

# Current Step 1 Policy as of May 2019

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## USMLE Step 1 General Requirements

1. Students must be enrolled in School of Medicine coursework in order to sit for USMLE examinations. Students are not permitted to take an examination while on leave of absence.
2. Students must sit for USMLE Step 1 prior to participating in any required clerkship other than Continuing Care Clinic, Year 4 Docent Rotation, and Family Medicine. Students who do not sit for the Step 1 exam by the end of the first week of any required clerkship (except Continuing Care Clinic, Year 4 Docent Rotation, and Family Medicine) will be automatically withdrawn from the clerkship and placed on administrative leave of absence until completion of the exam.
3. Students are not permitted to take USMLE Step 1 until they have successfully demonstrated readiness to sit for the exam by earning a qualifying score on the required Comprehensive Basic Science Exam (CBSE). Students who do not demonstrate readiness on the CBSE, as described below, will meet with the USMLE counselor to establish new readiness criteria.
4. A student who has shown readiness to sit for Step 1 cannot postpone any required clerkships.
5. Students who do not sit for Step 1 within 6 weeks of demonstrating readiness will be required to re-demonstrate readiness to sit for the exam. The student will meet with the USMLE counselor, who will establish new readiness criteria. The student will be responsible for the cost of any additional testing.
6. The deadline for a first attempt at Step 1 is 29 blocks (116 weeks) following the start date of Human Structure Function IV. The deadline for off-track students is determined by the Associate Dean for Curriculum. Students who do not meet this deadline will be placed on administrative leave of absence until they successfully demonstrate readiness to sit for Step 1.
7. Students are not permitted to withhold USMLE score results from the School of Medicine.
8. Students must pass the USMLE Step 1 examination within three attempts, time permitting. Graduation and deadline criteria are not suspended in order to permit three attempts on an examination.
9. Failure to pass USMLE examinations on the first or second attempt may result in a revised or extended curriculum. Additionally, students earning a second-attempt failing score on the USMLE Step 1 examination will be placed on administrative leave of absence.

10. Students earning a third-attempt failing score on any USMLE examination meet criteria for separation (dismissal) from the program and will be placed on immediate administrative leave of absence.

## **Minimum Criteria for the First-Attempt USMLE Step 1 Examination**

1. BA/MD and MD students must officially promote to Year 4 and successfully complete (achieve a passing grade) in the Year 4 courses listed below:
  - MED 9472: Behavioral Science
  - MED 9408: Pharmacology
  - MED 9401: Docent Rotation-Year IV OR MED 9471: Family Medicine
2. Students must complete MED 9482: Patient, Physician, Society I (a grade must be received)
3. BA/MD and MD students must demonstrate readiness for the USMLE Step 1 examination by successfully completing the Comprehensive Basic Science Examination (CBSE).

### **CBSE Requirements**

1. The CBSE is administered only at the School of Medicine. Students are responsible for ensuring that they are signed up for the correct test date.
2. An unexcused absence from a scheduled CBSE examination will be treated as a failed attempt and the student will be required to meet with the USMLE Step 1 Counselor, who will establish criteria to demonstrate readiness for a subsequent attempt.
3. In order to sit for the CBSE, a student must meet all criteria for promotion to Year 4 and have a cumulative science GPA of 2.80 or better.
4. Minimum CBSE performance to sit for USMLE Step 1:
  - A student scoring 194 or above on the CBSE is automatically cleared to sit for USMLE Step 1.

*Specific CBSE Requirements for students whose initial Year 4 schedule contains two consecutive study blocks:*

- Students whose initial Year 4 schedule contains two consecutive study blocks must sit for a CBSE during one of the study blocks. Petitions to postpone the CBSE past the second study block will be considered only under documented extenuating circumstances.
- Students whose initial Year 4 schedule contains two consecutive study blocks and earn a score of 181-193 on their first CBSE will be enrolled in a Council on Curriculum-approved elective for the block following their first attempt CBSE. These students must sit for a second CBSE during that elective.

