



POLICY MANUAL

SUBJECT:	USMLE	TITLE:	United States Medical Licensing Exam (USMLE) Step 1 and Step 2 CK & CS		
CODING:	40-50:00	ADOPTED:	8/01	AMENDED:	3/04, 11/07

I. PURPOSE:

To establish the role of the United State Medical Licensing Exam in the promotion of and as a graduation requirement for NJMS students.

II. ACCOUNTABILITY:

Under the Dean, the Associate Dean for Student Affairs shall enforce this policy.

III. APPLICABILITY:

The USMLE Step 1 policy will apply to all students who entered NJMS in the fall of 2002 or thereafter, as well as any students who entered prior to that date but subsequently became members of the Class of 2006. The USMLE Step 2 policy will apply to all students who entered in the fall of 2001 or thereafter, as well as any students who entered prior to that date but subsequently became members of the Class of 2005. Passage of USMLE Step 1 and Step 2 CK and CS are requirements for graduation.

IV. POLICY:

A. USMLE STEP 1

1. All students will be required to sit and record a score for USMLE Step 1 after the satisfactory completion of the second year and prior to starting third year, beginning a dual degree, scholars, or other academic enhancement program. Students who have experienced academic difficulty in the preclerkship years (i.e., failed one or more courses), and/or whose mock board performance puts them at risk for Step 1 failure, are advised, per policy, to consult with the Associate Dean for Student Affairs prior to selecting a test date.
2. All students who sit and record a score for USMLE Step 1 will be allowed to start their third year, a dual degree, scholars, or other academic enhancement program pending the school's receipt of USMLE Step 1 scores. Students who fail their initial attempt at USMLE Step 1 will be given one more opportunity to pass the examination. The second attempt must be made within six months of the date that NJMS receives notification of the score on the first attempt.

Students who fail their initial attempt at Step 1 must meet with the Associate Dean for Student Affairs. Students will have the following options with regard to coursework in progress at the time they receive notification of failure:

- a. they may complete the clerkship in its entirety (finish all weeks and take all final exams) and have a final grade recorded on their transcripts. It is recommended the student consult with the Associate Dean for Student Affairs about this matter and carefully consider choosing option b. (below);
 - b. they may complete the remaining clerkship weeks but postpone all final exams (in this case a grade of "Incomplete/R" would be recorded on the transcript);
 - c. they may withdraw from the clerkship and forfeit all credit.
3. Regardless of whether students choose option 2a, 2b, or 2c, they will be precluded from continuing on to their subsequently scheduled clerkship, dual degree, scholars, or other academic enhancement program, until they sit and record a score for USMLE Step 1. Students will be permitted to begin their next scheduled clerkship, dual degree, scholars, or other academic enhancement program pending receipt of their USMLE Step 1 score. Students who fail to comply with this policy for passing USMLE Step 1, and/or fail to pass on the second attempt, will be dismissed from NJMS.*

B. USMLE STEP 2

Students must sit and record a score for both USMLE Step 2 CK and CS after satisfactory completion of all third year requirements. Students must sit and record a score for both exams by the deadlines established for their class by the Associate Dean for Student Affairs. It is strongly recommended that a student review his/her results from the NJMS Graduation OSCE before undertaking the USMLE Step 2 CS exam; the student should plan his/her testing date accordingly.

Students will be allowed a maximum of two attempts to pass each component of the USMLE Step 2 (CK and CS.) Students who fail to meet these requirements will be dismissed from NJMS.*

**A student may appeal any aspect of this policy to the Committee on Student Affairs.*

By Direction of the Dean:

Associate Dean for Student Affairs