

**Nova Southeastern University  
College of Osteopathic Medicine**

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<b>Policy:</b>	Board Examinations
<b>COM Program/Degree:</b>	Osteopathic Medicine Program/D.O.
<b>Effective Date Issued:</b>	October 18, 2022
<b>Student Handbook Issue:</b>	2021 - 2022 Academic Year

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*The **Timeline for Taking COMLEX Level 1** section of the Board Examinations policy has changed. The original policy section, which can be found on pages 156-157 of the 2021-2022 Student Handbook, and modified on July 12, 2022 is replaced with the following with addition in red:*

**b. Timeline for Taking COMLEX Level 1**

The following pertains to students who passed all of the M2 courses at the end of their winter term or have successfully remediated M2 coursework by the end of the remediation weeks:

1. All students must have taken COMLEX Level 1 at least one time by November 30 of their M3 year.
2. A student who has failed COMLEX Level 1 for the first time will be removed from clinical rotations and placed on a mandatory Administrative Break in Enrollment for an 8 week period of time for board study. **A student who has not yet used their vacation block may use it for 4 of the 8 weeks of the mandatory Administrative Break in Enrollment.** If a student is on rotations when failing the first attempt, the student may complete the rotation before this administrative break in enrollment begins. During this time, the student must establish an academic counseling relationship with the Department of Medical Education. The student must retake the boards during week 8 of their administrative break in enrollment or as soon as possible thereafter (according to NBOME open examination times). The student will return to their scheduled third year clinical rotations pending the results of the COMLEX Level 1 exam. The student must schedule their own missed rotation(s) at approved site(s) – found by the student and approved by the Associate Dean of Clinical Education – at the

end of the third year.

3. A student who has failed COMLEX Level 1 a second time (second failure) will be removed from rotations and placed on a mandatory Administrative Break in Enrollment at the end of their third year, and must enroll in and complete a structured board review program (4-12 weeks) that is approved by the Assistant Dean of Medical Education. This program is at the student's own expense. The student must take COMLEX I (third attempt) after submitting proof of completion of the board review program to the Office of Medical Education. Students who are successful will return to clinical rotations.
4. Starting with students who matriculated in the fall of 2018, any student who has not received a passing grade for COMLEX Level 1 after their third attempt (see Completion Requirements for COMLEX Examinations) will be referred to the SPC and will be subject to dismissal.
5. If a student is granted a Leave of Absence or Administrative Break in Enrollment in the M3 year, prior to successfully passing COMLEX Level 1, the examination dates may be adjusted accordingly, subject to approval from the dean's office.
6. Students who fail to comply with any of the above set testing date requirements the first time will receive a letter of unprofessional behavior in their academic file and are required to fulfill the requirement within 30 days of notification or as soon as possible thereafter (according to NBOME open examination times).
7. Students who fail to comply with the above set testing date requirements a second time (i.e., failing to fulfill the requirement within 30 days of notification or as soon as possible thereafter) will be put on behavioral probation and are required to fulfill the requirement within 30 days or as soon as possible thereafter (according to NBOME open examination times).
8. Students who fail to comply with the above set testing date requirements a third time (i.e., failing to fulfill the requirement within 30 days of second notification or as soon as possible thereafter) will have to appear before SPC and are subject to disciplinary action up to, and including, dismissal.