

## INSTITUTIONAL POLICY: E-23

<b>CATEGORY:</b>	Education
<b>SUBJECT:</b>	Promotion Requirement National Board Examination - Passage of COMLEX
<b>EFFECTIVE DATE:</b>	May 22, 1998
<b>LAST REVISION DATE:</b>	August 30, 2010
<b>APPLICABILITY:</b>	Students

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This policy will take effect with the Class of 2013.

Classes 2011 and 2012 will follow the September 15, 2007 version of this policy.

### I. Introduction

This policy defines the requirements for promotion as they relate to passage of the Comprehensive Osteopathic Medical Licensing Examinations (COMLEX). Procedures that apply to this policy are detailed in the *COMLEX Procedures* document which can be found in the Student Handbook.

### II. Definitions

- A. **Cognitive Exam (CE)** – the knowledge-based exams administered by the National Board of Osteopathic Medical Examiners (NBOME) as COMLEX Level 1 and COMLEX Level 2-CE.
- B. **Performance Exam (PE)** – the clinical skills exam administered by the NBOME as COMLEX Level 2-PE.
- C. **Reference Exam** – the first taking of the any of COMLEX exams.
- D. **COMLEX Prep Track** – the form of remediation and help defined in association with failure of the exam.

### III. COMLEX Level 1

- A. Requirement for Passage

The student must pass COMLEX Level 1 to continue Year III clinical rotations.

- B. Reference Exam

1. The student must successfully complete all Year 1 and 2 courses, all required assignments, and pass the second year Objective Structured Clinical Examination (OSCE) as documented by the Office of Predoctoral Clinical Education to be eligible to take COMLEX Level 1.
2. The student is required to take COMLEX Level 1 within WVSOM's exam window as defined in the *COMLEX\_Procedures* document.
3. The student may not take COMLEX Level 1 on a date that conflicts with an academic activity required by WVSOM, unless excused by the Office of Predoctoral Clinical Education.
4. Failure to Take COMLEX Level 1
  - a. A student who does not take COMLEX Level 1 within the exam window will not be allowed to continue on clinical rotations unless a deferment has been granted by the Vice President for Academic Affairs and Dean.
  - b. An unexcused failure to take COMLEX Level 1 will result in the student being placed on Academic Probation and possible disciplinary action.
  - c. For procedures for failure to take COMLEX Level 1 refer to the *COMLEX Procedures* document.

#### C. Failure of COMLEX Level 1

1. For a first failure of COMLEX Level 1, the student will continue on clinical rotations. Second or subsequent failures will result in the student being placed on academic probation, and being removed from clinical rotations.
2. A student who fails COMLEX Level 1 will be placed on the COMLEX Prep Track.
3. For procedures for failure of COMLEX Level 1 refer to the *COMLEX Procedures* document.

### IV. COMLEX Level 2-CE

#### A. Requirement for Passage

The student must pass COMLEX Level 2-CE as a requirement for graduation.

#### B. Reference Exam

1. The student must pass all Year III courses, successfully complete all required assignments, and pass the third year OSCE to be eligible to take COMLEX Level 2-CE.
2. The student is required to take COMLEX Level 2-CE within WVSOM's exam window as defined in the *COMLEX Procedures* document.
3. The student may not schedule COMLEX Level 2-CE on a date that conflicts

with academic business required by WVSOM.

4. Failure to Take COMLEX Level 2-CE

- a. A student who does not take the COMLEX Level 2-CE within the exam window will not be allowed to continue on clinical rotations unless a deferment has been granted by the Vice President for Academic Affairs and Dean.
- b. An unexcused failure to take COMLEX Level 2-CE will result in the student being placed on Academic Probation and possible disciplinary action.
- c. For procedures for failure to take COMLEX Level 2-CE refer to the *COMLEX Procedures* document.

C. Failure of COMLEX Level 2-CE

1. For a first failure of COMLEX Level 2-CE, the student will continue on clinical rotations. Second or subsequent failures will result in the student being placed on academic probation, and being removed from clinical rotations.
2. A student who fails COMLEX Level 2-CE will be placed on the COMLEX Prep track.
3. For procedures for failure of COMLEX Level 2-CE refer to the *COMLEX Procedures* document.

**V. COMLEX Level 2-PE**

A. Requirement for Passage

The student must pass COMLEX Level 2-PE as a requirement for graduation.

B. Exam Requirements

1. The student must pass all Year III courses, successfully complete all required assignments, and pass the third year OSCE, as documented by the Office of Predoctoral Clinical Education to be eligible to take COMLEX Level 2-PE.
2. The student is required to take COMLEX Level 2-PE as defined in the *COMLEX Procedures* document.
3. The student may not schedule COMLEX Level 2-PE if it conflicts with academic business required by WVSOM. The student may not sit for Level 2-PE until they have successfully passed third year OSCE or the OSCE remediation.
4. Failure to Take COMLEX Level 2-PE
  - a. A student who does not take the COMLEX Level 2-PE as defined in the *COMLEX Procedures* document will not be allowed to graduate.
  - b. An unexcused failure to take the exam will result in the student being placed on Academic Probation and possible disciplinary action.

- c. For procedures for failure to take COMLEX Level 2-PE refer to the *COMLEX Procedures* document.
5. Failure of COMLEX Level 2-PE
- a. Failure to pass COMLEX Level 2-PE for a second time will result in the student being placed on academic probation.
  - b. A student who fails COMLEX Level 2-PE will be placed on the COMLEX Prep track.
  - c. For procedures for when a student fails COMLEX Level 2-PE refer to the *COMLEX Procedures* document.

## **VII. Number of Overall COMLEX Failures**

- A. A student will be required to meet with the Student Promotions Committee after the third overall failure or after the second failure of any individual exam and for any subsequent failures.
  - 1. The Student Promotions Committee will recommend either retention or dismissal to the Vice President for Academic Affairs and Dean.
  - 2. The Vice President for Academic Affairs and Dean will make the final decision of retaining or dismissing the student.
- B. In any event, a student will be academically dismissed if he/she exceeds five COMLEX failures overall.

## **VIII. Appeal**

Some of the requirements found in this policy may constitute an academic sanction which may be appealed. See the Student Handbook for information on appealing an academic sanction.