



INSTITUTIONAL POLICY: DO-14

Category:	Doctor of Osteopathic Medicine Program
Subject:	Promotion Requirement National Board Examination - Passage of COMLEX
Effective Date:	September 26, 2025
Updated:	N/A
Applicability:	Doctor of Osteopathic Medicine Students

DO 14-1. Authority

W. Va. Code § 18B-1-6

DO 14-2. Introduction

This policy defines the requirements of the West Virginia School of Osteopathic Medicine ("WVSOM") for promotion of students as they relate to passage of the Comprehensive Osteopathic Medical Licensing Examinations ("COMLEX").

DO 14-3. Definitions

- 3.1 "NBOME" refers to the National Board of Osteopathic Medical Examiners.
- 3.2 "COMLEX Level 1" ("CL-1") refers to the first examination in the COMLEX series administered by NBOME.
- 3.3 "COMLEX Level 2-CE" ("CL-2") refers to the second examination in the COMLEX series administered by NBOME.
- 3.4 "COMLEX Preparation Courses" ("CPC") refers to required courses for all students preparing for CL-1 ("CPC-L1") or CL-2 ("CPC-L2").
- 3.5 "COMLEX Retake Courses" ("CRC") refers to a required course for any student who does not pass CL-1 ("CRC-L1") or CL-2 ("CRC-CL2").
- 3.6 "COMSAE" refers to Comprehensive Osteopathic Medical Self-Assessment Examinations practice examination created by the NBOME.
- 3.7 "Qualifying Exam" is a proctored exam approved by the Director of ONB or the Dean used to determine whether a student may take CL-1 or CL-2. A qualifying exam may include, but is not limited to, one or more specifically designated COMSAEs, an exam available through a commercial board preparation company, or an in-house exam.
- 3.8 "Dean" refers to the WVSOM Vice President of Academic Affairs and Dean.
- 3.9 "ADCE" refers to the Associate Dean of Clinical Education.

- 3.10 “ADPE” refers to the Associate Dean of Preclerkship Education.
- 3.11 “SPC” refers to the “Student Promotions Committee”, which is advisory to the ADPE, ADCE, and Dean.
- 3.12 “OSCE” means the Objective Structured Clinical Examinations administered by the West Virginia School of Osteopathic Medicine.

DO 14-4. COMLEX Level 1 Requirements

- 4.1 Students must take CL-1 to begin Year 3.
- 4.2 To be eligible to take CL-1, students must successfully complete all preclinical academic requirements and readiness requirements as set forth in WVSOM’s Procedure for Institutional Policy DO-14: Promotion Requirement National Board Examination – Passage of COMLEX.
 - 4.2.1 All students are required to take CL-1 within WVSOM’s exam window as set forth in Procedure for Institutional Policy DO-14.
 - 4.2.2 Students may not take CL-1 on a date that conflicts with an academic activity required by WVSOM, unless excused by the ADCE.
- 4.3 Failure to Take COMLEX Level 1
 - 4.3.1 Students who do not take CL-1 within the exam window will not be allowed to begin rotations and will be referred to the SPC for failure to meet academic standards.
- 4.4 Failure of COMLEX Level 1
 - 4.4.1 Students will be classified as Academically-at-Risk Category 1 for a first failure of CL-1. Students will be classified as Academically-at-Risk Category 2 for subsequent CL-1 failures.
 - 4.4.2 All students who fail CL-1 will complete a CRC as set forth in Procedure for Institutional Policy DO-14: Promotion Requirement National Board Examination – Passage of COMLEX.

DO 14-5. COMLEX Level 2-CE Requirements

- 5.1 Students must take CL-2 to begin Year 4.
- 5.2 To be eligible to take CL-2, students must pass CL-1, complete all Year 3 requirements, and all readiness requirements as set forth in Procedure for Institutional Policy DO-14: Promotion Requirement National Board Examination – Passage of COMLEX.
 - 5.2.1 All students are required to take CL-2 within WVSOM’s exam window as set forth in Procedure for Institutional Policy DO-14: Promotion Requirement National Board Examination – Passage of COMLEX.

- 5.2.2 Students may not take CL-2 on a date that conflicts with an academic activity required by WVSOM, unless excused by the ADCE.
- 5.3 Failure to Take COMLEX Level 2-CE
 - 5.3.1 Students who do not take CL-2 within the exam window will not be allowed to continue on rotations and will be referred to the SPC for failure to meet academic standards.
- 5.4 Failure of COMLEX Level 2-CE
 - 5.4.1 Students will be classified as Academically-at-Risk Category 1 for a first failure of CL-2. Students will be classified as Academically-at-Risk Category 2 for subsequent CL-2 failures.
 - 5.4.2 All students who fail CL-2 will complete a CRC as set forth in Procedure for Institutional Policy DO-14: Promotion Requirement National Board Examination – Passage of COMLEX.

DO 14-6. Number of Overall COMLEX Failures

- 6.1 Students will be academically dismissed if they do not pass CL-1 or CL-2 on their third attempts.
- 6.2 Academic dismissals under this Section 6 are not appealable under Section 7.

DO 14-7. Appeal

Except for academic dismissals under Section 6, requirements found in this policy that constitute an academic sanction may be appealed under WVSOM's policy on appeal of academic dismissal and academic sanctions.

DO 14-8. Implementation of Policy

This policy will be implemented using applicable WVSOM policies and procedures, including WVSOM's procedure on COMLEX examinations.

DO 14-9. References

- 9.1 Procedure for Institutional Policy DO-14: Promotion Requirement National Board Examination - Passage of COMLEX
- 9.2 Institutional Policy DO-08: Academically-at-Risk