



## COMLEX-USA LEVEL 1 POLICY

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<b>EFFECTIVE DATE:</b>	5/13/2024	<b>NEXT REVIEW:</b>	2/1/2026
<b>APPROVAL:</b>	Policy Committee, CAC, Faculty Assembly	<b>DATE:</b>	3/21/2024
<b>CATEGORY:</b>	Academic		
<b>APPLIES TO:</b>	Students in the Doctor of Osteopathic Medicine (DO) Program		
<b>CONTACT:</b>	COM Registrar or Associate Dean for Clerkship		

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### REFERENCES AND RELATED POLICIES

- COCA Standards for Continuing Accreditation (effective 2023)
- See also: MSUCOM Policy on Retention, Promotion, and Graduation
- See also: Policy on Student Performance and Academic Standing
- See also: Policy on Extension

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### PURPOSE

This policy outlines the requirements for the COMLEX-USA Level 1 examination and subsequent entry into the clerkship phase of the Doctor of Osteopathic Medicine program at Michigan State University College of Osteopathic Medicine (“MSUCOM”; “the college”).

### POLICY

#### 1. COMLEX-USA Level 1

- a. The COMLEX-USA Level 1 examination (“Level 1”, “exam”) is offered by the National Board of Osteopathic Medical Examiners (“NBOME”). This exam is available to osteopathic medical students in good academic and professional standing as determined by the college.
- b. Taking and passing Level 1 is required for:
  - i. Entry into clerkship clinical rotations at MSUCOM
  - ii. Graduation from the Doctor of Osteopathic Medicine program at MSUCOM
  - iii. Licensure as an osteopathic physician (with the Level 2 and Level 3 exams)
- c. Information about Level 1 is published on the NBOME website at [www.nbome.org](http://www.nbome.org).
  - i. It is the student’s responsibility to review this information; in particular, to know the NBOME score release dates that correlate with the COMLEX-USA Level 1 required completion dates described below.

#### 2. Maximum number of attempts

- a. MSUCOM permits a maximum of three (3) attempts on COMLEX-USA Level 1. Additional attempts will not be permitted.

### 3. COMLEX 1 Standard Schedule

- a. A student who has successfully completed all preclerkship courses through Semester 6 is expected to complete their initial attempt on COMLEX-USA Level 1 on or before the college-determined date. The college-determined date may vary from year to year, will typically fall within the first week of June, and will be communicated to the OMS-2 class.
- b. A student who receives a passing score on their first attempt on COMLEX-USA Level 1, taken prior to the college-determined date in the semester following successful completion of preclerkship courses, will begin clerkship rotations as scheduled in the same calendar year after successful completion of OST 601.

### 4. Processes Outside the Standard Schedule

- a. **Student completes an initial attempt on COMLEX-USA Level 1 according to the standard schedule and receives a failing score:** If a student takes COMLEX-USA Level 1 on or before the college-determined date in the same calendar year in which they complete all preclerkship requirements through Semester 6, yet is unsuccessful in obtaining a passing score on first attempt:
  - i. The student will maintain enrollment in OST 601.
  - ii. The student will not be eligible to enter clerkship rotations and will be placed on academic extension following successful completion of OST 601.
  - iii. Elapsed time while on academic extension counts toward the maximum time allowed for completion of the D.O. degree program, which is six years. If the student has had any prior academic extensions or leaves of absence, the student should consult with the Office of the COM Registrar to determine the amount of time left to complete the requirements of the D.O. program within the six-year time frame.
    1. If the student had reached a maximum of 4 years in the preclerkship curriculum of the allowable six (6) years and requires an additional academic extension due to failure to pass COMLEX-USA Level 1 prior to the scheduled clerkship clinical rotation start, the student will be referred to COSE, which may include a recommendation for dismissal.
  - iv. The student has up to two additional attempts available to take and pass COMLEX-USA Level 1 within one (1) calendar year of the date of the student's initial attempt.
    1. Failure to complete the two additional attempts available to take and pass the COMLEX-USA Level 1 within one (1) calendar year will result in COSE evaluation which may include a recommendation for dismissal.
    2. **If on the student's second or third attempt, they receive a passing score on COMLEX-USA Level 1 which is reported by NBOME on or prior to February 1** of the academic year in which they were originally scheduled to enter clerkship rotations:
      - a. The student will be eligible to begin clerkship rotations at the base hospital to which they were assigned during the base hospital selection process; the date for beginning clerkship rotations will be determined by the College clerkship team and communicated to the student.
      - b. In the rare event that the assigned base hospital is unable to support the student's rotation schedule, the College clerkship team will work with the student to develop an alternative

