

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-401
ACADEMIC POLICY TITLE: USMLE Deadlines	EFFECTIVE DATE: 03/04/14 01/01/18 (rev.)
RESPONSIBLE DEPARTMENT: Office of the Dean and Medical Education, College of Medicine	Approval Authority: Associate Dean for Medical Education Responsible Office: Office of the Dean and Medical Education, College of Medicine

(A) PURPOSE

To establish deadlines and requirements for student completion of the United States Medical Licensing Examinations (USMLE) Step 1, Step 2 CK and Step 2 CS to ensure progression through the curriculum, and attainment of a residency program.

(B) SCOPE

This policy applies to College of Medicine (COM) students in the M2 through M4 years of the curriculum.

(C) DEFINITIONS

- (1) **Committee on Academic and Professional Progress (CAPP):** CAPP Phase 1 and Phase 2 evaluate students' academic performance, assess professional readiness for continued studies, and determine appropriateness of curricular leave. CAPP Phase 1 is concerned with progression of students from partner universities into the COM program. CAPP Phase 2 is concerned with current COM students.

(D) POLICY STATEMENT

- (1) To be promoted from year to year and, thus, ultimately to graduate from the College of Medicine, each student must be deemed qualified by the appropriate faculty on the basis of the College's essential functions for admission, continuation and graduation. A student must have no less-than-passing grades in all courses in order to be promoted to the next year in the curriculum. Students also must take and achieve passing scores on United States Medical Licensing Examinations (USMLE), as specified below.
- (2) Step 1 Examination
- (a) A passing score on Step 1 of the USMLE is a requirement for promotion to the third year.

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- (b) Students must take the examination by the fourth Friday in June of their second year. It may not be taken until all courses have been passed in the M1 and M2 years.
 - (i) Dependent on the calendar for any particular year, the deadline may be moved to the third Friday in June to ensure that scores will be received prior to the commencement of the M3 academic year.
 - (c) Requests for postponement of the examination must be made to and approved by the Phase 2 Committee on Academic and Professional Progress (CAPP 2).
 - (i) Approval for postponement is granted only for exceptional circumstances.
 - (d) Students who fail Step 1 will be reviewed by CAPP 2. CAPP 2 is responsible for making the decision regarding the opportunity to retake Step 1. Students who are approved to retake the examination must do so by October 31 or by a date specified by CAPP 2. All CAPP 2 academic standards, conditions of leave of absence and return to the curriculum apply.
- (3) Step 2 Examinations
- (a) Passing Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) are graduation requirements.
 - (b) Clinical Knowledge (CK)
 - (i) A passing score on the first attempt of Step 2 CK is a requirement to continue in the M4 year.

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- (ii) Students must take Step 2 CK after successfully passing all requirements of the M3 year and by October 1 of their M4 year.
 - (a) Requests for postponement of the examination must be made to and approved by CAPP 2.
 - (b) Students applying to a specialty with an early application deadline (before September 15th) must take Step 2 CK by January 1 of their M4 year.
 - (i) Notification of intent to postpone the examination must be made to the Associate Dean of Curriculum and Medical Education and does not require CAPP 2 approval.
 - (iii) Students who fail Step 2 CK will be removed from the curriculum and reviewed by CAPP 2. Decisions regarding the opportunity to retake Step 2 CK will be decided by CAPP 2. All CAPP 2 academic standards, conditions of leave of absence and return to the curriculum apply.
- (c) Clinical Skills (CS) Examination
 - (i) All students must take Step 2 CS by December 1 of their M4 year after successfully passing all requirements of the M3 year. Students must take the summative CSAIII before taking the Step 2 CS examination.
 - (ii) For students whose performance has been rated as below the acceptable level of performance (ALP) for CSAIII formative assessments during the M3 year, it is strongly recommended that Step 2 CS be scheduled for a date in the months of October or November, which would allow time for students to receive

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additional support and a summative CSAIII passing grade before taking the Step 2 CS exam.

- (iii) Requests for postponement of the examination must be made of and approved by CAPP 2.
- (iv) Students who fail Step 2 CS will be reviewed by CAPP 2. Decisions regarding the opportunity to retake Step 2 CS will be decided by CAPP 2. All CAPP 2 academic standards, conditions of leave of absence and return to the curriculum apply. Students who are approved to retake the examination must do so by February 1 or by a date specified by CAPP 2.

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REFERENCES

FORMS

ATTACHMENT 1: USMLE Examinations: Approved Content for the *Compass*

CROSS REFERENCE

REVISION HISTORY

Initial Approval:

Curriculum Management and Assessment Committee (approved 03/04/14)

Subsequent Approval:

Curriculum Management and Assessment Committee (approved 11/14/17)

M3/M4 Curriculum Committee (endorsed 10/18/17)

M1/M2 Curriculum Committee (endorsed 11/16/17)

Next Scheduled Review:

