

NEOMED ACADEMIC POLCY	Policy No: 3349-AC-401
ACADEMIC POLICY TITLE: USMLE Requirements and Deadlines	EFFECTIVE DATE: 03/04/14 REVISED: 02/28/23
RESPONSIBLE DEPARTMENT: Medical Education, College of Medicine	Approval Authority: Dean, College of Medicine Responsible Office: Office of the Dean, College of Medicine

(A) PURPOSE

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

(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 evaluates students' academic performance, assesses professional readiness for continued studies, and determines appropriateness of Interruptions in an educational program.

(D) POLICY STATEMENT

(1) To be promoted from year to year and, thus, ultimately to graduate from NEOMED with a doctor of medicine degree, each College of Medicine 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 passing grades in all courses in order to be promoted to the next academic year in the curriculum. Students also must take and achieve passing scores on United States Medical Licensing Examinations (USMLE), as specified below.

(2) USMLE Step 1 (Step 1) Examination

(a) A passing score on Step 1 of the USMLE is a requirement for promotion to the third year. Students awaiting Step 1 results will be permitted to begin the M3 year on a conditional basis.

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- (b) Students must take the USMLE Step 1 by the third Friday in June of their second year. Students may not take the USMLE until passing all M1 and M2 courses.
 - (c) Requests for postponement of the USMLE must be made to and approved by the Committee on Academic and Professional Progress CAPP
 - (i) Approval for postponement is granted only for exceptional circumstances.
 - (ii) Requests to delay the Step 1 beyond the deadline should be made no later than 7 business days prior to this deadline
 - (d) Students who do not achieve a passing score on USMLE Step 1 will be reviewed by CAPP. CAPP is responsible for making the decision regarding the opportunity to retake the Step 1 examination. Students who are approved to retake the examination must do so by the third Tuesday of December or by a date specified by CAPP. All CAPP academic standards, conditions of leave of absence and return to the curriculum apply.
- (3) USMLE Step 2 CK (Step 2 CK) Examinations
- (a) Passing USMLE Step 2 Clinical Knowledge (CK) is a graduation requirement.
 - (i) Students are expected to pass Step 2 CK on the first attempt to continue in the M4 year.
 - (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) Students applying to a specialty with an early application deadline (“early match” before September 15th) may delay taking Step 2 CK but must take Step 2 CK by January 1 of their M4 year. Students applying to an early match who wish to delay taking Step 2CK must notify the Assistant

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- Dean of Student Affairs of this intention and are exempted from CAPP review and approval of the deadline change.
- (b) All other requests for postponement of the examination must be made to and approved by CAPP.
 - (c) Requests to delay Step 2 CK beyond the set deadline should be made no later than 7 business days prior to the deadline
- (iii) Students who do not achieve a passing score on Step 2 CK will be reviewed by CAPP. Decisions regarding retake, timing, and interruptions of training will be decided by CAPP. All CAPP academic standards, conditions of leave of absence and petition to return to the curriculum apply.

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Attachment 1

USMLE Examinations: Approved Content for the *Student Handbook*

To be placed in section: ACADEMIC MINIMUMS FOR CONTINUED ENROLLMENT, PROMOTION AND GRADUATION

Professional Programs

All students are required to achieve at least a passing grade in all courses required by the faculty, and successfully complete all other pre-matriculation and matriculation requirements for the Doctor of Medicine or Doctor of Pharmacy degree and successful completion of the yearly comprehensive examination for pharmacy students. College of Medicine students cannot begin M4 electives until they have successfully completed all course requirements of the M3 year and must take and achieve passing scores on United States Medical Licensing Examinations (USMLE), as specified below.

USMLE REQUIREMENT (COLLEGE OF MEDICINE) (NEOMED Compass)

General guidelines and processes for [USMLE](http://www.usmle.org) registrations are available at www.usmle.org. NEOMED specific policy, USMLE Deadlines (<https://www.neomed.edu/3349-ac-401-usmle-deadlines/>) and expectations regarding both the scheduling and passing of the USMLE are outlined in the Academic Minimums for Continued Enrollment, Promotion and Graduation section of this publication.