



Office of Student Affairs
 Division of Academic Affairs
 Brody School of Medicine
 East Carolina University

SOP #	[9.9.2]
Version #	4
Implementation Date	December 20, 2018
Last Reviewed/Update Date	October 23, 2023
Approval by ECC	November 8, 2023

Heading: USMLE Step Procedure

SOP Title: USMLE Step Procedure

Rationale

Learners are required to pass Step 1 and Step 2 Clinical Knowledge (CK) of the United States Medical Licensing Exam (USMLE) prior to graduation. This policy ensures that each exam is taken in a timely manner and that learners are prepared for these exams.

Scope

This procedure covers timelines, remediation practices, and promotion requirements regarding USMLE Step 1 and Step 2 CK.

Definitions

Clinical Foundations Seminar (CFS): Individualized study course (8 weeks) designed for learners who require additional time for USMLE Step 1 study. The Course description can be found in the catalog on the Office of Medical Education website.

Clinical Correlations Seminar (CCS): Remediation Course for USMLE Step 1 (8 weeks). The Course description can be found in the catalog on the Office of Medical Education website.

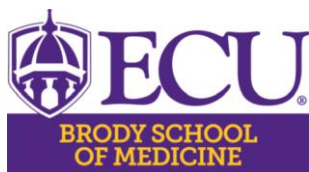
Clinical Application and Practice Seminar (CAPS): Remediation Course for USMLE Step 2 CK (4 weeks). The Course description can be found in the catalog on the Office of Medical Education website.

BSOM: Brody School of Medicine

Responsibilities

ALL MEDICAL LEARNERS:

- Learners are recommended to utilize the resources available in the Office of Student Success and Wellness (OSSaW) to assist in their preparation for USMLE exams.
- Learners are required to pass both USMLE Step 1 and Step 2CK exams to be considered for graduation from BSOM. Students who receive passing scores after their scheduled May graduation date will be considered for the next available diploma date.
- Learners are allowed a maximum of three attempts at each of the USMLE exams. Failure to pass a single USMLE exam with three attempts will result in a recommendation for dismissal from the BSOM.



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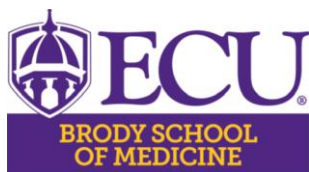
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M2 LEARNERS:

- M2 learners should complete the application for USMLE Step 1 in September of the M2 year.
- Prior to taking USMLE Step 1, all academic requirements of the M1 and M2 curriculum, including any necessary remediations, must be completed.
- Medical learners are required to take USMLE Step 1 no later than the third (3rd) Friday in March prior to beginning the M3 curriculum. Any learner not ready to take USMLE Step 1 by this date must meet with the Associate Dean of Student Affairs, Foundational Sciences, to request a USMLE Step 1 Study Time Extension.

USMLE Step 1 Study Time Extensions:

- Learners should use the time between M1 and M2 year to consolidate the preclinical knowledge acquired during the first year of the curriculum. Learners who are identified as being at risk for failing USMLE Step 1 will be notified of this status by the M1/2 Review and Promotion Committee as soon as possible, but no later than the end of the M1 year. These learners will receive guidance from the Office of Student Success and Wellness on how to reflect on their strengths and weaknesses to prepare a strategic plan of study.
- If a learner requires an extension of their study period, the learner must contact the Associate Dean for Student Affairs, Foundational Sciences by the posted date to request such an extension.
 - This deadline will vary based on the academic calendar and can be found in the Curriculum Calendar. This deadline will be communicated during informational meetings during the M2 year.
 - The learner will be required to submit a written request, addressed to the M1/2 Review and Promotion Committee, explaining why an extension is warranted. The Review and Promotion Committee will review and respond to all requests within five (5) business days of the deadline.
 - If a learner is granted extended study time, they will be placed on a personal leave of absence for the duration of cohort 1 of M3 year and return for the start of cohort 2. They will be required to complete their final clerkship before beginning any clinical rotations in the M4 year; this change in schedule will result in loss of M4 non-clinical elective time.
 - If a personal leave of absence is approved, the learner must meet with the Office of Student Success and Wellness (OSSaW) to develop a written plan to sit for USMLE Step 1. Students who sit for Step 1 in accordance with the approved study plan may enter clerkships before a score is received if this delay is a result of NBME reporting delays.
- A delay in taking Step 1 may be considered for the following reasons:
 - Academic concern
 - Failure to demonstrate due progress during the Step 1 dedicated study period



