

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, 12/2012, 6/2013, 6/2014, 8/2016 1/2018

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 2011 or thereafter, as well as any students who entered prior to that date but subsequently became members of the Class of 2015. The USMLE Step 2 policy will apply to all students who entered in the fall of 2010 or thereafter, as well as any students who entered prior to that date but subsequently became members of the Class of 2014. Recording passing scores on USMLE Step 1 and Step 2 CK and CS are requirements for graduation.

IV. POLICY:

A. USMLE STEP 1

1. All students are 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 clerkships or beginning a dual degree, scholars, or other academic enhancement program that follows second year coursework. All students must sit and record a score for the USMLE Step 1 exam by the deadline established for their class by the Associate Dean for Student Affairs. In order for a student to be eligible to request an extension of the deadline date established for their class to sit for Step 1, they must meet one of the following criteria:
 1. Obtained a grade of CP (Conditional Pass) in any Phase 1 course;
 2. Obtained a grade of "F" in a competency (either in Year 1 or Year 2);

On an annual basis, the Associate Dean of Student Affairs, in conjunction with the Office of Education, will determine additional criteria to be considered which will be reviewed and approved by the Committee on Student Affairs at their January meeting.

All students who are granted an extension of the USMLE Step 1 examination by the Associate Dean for Student Affairs will be placed on a special independent study program for the purpose of preparing for the exam. While on the independent study program, each student will be afforded full-time status, assessed tuition and the special independent student program will be noted on the MSPE (Dean's Letter). The time spent enrolled in the special independent study program counts towards the time each student is given to complete the clerkship years.

2. All students who sit and record a score for USMLE Step 1 by the deadline 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 of 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 failing score on the first attempt. Periods of leaves of absence do not alter the deadline. Students who fail their initial attempt of USMLE 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 remaining clerkship weeks but will be required to postpone the shelf exam; a grade of "Incomplete/S" will be recorded on the transcript);
 - b. they may withdraw from the clerkship and forfeit all credit.
3. Regardless of whether students choose option 2a or 2b, students 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 second score for USMLE Step 1. After choosing option 2a or 2b, students will be placed in an independent study program for a period of no more than sixteen weeks. If a student was previously placed on a special independent study program for the purpose of preparing for USMLE Step 1, the total period of time on a special independent study program cannot exceed sixteen weeks. If a student requires the full six months to prepare for the second attempt of USMLE Step 1, the student will be required to take a personal leave of absence after the special independent study program expires through the start date of their next scheduled clerkship, dual degree, scholars, or other academic enhancement program. Students will be permitted to begin their next scheduled clerkship, dual degree, scholars, or other academic enhancement program pending receipt of their second USMLE Step 1 score.
4. Students enrolled in a special independent study program or on a personal leave of absence for the purpose of preparing for the first attempt or re-examination of USMLE Step 1 are required to remain in weekly contact with the Associate Dean for Student Affairs and/or the Director of the Center for Academic Success and Enrichment.
5. Students who fail to comply with this policy for passing USMLE Step 1, and/or fail to pass on the second attempt, will be immediately dismissed from NJMS.

B. USMLE STEP 2 CK and CS

1. Students must sit and record a score for both USMLE Step 2 CK and CS after satisfactory completion of all third year requirements and 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.

2. Students who fail their initial attempt of either USMLE Step 2 CK and/or CS will be given one more opportunity to pass each examination. The second attempt of each exam must be made by the re-examination deadline date(s) communicated to the students by the Associate Dean for Student Affairs.
3. 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 comply with this policy and/or fail to pass either exam on the second attempt will be immediately dismissed from NJMS.

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

By Direction of the Dean:

Associate Dean for Student Affairs