1. Purpose
This SOP describes the process of notifying and remediating a student who has received a failing score on COMLEX-USA® Level 1, Level 2 CE, and Level 2 PE.

2. Related Policy/Authority
COMLEX-USA® Exams

3. Faculty/Staff Responsibilities
Assistant Dean of Student Assessment
--monitor student scores on NBOME
--contact student with regards to licensing exam failure and remediation process

Registrar
--send formal communication to student

Director of Clinical Education, Clerkship Coordinators
--coordinate rescheduling of core rotations, as needed

Associate Dean of Clinical Education
--assist with coordination of remediation process, as needed

Career Counselor
--assist with academic advising for students

4. Definitions/Abbreviations
NBOME – National Board of Medical Osteopathic Examiners

5. Procedural Steps
1. Upon release of board scores from NBOME, the Assistant Dean of Student Assessment will create a COMLEX-USA Score Notification letter to be sent to the student to inform them of the failure and remediation process.

2. The COMLEX-USA Score Notification letter from the Assistant Dean of Student Assessment will contain the following information:
   --Indication of whether student is eligible to remediate the failed licensing exam
   --Requirements for remediation of failed licensing exam
   --Resources which may be available to assist with studying for retake of licensing exam
   --Next steps the student should take in order to reschedule rotations (if needed)
--Contact information for clinical education director and clerkship coordinator to assist with rescheduling of rotations

3. The COMLEX-USA Score Notification letter will be sent by the Registrar, via a password-protected email, to the student.

4. Upon notification, and if needed, the Director of Clinical Education and Clerkship Coordinators for Years 3 and 4 will reschedule the student’s clinical rotations to allow for the remediation of the COMLEX failure.

5. The Career Advisor will provide academic advising with regards to the residency application process.

6. COMLEX-USA Level 1 failure remediation process
   a. First time failure
      i. Student will be allowed to continue and finish their current rotation
      ii. The next clinical rotation will be rescheduled and the student will be asked to complete an elective month called “COMLEX Level 1 Independent Study”.
      iii. The student will retake the exam at the end of the elective study month.
      iv. The student will return to clinical rotation after sitting for the make-up exam.
   b. Second time failure
      i. Student will be placed on academic suspension
      ii. Student may retake the exam a third time and return to clinical rotations with a successful passing score.
      iii. The time of return of the students to clinical rotations, rotation schedule and hub location will be determined at the discretion of the College administration.
   c. Third time failure
      i. Student will be academically withdrawn from college

7. COMLEX-USA Level 2 (PE and CE) failure remediation process
   a. First time failure
      i. Student will be allowed to continue on clinical rotations
      ii. The student must schedule and retake the failed licensing exam at a time that allows sufficient study time.
   b. Second time failure
      i. The student will be allowed one additional retake of the exam.
      ii. Student will be allowed to continue on clinical rotations.
      iii. The student must schedule and retake the failed licensing exam at a time that allows sufficient study time.
   c. Third time failure
      i. Student will be academically withdrawn from college

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance
The policy will be maintained by the office of Preclinical Education and reviewed as needed.
### 8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>11/12/19</th>
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<tbody>
<tr>
<td>Cindy Funk, Ph.D.</td>
<td>Date</td>
</tr>
<tr>
<td>Assistant Dean of Student Assessment</td>
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### 9. Distribution List

### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tr>
<td>11/12/19</td>
<td>7b</td>
<td>Clarification regarding a second COMLEX failure and date of return and rotation information.</td>
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<td>11/12/19</td>
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