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- Illness, including mental health concerns
 - Family or personal emergencies
 - Circumstances beyond a learner's control
- Learners needing study time beyond the first M3 cohort may re-enroll in the M2 curriculum or may seek a leave of absence. Learners should consult with the Associate Dean for Student Affairs, Foundational Sciences for further guidance.

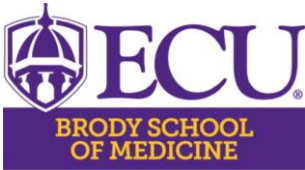
Clinical Foundations Seminar (CFS)

- The CFS Course description can be found in the catalog on the Office of Medical Education website.
- This course will be graded as pass/fail and will be recorded on the learner's official transcript.
- This is an optional course; however, learners may be mandated to take the CFS course based on the criteria outlined in the CFS syllabus.
- Failure to comply with CFS syllabus requirements and assignments may result in referral to the Professionalism and Community Standards Committee, the year-specific Review and Promotion committee, or further disciplinary action.

Learners with USMLE Step 1 Failure(s):

In the event a student fails the first attempt of Step 1, the repeat examination must be taken within six (6) months of the first attempt date.

- Learners who **did not** delay the start of their M3 year (by either enrolling in CFS or taking an extended study time leave of absence) and fail USMLE Step 1 will complete their current M3 clerkship rotation and be removed from their subsequent clerkship.
 - Learners will then enroll in the Clinical Correlations Seminar (CCS) course during the following clerkship rotation. Learners must complete the missed clerkship before beginning any clinical rotations in the M4 year. This will result in decreased M4 non-clinical elective time.
- A learner who **did** delay the start of their M3 year (by either enrolling in CFS or taking an extended study time leave of absence) fail USMLE Step 1 will be immediately withdrawn from their current and remaining clerkships.
 - Learners may reenroll in the M2 curriculum or seek a leave of absence.
 - If seeking a leave of absence, the learner must:
 - Consult with the Associate Deans for Student Affairs for further guidance.
 - Consult with the Office of Student Success and Wellness to formulate an effective study plan that will be followed during the leave of absence.



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- Present the study plan to the Review and Promotion Committee for approval. The Review and Promotion Committee will review and respond to all requests within five (5) business days of presentation.
- Learners unsuccessful on their second attempt at USMLE Step 1 may be permitted a third attempt. This third attempt must be approved by the M1/2 Review and Promotion Committee. Learners are required to present their situation to the Review and Promotion Committee, with the assistance of the Associate Dean for Student Affairs, Foundational Sciences. Learners permitted a third attempt must complete a Step 1 application in sufficient time to request a Step 1 date that ensures a score report prior to the first M3 clerkship block of the subsequent academic year.
 - Learners who successfully pass Step 1 on their third attempt will begin their M3 coursework with the first M3 clerkship block of the subsequent academic year.

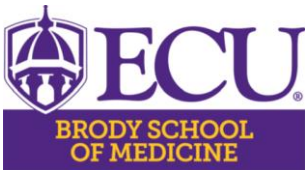
Learners who are unsuccessful after their third attempt at USMLE Step 1 will be recommended for dismissal from the Brody School of Medicine.