May 2020

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Attachment 1

USMLE Examinations: Approved Content for the *Student Handbook*

- (C) College of Medicine Requirements for Promotion
(Approved by the Curriculum Management and Assessment Committee: January 12, 2016; Effective beginning with the Class of 2017)
- (1) To be promoted from year to year and, thus, ultimately to graduate from the College of Medicine, each student must be deemed qualified by the appropriate faculty on the basis of the College's essential functions for admission, continuation and graduation. A student must have no less-than-passing grades in all courses in order to be promoted to the next year in the curriculum. Students also must take and achieve passing scores on United States Medical Licensing Examinations (USMLE), as specified below.
 - (a) Students cannot begin M4 electives until they have successfully completed all course requirements of the M3 year.
 - (2) United States Medical Licensing Examinations
 - (a) The University offers a range of counseling and academic support services to assist students in preparing for the USMLE examinations. Students are strongly encouraged to seek consultation early by contacting the Director of the Learning Center in the Office of Student Affairs.
 - (b) It should be noted that some residency programs will not rank a student for the residency match process without receipt of an applicant's passing scores on all components of Steps 1 and 2.
 - (c) Step 1 Examination

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- (i) A passing score on Step 1 of the USMLE is a requirement for promotion to the third year.
- (ii) Students must take the examination by the fourth Friday in June of the second year, in general (this day may change based on the variability of the calendar for a particular year). It may not be taken until all courses have been passed in the M1 and M2 years.
- (iii) Requests for postponement of the examination are rare and must be made of and approved by CAPP 2.
- (iv) Students receive notice of their Step 1 score directly from the National Board of Medical Examiners (NBME) via email approximately three to four weeks after their test date. The Office of Enrollment Services receives official reports from the NBME each Wednesday on a secure Web site approximately three to four weeks after the test date. These test results are posted on the Banner Self-Service site as soon as they are received. Students should access their Step 1 scores in the same manner they access course grades. Personnel will not release test results to students either in person or by telephone. Students who have not received test results by the expected date are advised to contact the NBME to verify contact information and, if necessary, to request a new score report. The NBME will not release test results over the telephone.
- (v) Students who fail Step 1 will be reviewed by CAPP 2. Decisions regarding the opportunity to retake Step 1 will be decided by CAPP 2. Students who are approved to retake the examination must do so by October 31 or by a date specified by CAPP 2. All CAPP 2 academic standards, conditions of leave of absence and return to the curriculum described in the *Compass* apply. In addition, please refer to the section on Financial Aid for any implications as a result of a failing score.

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(d) Step 2 Examinations

(i) Passing Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) are graduation requirements.

(ii) Clinical Knowledge (CK)

(a) A passing score on the first attempt of Step 2 CK is a requirement to continue in the M4 year.

(b) Students must take Step 2 CK after successfully passing all requirements of the M3 year and by October 1 of their M4 year. Students applying to a specialty with an early application deadline (before September 15th) must take Step 2 CK by January 1 of their M4 year; notification to delay must be sent by the student to the Associate Dean of Curriculum and Medical Education and does not require CAPP 2 approval.

(c) Requests for postponement of the examination must be made of and approved by CAPP 2.

(d) Students receive notice of their Step 2 CK score directly from the National Board of Medical Examiners (NBME) via email approximately four weeks after their test date. The Office of Enrollment Services receives official reports from the NBME each Wednesday on a secure Web site approximately four weeks after the test date. These test results are posted on the Banner Self-Service site as soon as they are received. Students should access their Step 2 CK scores in the same manner they access course grades. Personnel will not release test results to students either in person or by telephone. Students who have not received test results by the expected date are advised to contact

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the NBME to verify contact information and, if necessary, to request a new score report. The NBME will not release test results over the telephone.

- (e) Students who fail Step 2 CK will be placed on a CAPP-mandated leave of absence and reviewed by CAPP 2. Decisions regarding the opportunity to retake Step 2 CK will be decided by CAPP 2. All CAPP 2 academic standards, conditions of leave of absence and return to the curriculum described in this document apply. In addition, please refer to the section on Financial Aid for any implications as a result of a failing score.

(iii) Clinical Skills (CS) Examination

- (a) All students must take Step 2 CS by December 1 of their M4 year after successfully passing all requirements of the M3 year. Students must take the summative Clinical Skills Assessment III (CSAIII) before taking the Step 2 CS examination. (Register early for Step 2 CS as spots fill quickly.)
- (b) For students whose performance has been rated as below the acceptable level of performance (ALP) for formative CSA III assessments during the M3 year, it is strongly recommended that Step 2 CS be scheduled for a date in the months of October or November, which would allow time for students to receive additional support and a summative CSAIII passing grade before taking the Step 2 CS exam.
- (c) Requests for postponement of the examination must be made to and approved by CAPP 2.

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- (d) Students receive notice of their Step 2 CS score directly from the National Board of Medical Examiners (NBME) via email approximately six weeks after their test date. The Office of Enrollment Services receives official reports from the NBME each Wednesday on a secure Web site approximately six weeks after the test date. These test results are posted on the Banner Self-Service site as soon as they are received. Students should access their Step 2 CS scores in the same manner they access course grades. Personnel will not release test results to students either in person or by telephone. Students who have not received test results by the expected date are advised to contact the NBME to verify contact information and, if necessary, to request a new score report. The NBME will not release test results over the telephone.
- (e) Students who fail Step 2 CS will be reviewed by CAPP 2. Decisions regarding the opportunity to retake Step 2 CS will be decided by CAPP 2. All CAPP 2 academic standards, conditions of leave of absence and return to the curriculum described in this document apply. Students who are approved by CAPP 2 to retake the examination, must do so by February 1, or by a date specified by CAPP 2. In addition, please refer to the section on Financial Aid for any implications as a result of a failing score. Refer to the Office of Student Affairs regarding next steps following a Step 2 CS failed exam.