office of Academic Affairs. Additional information, including examination calendar can be found at 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Any student withdrawn from the College will have their exam eligibility status in the NBOME system removed.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

08/20/2025

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
8/20/25	5	Modified language that the Registrar toggles eligibility in NBOME system under direction of Office of Academic Affairs		8/20/2025