

Policy Title: Policy on USMLE Step 1 and Step 2 Registration, Preparation, and Completion

Policy Number (relate to LCME Element as applicable): UCF COM Policy 9.9.7

Applies to: All medical students at the University of Central Florida College of Medicine (UCF COM).

Date: 7/19/2024

1.0 Purpose:

This policy relates to LCME Element 9.9 which states that: “medical education program has a single standard for the advancement and graduation of medical students across all locations.”

2.0 Policy Statement:

The purpose of this policy is to define fair and consistent criteria for all medical students to follow regarding the registration, preparation, and completion of the USMLE Step 1 and Step 2 CK exams.

1. Policies, Procedures and Due Process

All medical students are required to take the National Board of Medical Examiners (NBME) Comprehensive Basic Sciences Examination (CBSE) in person in the Spring of their M2 year according to the approved academic calendar for their respective class. As part of the standard study preparation, all students are also required to meet with Student Academic Support Services (SASS) one-on-one to establish an appropriate USMLE Step 1 study schedule.

- ❖ Students scoring below a Total Estimated Percent Correct (TEPC) of 49 on the CBSE **must** engage in the SASS Step 1 Program as defined below:
 - Meet with SASS to develop an individualized study plan in preparation of the USMLE Step 1 exam.
 - Accomplish official NBME Step 1 practice exams weekly under testing conditions and send these reports to SASS for review.
- ❖ Students scoring above a TEPC of 50 on the CBSE may wish to meet with SASS and engage in the above SASS Step Program to develop an individualized study plan in preparation for the USMLE Step 1 exam.

All medical students must register for the USMLE Step 1 by 31 Jan of their M2 year and must accomplish the USMLE Step 1 exam prior to the start of the Transition to Clerkship course. Any change to the date of the USMLE Step 1 exam that extends beyond the start of the Transition to Clerkship course must be approved by the Associate Dean for Students, or designee and communicated to the UCF College of Medicine Registrar.

- ❖ Criteria for a possible extension of the USMLE Step 1 dedicated study period are as follows:
 - Students must be engaged and compliant with the SASS Step 1 Program as defined above.
 - Students meeting the above criteria who have scored less than a TEPC of 65 on their NBME Step 1 practice exams two weeks prior to the start of the Transition to Clerkship course will be required to take a four-week extension in their USMLE Step 1 dedicated study period.
 - Students meeting the above criteria who have scored a TEPC of 65 or higher on their NBME Step 1 practice exams are eligible to make a request for a four-week extension of the USMLE Step 1

dedicated study period with the approval of SASS no later than two weeks before the start of the Transition to Clerkship course.

- Students meeting the above criteria who have scored a TEPC of 70 or higher on their NBME Step 1 practice exams two weeks prior to the start of the Transition to Clerkship course will not be granted an extension in their USMLE Step 1 dedicated study period unless there are serious mitigating circumstances (e.g. serious injury/illness, death in the family, etc...). All requests in this category must first be approved by the Associate Dean for Students, or designee and communicated to the UCF College of Medicine Registrar.
 - All approved 4-week extensions in the USMLE Step 1 dedicated study period will require a delay to the start of the M3 clerkship year and the successful completion of the USMLE Step 1 exam in Block 1 of the third year before a student is allowed to enter clerkship training.
 - Students will not be approved to accomplish any dedicated USMLE Step 1 study time during the Transition to Clerkship course. Students granted a 4-week extension in the USMLE Step 1 dedicated study time must take the Transition to Clerkship course as scheduled.
 - Students will not be granted a second 4-week extension in the USMLE Step 1 dedicated study period unless there are serious mitigating circumstances (e.g. serious injury/illness, death in the family, etc...). All requests in this category must first be approved by the Associate Dean for Students, or designee and communicated to the UCF College of Medicine Registrar. Students may request a leave of absence through the Associate Dean for Students, or designee if their request for a second 4-week extension in the USMLE Step 1 dedicated study period is denied or must take the USMLE Step 1 before they will be allowed to begin the clerkship year. Students must communicate the date of their exam and any changes made to that date to the UCF College of Medicine Registrar.
 - Students who continue to score below a TEPC of 65 on their NBME Step 1 practice exams during their first 4-week extension will be required to take a leave of absence. Students will be required to take the USMLE Step 1 before they will be allowed to begin the clerkship year. Students must communicate the date of their exam and any changes made to that date to the UCF College of Medicine Registrar.
- ❖ All requests for an extension to the USMLE Step 1 dedicated study period must be made in writing to the Associate Dean for Students, or designee, at least 2 weeks prior to your initially scheduled USMLE Step 1 testing date, and must include the following information:
- Verification from the SASS office that you have been fully engaged in the SASS Step 1 Program.
 - Outline of your study plan approved by SASS.
 - New date you plan to accomplish USMLE Step 1.
 - Any mitigating circumstances with appropriate documentation (e.g. physician's note, etc...).
- ❖ Decisions regarding requests for an extension will be made within three business days.
- ❖ Students who fail the USMLE Step 1 exam will be required to step out of any current academic work (clerkship, elective, etc...), and immediately contact the Office of Student Affairs, the Registrar, and the Assistant Dean of Medical Education for M3/M4. Students will be referred to the SEPC for further decisions regarding the timing of a USMLE Step 1 retake and return to clinical training.

All medical students must register for the USMLE Step 2 CK examination by 30 June of their M4 year and accomplish the USMLE Step 2 CK by 31 August of their M4 year. Any change to the USMLE Step 2 CK testing date that extends beyond 31 August of their M4 year must first be approved by the Associate Dean for Students, or designee and then communicated to the UCF College of Medicine Registrar.

- ❖ All students who either: 1) Fail any NBME Subject Examination during their core clerkships or have a predicted USMLE Step 2 CK score with a 95% confidence interval that includes a predicted failing score on USMLE Step 2 CK will be required to meet with SASS to develop and follow an individualized plan in preparation for the USMLE Step 2 CK examination.

2. Policy Violations

Failure to comply with the above policies will result in referral to the SEPC and may result in the immediate removal from all training until the student is either in compliance with the policy or until a decision is made by the SEPC.

3.0 Definitions:

N/A

4.0 Responsibilities:

The Associate Dean for Academic Affairs and the Associate Dean for Students are responsible for enforcing this policy.

5.0 Monitoring Procedures:

The application of this policy is monitored by the M.D. Registrar’s Office and the Associate Dean for Students.

6.0 Related Policies:

- UCF COM Policy 9.9.1: Standards for Promotion and Graduation
- UCF COM Policy 9.9.2: Student Evaluation and Promotion Committee
- UCF COM Policy 9.9.4: Leave of Absence
- UCF COM Policy 9.9.5: Impaired Students and Substance Abuse
- UCF COM Policy 9.9.6: Good Standing

7.0 Key Search Words:

Promotion	Advancement	Graduation
USMLE	Dedicated Study Period	Appeal

8.0 Revision History:

Version	Date Approved	Modifications
V1	7/19/2024	Original

9.0 References:

N/A

Responsible Office: Office of Academic Affairs

Policy Contact: Associate Dean for Academic Affairs; Associate Dean for Students

Supersedes: N/A