- Students whose initial Year 4 schedule contains two consecutive study blocks and either 1) earn a score of  $\leq 180$  on their first CBSE, 2) earn a score of  $\leq 193$  on a second CBSE, or 3) fail to sit for a scheduled CBSE will meet with the USMLE counselor, who will establish readiness criteria for clearance for subsequent exams. These students will be enrolled in up to two blocks of MEDICINE 9714 - Academic General Elective, as determined by the USMLE counselor.

*Specific CBSE requirements for students whose initial Year 4 schedule does not have two consecutive study blocks:*

- Students whose initial Year 4 schedule does not have two consecutive study blocks will select a CBSE date in consultation with their Education Team Coordinator (ETC). Students may petition to move this selected CBSE date once, and must sit for the CBSE on or before the March test date.
- Students whose initial Year 4 schedule does not have two consecutive study blocks and earn a score of 181-193 on their first CBSE will be enrolled in Council on Curriculum-approved coursework for the block following the first CBSE attempt. These students must sit for a second CBSE during that block.
- Students whose initial Year 4 schedule does not have two consecutive study blocks and either 1) earn a score of  $\leq 180$  on a first CBSE attempt, 2) earn a score of  $\leq 193$  on a second CBSE, or 3) fail to sit for a scheduled CBSE, will meet with the USMLE counselor who will establish readiness criteria for clearance for subsequent exams. Curricular adjustments may be required, including enrollment in up to two elective study blocks and/or up to two blocks of MEDICINE 9714 - Academic General Elective, as determined by the USMLE counselor.

## **Deadline for Taking USMLE Step 1 Examination**

1. The deadline for a first attempt at Step 1 is 29 blocks (116 weeks) following the start date of Human Structure Function IV. The deadline for off-track students is determined by the Associate Dean for Curriculum. Students who do not meet this deadline will be placed on administrative leave of absence until they successfully demonstrate readiness to sit for Step 1.
2. Alterations to a student's schedule (e.g., repeating courses) will not change a student's Step 1 deadline.
  - If a student has not completed the Year 4 courses listed above by the end of the Step 1 first-attempt deadline, the last day of the block after the student completes those courses becomes the student's Step 1 deadline.
3. Failure to take USMLE Step 1 by the deadlines set forth above will place a student on immediate administrative leave of absence.

## **General USMLE Step 1 Failure Policies**

1. Students failing the first or second attempt USMLE Step 1 examination must meet with the USMLE counselor and his/her ETC to design an appropriate Step 1 preparation

program as soon as possible. The criteria for second or third-attempt readiness will be determined by the USMLE Counselor.

2. The Associate Dean for Curriculum will determine when a student has successfully completed the readiness criteria for a second or third attempt.
3. The Associate Dean for Curriculum will determine necessary curriculum and/or schedule changes for students failing the first or second attempt USMLE Step 1 examination.

## **Curriculum Policies for Students Failing USMLE Step 1**

### **Failure on First Attempt of USMLE Step 1**

1. One block clerkship: Students receiving “notification of failure” while enrolled in a one block clerkship are permitted to complete the clerkship.
2. Two block clerkship
  - Students receiving “notification of failure” in the first block of a two block clerkship are permitted to complete only the first block, and must withdraw from the second block of the two block clerkship. An “Incomplete” grade will be issued for the entire rotation until the second block is satisfactorily completed. The second block must be completed within one year, or the grade will lapse to “No Credit/Fail.”
  - Students receiving “notification of failure” in the second block of a two block clerkship are permitted to complete the clerkship.
3. Enrollment in two block rotations will not be permitted until successful completion of USMLE Step 1.

### **Failure on Second Attempt of USMLE Step 1**

1. Students will be placed on an administrative leave of absence after a second failure on USMLE Step 1. They will remain on an administrative leave of absence until readiness for a third attempt at Step 1 has been verified by the Associate Dean for Curriculum.
2. While awaiting results on a third attempt at Step 1, students may not enroll in required rotations.

### **Failure After Third Attempt**

1. A student who fails the third attempt at Step 1 meets criteria for separation (dismissal) from the program.
2. Students will automatically be placed on administrative leave of absence after a third failure on USMLE Step 1 and will remain on administrative leave of absence until the student’s status in the program has been determined.