1. Purpose
All candidates for the Doctor of Osteopathic Medicine degree are required to successfully complete Level 1, Level 2-CE and Level 2-PE 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.

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.

Due to limitations of testing dates and testing sites, the Registrar will approve the student, in the NBOME system, to register for the Level 2-PE examination after the student receives a passing score on the COMLEX Level 1 exam. However, students are encouraged to sit for the Level 2-PE examination only when
they are confident in their clinical skills and have performed satisfactorily on preparatory mock examinations administered by the College. Testing dates for Level 2-PE are available for scheduling up to 12 months in advance. Level 2-PE dates can be found in the NBOME portal.

Any student withdrawn from the College will have their exam eligibility status in the NBOME system removed.

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
Registrar
5/16/2023
Date

9. Distribution List

All Faculty, Staff, Board of Trustees

10. Revision History

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