Rationale
Medical students are required to pass Step 1, Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) 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 students are prepared for these exams.

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

Definitions
**Clinical Foundations Seminar (CFS):** Individualized study course (8 weeks) designed for students 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 Applications and Practice Seminar:** 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.

Responsibilities
**All Students:**
- Students must be enrolled in the BSOM to register for USMLE exams.
- Students are recommended to utilize the resources available in the Office of Student Development and Academic Counseling (OSDAC) in order to assist in their preparation for USMLE exams.
- Students are required to pass all parts (USMLE Step 1, 2CK and 2CS) of the USMLE 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.
- Students 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 in accordance with the Student Grading and Promotions Policy.

**M2 Students:**
• M2 students should complete the application for USMLE Step 1 as early as September of the M2 year.
• Medical students are required to take USMLE Step 1 prior to beginning their M3 curriculum.
• Medical students are required to pass USMLE Step 1 to be officially promoted to the M3 year of medical school.

Students Requesting/Requiring USMLE Step 1 Study Time Extensions:
• All students should use the time between Blocks 3 and 4 to consolidate the preclinical knowledge acquired during the first year of the curriculum. Students who are identified as being at risk for failing USMLE Step 1 will be notified of this status by the Promotion and Review Committee as soon as possible, but no later than the end of Block 3. These students will receive guidance (from the Office of Student Development and Academic Counseling) on how to reflect on their strengths and weaknesses to prepare a strategic plan of study.
• If, during the course of designated step study time, a student requires an extension of their study period, the student must contact the Associate Dean for Student Affairs by March 1\textsuperscript{st} to request such an extension. The student will be required to submit a written request, addressed to the Promotion and Review Committee, explaining why an extension is warranted. The request should include objective data (practice exam scores, test bank averages, etc.) that support the need for an extension. The Promotion and Review Committee will review and respond to all requests within one week of March 1\textsuperscript{st}.
• Students who are granted extended study time will be enrolled in an independent study course (Clinical Foundations Seminar) for the time period of cohort/clerkship 1. This course will be graded as pass/fail and will be recorded on each student’s official transcript. Students will be required to complete the missed clerkship early in the following year with the rising M3 students (resulting in decreased M4 elective time).
• Students needing study time above and beyond the time period of the first cohort/clerkship will be required to re-enroll in Block 4 and repeat all Block 4 courses to solidify their knowledge base for the exam.

Students with USMLE Step 1 Failure(s):
• Students with failing scores will complete their current M3 clerkship block, but they will not be able to participate in any subsequent clerkships until a passing USMLE Step 1 score is achieved. Instead, students will be required to enroll in the CCS course during the following M3 clerkship block. Students will be required to complete the missed clerkship early in the following year with the rising M3 students (resulting in decreased M4 elective time).
• If a student enrolled in the Clinical Foundations Seminar (resulting in a extended study period) and is unsuccessful on USMLE Step 1, they will be required to re-enroll in Block 4 and repeat all Block 4 courses to solidify their knowledge base for the exam.
• Students are expected to complete a repeat Step 1 application in sufficient time to request a second test date on or before the conclusion of the CCS course.
• Students receiving a passing score on the second attempt will receive the earned letter grade from the first clerkship, a ‘P’ for CCS, and continue in their medical education.
• Students failing to achieve a passing score on the second attempt will receive a ‘W’ for the first clerkship, an ‘F’ for CCS, and will be withdrawn from the third M3 clerkship block.
• Students unsuccessful in their second attempt at Step 1 may be permitted a third attempt, depending upon the decision of the Promotion and Review Committee. These students are required to present their situation to the Promotion and Review Committee in person, with the assistance of the Associate Dean for Student Affairs. Those students permitted a third attempt have the following responsibilities:
  o Students are expected to complete a Step 1 application in sufficient time to request a Step 1 test date that ensures a score report prior to the first M3 clerkship block of the subsequent academic year.
  o Students will again enroll in CCS to assist with their preparation.
  o Students 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.
  o The Promotion and Review Committee may recommend that students in this situation repeat Block 4 courses, in an effort to solidify their knowledge base.

M3/M4 Students:
• Students are recommended to complete the application for Step 2CK by May 31st of their M4 year.
• Students are strongly recommended to take Step 2CK by August 15th of their M4 year.
• Students must take Step 2 CK by December 1st of their M4 year.
• Students who believe they are unable to meet the December 1st deadline must present a study plan and proposed testing timeline to the Promotion and Review Committee for approval by October 1st of their M4 year.

Students with USMLE Step 2CK Failure(s):
• Students unsuccessful in their first attempt at 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.
• Students are expected to complete a repeat Step 2CK application in sufficient time to request a second test date on or before the conclusion of the CAPS course.
• Students unsuccessful in their second attempt at Step 2 CK may be permitted a third attempt, depending upon the decision of the Promotion and Review Committee. These students are required to present their situation to the Promotion and Review Committee in person, with the assistance of the Associate Dean for Student Affairs. These students will again enroll in CAPS to assist with their preparation.
**Promotion and Review Committee:**
The Promotion and Review Committee is responsible for notification of students at risk for failing USMLE Step 1. They are responsible for working with the Associate Dean for Medical Education and the Office of Student Development and Academic Counseling to understand which students 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 students who are at risk for failing USMLE Step 1. They will provide guidance to the student body and work with the Office of Student Development and Academic Counseling to determine and communicate readiness and optimal exam timing.

**Associate Dean for Student Affairs:**
The Associate Dean for Student Affairs will meet with each student who fails any USMLE exam to explain the BSOM procedures and assist them with their clerkship schedule and meetings with the Promotion and Review Committee.

**Procedures for Implementation and Review**
This procedure will be reviewed by the M1-M4 Promotion and Review Committees as well as the M1-M4 Curriculum Committees before approval by the Executive Curriculum Committee every three years.

**Related Policies**
11.1

**Applicable Laws, Regulations & Standards**
LCME Standard 9, Element 9