Clinical Correlations Seminar (CCS)

- The CCS Course description can be found in the catalog on the Office of Medical Education website.
- This course will be graded as pass/fail and will be recorded on the learner’s official transcript.
- Learners must complete a repeat Step 1 application in sufficient time to sit for a retake of USMLE Step 1 prior to the conclusion of the CCS course.
 - Failure to do so will result in the student re-enrolling in the M2 curriculum or taking a leave of absence.
- Learners who receive a passing score on their second attempt of USMLE Step 1 will receive the earned letter grade from their first clerkship and will continue in the M3 curriculum.
- Failure to comply with CCS syllabus requirements and assignments may result in referral to the Professionalism and Community Standards Committee, the year-specific Review and Promotion committee, or further disciplinary action.

M3/M4 LEARNERS:

- Learners are required to complete the application for USMLE Step 2 CK by May 31st of their M4 year.
- Learners must complete their first attempt at Step 2 no later than September 1 of their M4 year.



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Learners with USMLE Step 2 CK Failure(s):

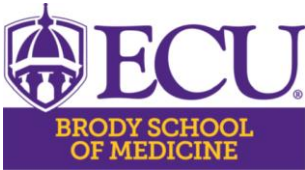
- Passing USMLE Step 2 is a requirement for BSOM graduation.
- Learners unsuccessful in their first attempt at USMLE Step 2CK will be required to enroll in the CAPS course, either as an independent elective or concurrently with another elective during the same period.
 - Learners must complete their second attempt at Step 2 no later than February 1 of their M4 year.
- Learners unsuccessful on their second attempt at USMLE Step 2 CK may be permitted a third attempt. This third attempt must be approved by the M3/4 Review and Promotion Committee. Learners are required to present their situation to the Review and Promotion Committee, with the assistance of the Associate Dean for Student Affairs, Clinical Sciences.
 - Learners must complete their third attempt at Step 2 no later than the Friday *after* Match Day of their M4 year.
 - Learners who are unsuccessful after their third attempt at USMLE Step 2 will be recommended for dismissal from the Brody School of Medicine.
- If a learner is unable to meet any of the deadlines associated with USMLE Step 2, they must meet with the M3/4 Review and Promotion Committee to discuss potential barriers and solutions. Failure to meet these deadlines may be considered a professionalism concern and may result in a report to the Professionalism and Community Standards Committee.

Clinical Application and Practice Seminar (CAPS)

- The CAPS Course description can be found in the catalog on the Office of Medical Education website.
- This course will be graded as pass/fail and will be recorded on the learner’s official transcript.
- Failure to comply with CAPS syllabus requirements and assignments may result in referral to the Professionalism and Community Standards Committee, the year-specific Review and Promotion committee, or further disciplinary action.

REVIEW AND PROMOTION COMMITTEES

The M1/2 Review and Promotion Committee is responsible for notification of learners at risk for failing USMLE Step 1. The M3/4 Review and Promotion Committee is responsible for notification of learners at risk for failing USMLE Step 2. Both Committees are responsible for: tracking deadlines associated with this policy, communicating with students, and working with the



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Associate Dean for Medical Education and the Office of Student Success and Wellness to understand which learners are at risk.

ASSOCIATE DEAN FOR MEDICAL EDUCATION:

The Associate Dean for Medical Education is responsible for working with the Promotion and Review Committee to identify learners who are at risk for failing USMLE Step 1. They will provide guidance to the learner body and work with the Office of Student Success and Wellness to determine and communicate readiness and optimal exam timing.

ASSOCIATE DEANS FOR STUDENT AFFAIRS:

The Associate Deans for Student Affairs will meet with each learner who fails any USMLE exam to explain the BSOM procedures and assist them with their clerkship schedule and meetings with the year-specific Promotion and Review Committee.

Procedures for Implementation and Review

This procedure is to be reviewed by the M1-M4 Curriculum Committees before approval by the Executive Curriculum Committee every three years.

This procedure will be disseminated by the Office of Student Affairs to students and teaching faculty/administration.

Related Policies

11.1

Applicable Laws, Regulations & Standards

LCME Standard 9, Element 9