rotation schedule. This may include another base hospital site or a combination of sites to fulfill the student's core rotations.

3. **If on the student's second or third attempt, they receive a passing score on COMLEX-USA Level 1 which is reported by NBOME on or after February 2 of the academic year in which they were originally scheduled to enter clerkship rotations:**

- a. The student will forfeit the base hospital assignment made during the initial base hospital selection process.
- b. The student will remain on academic extension through the scheduled start date of next offering of OST 601, with elapsed time continuing to count toward the maximum time allowed for completion of the D.O. degree program, which is six years.
- c. The student will be required to repeat all components of OST 601 and may also be required to complete a college-directed clinical skills evaluation prior to entering clerkship rotations.
- d. The student will be able to select a base hospital once the student has achieved a passing score on the COMLEX-USA Level 1 exam per the Secondary Base Hospital Selection Process (see below).

**b. Students who, prior to the college-determined date, choose not to take COMLEX-USA Level 1 in the same academic year the student completes all preclerkship requirements**

- i. The student will need to apply for a leave of absence. Leave of absence requests are subject to review and approval.
  1. All leave of absence request paperwork is required to be submitted to the Office of the COM Registrar on or before the Friday prior to the college determined COMLEX USA Level 1 due date.
- ii. The student will not advance into OST 601 or clerkship rotations that academic year and will join the next class year.
- iii. The student will forfeit the originally assigned base hospital.
- iv. The student has three attempts, which is the maximum number of attempts allowed on the COMLEX-USA Level 1 in the D.O. program, available to take and pass COMLEX-USA Level 1 prior to the first day of the next years offering of OST 601 in the next calendar year.
  1. Prior to taking COMLEX USA Level 1, the student will be required to complete the college COMSAE requirements, if not already completed in the previous year (see the MSUCOM Retention, Promotion, and Graduation Policy for further details).
  2. Upon successful completion of COMLEX USA Level 1, the student is eligible to advance into clerkship with the subsequently entering clerkship class.
    - a. The student will be required to successfully complete OST 601 and may be required to complete a college-directed clinical skills evaluation prior to entering clerkship rotations.
    - b. The student will be able to select a base hospital via the Secondary Base Hospital Selection Process (below)

