

Policies of the University of North Texas Health Science Center	Chapter 07 – Student Affairs, Education, and Funding
07.544 TCOM – Subject Exam and Comprehensive Exam	

Policy Statement.

TCOM students must sit for comprehensive and subject examinations to fulfill graduation requirements and to assess competencies to practice osteopathic medicine.

Application of Policy.

All third year TCOM students

Definitions.

Procedures and Responsibilities.

1. Subject Examinations from the National Board of Osteopathic Medical Examiners (NBOME) will be administered in core clinical clerkships for which these examinations are available. Assigned students must sit for the appropriate subject examination administered at the completion of each of their rotations. All students are required to take the subject examinations without prior determination that the course has been passed.

Responsible Party: TCOM Testing Services Supervisor/Student

2. If a student misses a shelf exam, he or she must re-schedule the exam with the TCOM Testing Services Supervisor. The TCOM Testing Services Supervisor will inform the Director of Clinical Education of the re-scheduled exam.

Responsible Party: TCOM Testing Services Supervisor/Student

3. Core Clerkship Subject Examinations will be graded and points will be added to each student's score based upon the standard deviation of the national mean for that subject exam. A passing grade for each subject exam will be set at 70%.

Responsible Party: Manager Testing and Evaluation Services

4. A student who fails a shelf exam receives an incomplete in the course and must re-take the exam. The student must re-schedule the shelf exam with the TCOM Testing Services Supervisor. A second failure results in failure in the course, and the clinical clerkship must be repeated. A second failure of a shelf exam, whether in the same rotation or a different rotation, requires an appearance before the TCOM Student Performance Committee.

Responsible Party: Student, TCOM Testing Services Supervisor, Clerkship Director, Senior Executive Assistant in Student Affairs, TCOM Student Performance Committee, and Dean of TCOM

5. The Senior Executive Assistant in Student Affairs notifies the student of the date and time to appear before the committee.

Responsible Party: Senior Executive Assistant

6. The committee then determines remediation.

Responsible Party: Student Performance Committee

7. The student may appeal the decision to the Dean of TCOM, whose decision is final.

Responsible Party: Dean of TCOM and TCOM Student

8. Scores for shelf exams are reported to students, TCOM administration, including the Dean, Associate Dean for Academic Affairs, Assistant Dean for Pre-Clinical Medical Education, and the Director of Clinical Education, as well as the Office of Student Affairs.

Responsible Party: Manager Testing and Evaluation Services

References and Cross-references.

Forms and Tools. (optional)

Approved: April 1999

Effective: April 1999

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