SOMOP 40.04 Addendum A
Approved by CEPC on March 20, 2025

Policy on NBME Examination Completion and Clerkship Progression

I. Purpose
To establish guidelines for students who accumulate more than one grade of PR (In Progress) during Phase 2 and outline the requirements for approval of progression within Phase 2.

II. Policy Statement
1. Assignment of PR Grades in Phase 2
    a. A PR grade (see also SOMOP 30.01: Grading Policy) is assigned in a clerkship if a student is:
        i. unable to complete all curricular requirements within the 8-week clerkship
        ii. unsuccessful on the first attempt at National Board of Medical Examiners subject examination.
        iii. unsuccessful on the first attempt at the Clinical Clerkship Examination
        iv. unable to complete an NBME exam or CCE in the first week of a subsequent clerkship if an excused absence was granted to that examination
    b. A single PR grade in the Phase 2 curriculum can be remediated by:
        i. completing curricular requirements
        ii. retaking a clerkship NBME at the end of the Phase 2 year
        iii. retaking the CCE during the next clerkship period.

2. Accumulation of PR grades in Phase 2
    a. A student who accumulates two PR grades during the Phase 2 curriculum will be placed on guided study for the subsequent clerkship period in order to complete the requirements of the clerkships in which the PR grades were assigned and obtain a final categorical grade as defined in SOMOP 30.01.

3. First Incident of Missed Examination Due to Illness or Excused Absence
  - Absence from a scheduled NBME examination due to a physical health or wellbeing issue requires documentation from a licensed health care provider in support of the student having an excused absence due to illness/health condition for a time period including the day of the NBME examination.
the entirety of their days missed from clerkship responsibilities.
- non emergency excused absences must be requested as described in the attendance policy
  - For absences related to physical health or wellbeing issues, the student must make up the missed exam the following week or after the return to school date indicated on

the licensed health care provide note. The student is expected to fully participate in clerkships during that time.

   - If the NBME requirement is not completed (not taken or not passed) by Friday of Week 9, the clerkship will be recorded as incomplete.

   - In this case, the exam may be completed at the end of all six clerkships.

4. Repeated Incident to Complete NBME on Time

   - If a student fails to complete the NBME within the first week of the subsequent clerkship for a second time, they will be **removed from the ongoing clerkship** and required to complete or remediate incomplete NBME examinations before starting a new clerkship based on their original schedule

5. Guided Study and Academic Support

   - Students required to remediate the NBME exam must participate in a guided study period.

   - If the student successfully completes the NBME requirement, they may start with their previously scheduled next clerkship.

   - Within the first week of returning, the student must meet with the Academic Success Team for additional support.

   - If the student fails, misses, or remains incomplete on the NBME exam, they will be referred to the **Student Promotions and Professional Conduct Committee (SPPCC)** for further review.

   - The Office of Academic Affairs will oversee and monitor student progress throughout the remediation process.

6. NBME Voucher and Readiness Assessment

   - One NBME voucher will be provided within two weeks for the student to complete the exam. A minimum score of 20 is required to demonstrate readiness.

   - The student must attend weekly mandatory check-ins with the Associate Dean for Clinical Education or Academic Affairs office to assess progress and readiness.

III. Oversight and Compliance

This policy will be monitored and enforced by the Office of Academic Affairs in coordination with the Associate Dean for Clinical Education and the Academic Success Team.