

R: Associate Dean AA&A
 A: Associate Dean AA&A
 C: Deans of the COM
 I: CHSU Community



California Health Sciences University
COLLEGE OF OSTEOPATHIC MEDICINE
COMLEX-USA POLICY

I. POLICY STATEMENT

All College of Osteopathic Medicine students must pass COMLEX-USA Level 1, and COMLEX-USA Level 2 Cognitive Evaluation (CE) of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 2 CE from the National Board of Osteopathic Medical Examiners (NBOME) in order to be eligible to graduate.

All students are required to take these COMLEX-USA examinations during specific timeframes listed in the table below. Students are responsible for all costs associated with taking all levels of the COMLEX-USA exams, including but not limited to exam fees, travel costs and multiple attempts at each exam if needed. The Associate Dean for Academic Affairs and Assessment may grant students exemptions to complying with these time-frame requirements in extraordinary circumstances, to be determined exclusively at the discretion of the Associate Dean. All examinations must be taken at a NBOME-approved testing center.

	Earliest Eligibility	Exam Deadline	Repeated Attempts
COMLEX-USA LEVEL 1	Following successful completion of OMS-II year curriculum (typically taken June to July)	Prior to start of clerkships in OMS-III year (July)	Within 8 weeks of score release
COMLEX-USA LEVEL 2 CE	May to July of OMS-III year, following successful completion of all required clerkships and COMATs	Within 60 days of completing OMS-III year clerkships (and prior to September 30 of OMS-IV year)	Within 8 weeks of score release



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II. COMLEX-USA LEVEL 1

Students must take COMLEX-USA Level 1 prior to the start of OMS-III year clinical clerkships, generally between May and July of the OMS-II year.

A student is eligible to take COMLEX-USA Level 1 if they have:

- Passed all OMS-I and OMS-II year courses and completed all required academic elements.
- Under certain circumstances, such as in cases of overall poor academic performance, the Associate Dean of Academic Affairs and Assessment may recommend or require the student to delay taking the COMLEX-USA Level 1 until the student is adequately prepared to take the exam.
- Received certification for the exam from the CHSU Registrar's Office.

A. COMLEX-USA Level 1 Failures

Failure of COMLEX-USA Level 1 may significantly impact a student's clinical rotation schedule, progression through the curriculum, ability to match into residency, graduation, and eligibility to start residency. A student who fails the first attempt, 2nd or 3rd attempt of COMLEX-USA Level 1 is required to meet with the Student Progress Committee (SPC).

The student will be notified via email/digital letter of a required meeting with the full Student SPC for review. The SPC meets with the student to discuss and vote on a recommendation.

The SPC makes their recommendation to the Associate Dean for Academic Affairs and Assessment. The Office of Academic Affairs works with the student and the Offices of the Student Affairs and Clinical Affairs to follow through SPC recommendations and create an individualized study plan for remediation which may include a pause of their clinical rotations, directed studies, and/or a formal board preparation course. The components of this remediation plan will occur during a self-study block. The student will be enrolled in the self-study block immediately upon pausing the clinical rotations. A pause in rotations with subsequent enrollment in self-study blocks will not be eligible for tuition refund.

The student will be placed on academic probation until he or she successfully passes the Exam.

Students requesting a Leave of Absence will follow the LOA policy.



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Unless instructed otherwise by the Associate Dean for Academic Affairs and Assessment, the student must re-take COMLEX-USA Level 1 within eight (8) weeks of notification of failure.

A student who fails the COMLEX-USA Level 1 three (3) times is subject to dismissal from CHSU-COM due to insufficient academic progress.

A student with 4 cumulative failures of any combination of COMLEX Level 1, or Level 2 CE is subject to dismissal from CHSU-COM due to insufficient academic progress.

III. COMLEX-USA LEVEL 2 CE

Students are required to take COMLEX-USA Level 2 CE sixty (60) days following successful completion of all OMS-III year curricular and clerkship requirements.

A student is eligible to take COMLEX-USA Level 2 CE if he or she has:

- Successfully completed all OMS-III year curricular and clerkship requirements including the required Osteopathic Principles and Practice (OPP) elements. The requirements for each course are listed in the course syllabus and may include but are not limited to completion of all patient logs, cases, quizzes, and passage of all post-rotation NBOME COMAT examinations, including the OPP NBOME COMAT examination.
- Students are given a 24-hour excused absence from clerkships to take COMLEX-USA Level 2CE if a request is submitted to the Clinical Education Department at least ten (10) business days in advance of the examination.

A. COMLEX-USA Level 2 CE Failures

Failure of COMLEX-USA Level 2 CE may significantly impact a student's clinical rotation schedule, progression through the curriculum, ability to match into residency, graduation, and eligibility to start residency. A student who fails the first, 2nd or 3rd attempt of COMLEX-USA Level 2 CE is required to appear before the SPC.

The SPC makes their recommendation to the Associate Dean for Academic Affairs. The Office of Academic Affairs works with the student and the Office of the Student Affairs and the Office of the Clinical Affairs to follow through SPC recommendations and create an individualized remediation plan which may include a pause in their clinical rotations, directed studies, and a formal board preparation course.

The components of this remediation plan will occur during a self-study block. The student will be enrolled in the self-study block immediately upon pausing the clinical rotations. A pause in rotations with subsequent enrollment in self-study blocks will not



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be eligible for tuition refund.

The student will be placed on academic probation until he or she successfully passes the Exam.

Students requesting a Leave of Absence will follow the LOA policy.

Unless instructed otherwise by the Associate Dean for Academic Affairs, the student must re-take COMLEX-USA Level 2 CE within eight (8) weeks of notification of failure.

B. COMLEX-USA Level 2 CE Third Failure

A student who fails COMLEX-USA Level 2 CE three (3) times is subject to dismissal from CHSU-COM due to insufficient academic progress.

A student with 4 cumulative failures of any combination of COMLEX Level 1, or Level 2 CE is subject to dismissal from CHSU-COM due to insufficient academic progress.

IV. COMLEX-USA LEVEL 3

Following graduation, the CHSU Registrar's Office approves each graduate to take COMLEX-

USA Level 3 through the NBOME website. Generally, graduates take this examination at the completion of the first year of post-graduate training; however, requirements for taking this examination vary from state to state. Graduates should contact the osteopathic medical licensing board in the state where they will have post-graduate training for further information. In most cases a residency program director must also attest to the candidate's eligibility for this exam.

V. ADDENDUM

The COM will publish to the public the COMLEX-USA Level 1, Level 2 CE, and Level 3 first time pass rate for all students in each class of the COM.

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- Policy Owner: Dean of COM
 - Effective Date: 8/20/2018
 - Revised Date: 4/14/2021
 - Revised Date: 1/27/2023
 - Approval by Provost: 1/27/2023
 - Approval by President: 2/1/2023