3. Failure to complete the three attempts available to take and pass the COMLEX-USA Level 1 prior to the first day of the next years offering of OST 601 in the next calendar year will result in COSE evaluation, which may include a recommendation for dismissal.
- c. **Students who do not either apply for a leave of absence or take the COMLEX-USA Level 1 examination by the college-determined date in the same academic year the student completes all preclerkship requirements-**
    - i. The student will be placed on suspension.
    - ii. The student will be disenrolled from OST 601, will forfeit original base hospital placement, and will not be able to enter clerkship rotations.
    - iii. COSE evaluation will occur, which may result in dismissal.
  - d. **Students who complete all preclerkship requirements, take the COMLEX USA Level 1 on or before the college determined date on first attempt and pass, yet choose to take a leave of absence prior to the commencement of clerkship clinical rotations-**
    - i. The student will not advance into or complete OST 601
    - ii. The student will not enter clerkship rotations that academic year.
    - iii. The student will forfeit the originally assigned base hospital.
    - iv. The student will join the next class year, be required to take OST 601, and may also be required to complete a college-directed clinical skills evaluation prior to entering clerkship rotations.
    - v. The student will be able to select a base hospital via the Secondary Base Hospital Selection Process (see below).
  - e. **Students who complete all preclerkship requirements and choose to enter an MSU dual degree program (ex, MBA) rather than enter the clerkship the same academic year the preclerkship courses were completed. This process excludes DO/PhD students.**
    - i. The student will not advance into OST 601 or clerkship rotations that academic year.
    - ii. The student will be required to successfully complete OST 601 and may be required to complete a college-directed clinical skills evaluation prior to entering clerkship rotations.
    - iii. The student will forfeit the originally assigned base hospital.
    - iv. Students in this category who take and pass the COMLEX-USA Level 1 by the college-determined date in the same calendar year in which they completed all preclerkship requirements-
      1. Will be eligible to enter the Base Hospital Selection with the next class
    - v. Students in this category who do not take, or fail the COMLEX-USA Level 1 by the college-determined date in the same calendar year in which they completed all preclerkship requirements-
      1. The student has a total of three attempts to take and pass COMLEX-USA Level 1.
        - a. Students who took the COMLEX-USA Level 1 by the college-determined date in the same academic year the preclerkship courses were completed, yet were unsuccessful on first attempt, must take and pass the examination within one (1) calendar year

- of the date of the student's initial attempt on either the second or third attempt.
- b. Students who elected not to take the COMLEX-USA Level 1 examination on or before the college-determined date in the same academic year the preclerkship courses were completed will have three attempts to take and pass the COMLEX-USA Level 1 examination by the first day of next year's offering of OST 601.
  - c. Upon passing COMLEX USA Level 1 by the dates noted in #1 and #2, the student will enter the Secondary Base Hospital Selection (see below).
  - d. Failure to complete the available attempts outlined above to take and pass the COMLEX-USA Level 1 will result in COSE evaluation which may include a recommendation for dismissal.
- f. The College intends students to complete most core rotations at or near one base hospital location. In rare occasions, scheduling conflicts arise. When this occurs, students may need to be assigned alternate locations to complete core rotations.

### **Secondary Base Hospital Selection**

The following process is for students that forfeit their originally assigned base hospital site, including any student that had received Special Considerations and are eligible to enter the clerkship.

Upon obtaining a passing score on COMLEX-USA Level 1, the student will be eligible to begin the Secondary Base Hospital Selection Process. The Secondary Base Hospital Selection Process can occur only following the next class selection. Secondary Base Hospital Selection positions will be those remaining after the next class's selection. Steps of the process are as follows;

1. After the next class year selection and once the college receives notification of the passing COMLEX-USA Level 1 scores, all students that have passed that NBOME score-report cycle will be notified by the clerkship team of eligibility to select a base hospital site.
  - a. The number of students passing that particular NBOME score-report cycle will determine the method of base selection.
    - i. For report cycles with 1-2 students passing, the college will utilize the following selection method.
      1. The students will receive notification of the eligibility to select a base hospital and will be notified of available base hospital positions.
      2. The students will indicate their first-choice selection to the clerkship team.
        - a. If the students both choose the same location with only one position available, the college will utilize Random.org to determine which student will be placed at that location. The student not placed at the first-choice location will be able to select a second location.
          - i. The selection will occur via zoom meeting with both students present if both students choose the same location as first-choice selections.
      - ii. For report cycles with 3 or more students passing, the college will utilize the following selection method.
        1. The students will receive notification of the eligibility to select a base hospital and will be notified of available base hospital positions. The

students will utilize a rank system, where each student will rank each hospital with open positions. The student will be required to meet the deadlines provided in the initial email to participate in this rank selection or will forfeit selection. Once rank lists are submitted, the clerkship team will utilize a rank algorithm to determine student base hospital placement. Students will be provided emails regarding results of the base hospital rank selection. No trade options are available.