

**POLICY FOR STUDENTS TAKING THE USMLE STEP 1, STEP 2(CLINICAL KNOWLEDGE AND CLINICAL SKILLS) AT SAN JUAN BAUTISTA SCHOOL OF MEDICINE**

All students in the San Juan Bautista School of Medicine must take and pass Step 1, Step 2—Clinical Knowledge (CK) and take Step 2—Clinical Skills (CS) of the USMLE in order to be promoted and graduate.

**Step 1**

Effective 2008 for the Class of 2012 and thereafter, in order to advance to the clerkships, all students are required to take the Step 1 unless permission for a deferral for taking the exam has been granted by the Student Evaluation and Promotions Committee.

**Noteworthy points to consider:**

- The academic program allows time for USMLE Step 1 preparation prior to the exam at the end of the second year (May-July).
- Individualized plans for any student who requires help with the USMLE step examinations will be coordinated by Associate Deanship Student Affairs.
- Under no circumstances a student can be allowed to advance beyond the second clerkship until USMLE STEP 1 is passed.
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**Regulations:**

1. Students who have satisfactorily approved first and second years are eligible to take the United States Medical Licensure Examination Step 1.
2. As part of the preparation for taking the exam, all students must take three Diagnostic Exams offered by the NBME (*Comprehensive Basic Science Self-Assessment - CBSSA*), one immediately after finish the second year courses, the next one after 4 weeks of review and the last one 10 days after the scheduled date for taking the Step 1. All students must show progress along the three tests, and it is expected at the last CBSSA Test, show a score above 450 to be sure the student will pass the Step 1. If the student fails to obtain the above-mentioned score, s/he must reschedule the exam for the next 2 weeks.
3. Students completing summer remediation which require going away for courses will not be allowed to start rotations in the Aug-Sept Block and must complete their remedial course(s), then engage in no less than a four week review prior to sitting. To be eligible to start the Oct-Nov Block (typically beginning late Sept), a student must have taken the exam for the first time no later than September 1<sup>st</sup>, to allow for scores to be received prior to the scheduled Oct.-Nov Block.
4. Students with a history of a marginal performance in previous written exams, and/or poor performance at the second CBSSA exam will be identified at high risk of not passing the Step 1. The student will be asked by the Student

Evaluation and Promotions Committee to extend the time of review study, for an additional 6 weeks.

5. Students must initially take the first attempt of USMLE Step 1 at the end of the Second Year, between the months of June and July, before they begin the Third Year. If the student needs to delay the exam, s/he must request and receive a waiver from the Student Evaluation and Promotions Committee.
6. Successful completion of Step 1 is required for Promotion to Fourth Year (Students are allowed to begin Clerkships after taking USMLE Step I, but if a passing score is not attained, their progress through Third Year will be interrupted).
7. The Step 1 may be taken no more than three times during a 12 month-period.

### **Policies regarding students who fail USMLE Step 1**

#### **First Time Failure**

- If notification of a failing score on Step 1 is received when a clerkship is in progress, the student may be allowed to finish that clerkship and take the corresponding NBME Subject Exam.
- The student must formally request in writing, to the Student Evaluation and Promotion Committee, within 7 days of receiving notification of failure, for permission to repeat the examination. The petition must include a specific supervised study plan that has been developed in consultation with the Associate Dean for Student Affairs. If s/he fails to apply for permission during the stipulated time, then s/he will be dismissed immediately from the rotation, until the Step 1 has been taken and passed.
- The student may request a 6-weeks leave of absence (LOA) for a formal external review course or that must be approved by the Associate Dean for Student Affairs and the Associate Dean of Biomedical Sciences.
- For those students matriculated in a 6 week rotation, s/he must retake Step 1 by first two weeks in October of the calendar year in which the second year is completed.
- For those students matriculated in a 12-week rotation, s/he must retake Step 1 by first two weeks in December of the calendar year in which the second year is completed.
- Once the examination has been retaken, students are permitted to return to the curriculum program, pending the results.

#### **Second Time Failure**

- If a passing score is not received on the second taking of USMLE Step 1, the student must request the Student Evaluation and Promotion Committee permission for a LOA. The Associate Dean for Student Affairs, and the Associate Dean of Biomedical Sciences will work with the student to plan an extended supervised course of study or choose a formal extensive external review course, in order to be prepared to retake USMLE Step.
- The LOA duration will be allowed for a maximum of 4-months for the third attempt.

- A student must schedule for a third attempt to pass USMLE Step 1 by May 31<sup>st</sup> of the year following completion of their second year.
- Any student failing the Step 1 exam a second time will not be permitted to continue in the curriculum until Step 1 has been taken for the third time and a passing score has been recorded.

### **Third Time Failure**

- If the student is unable to pass Step 1 on the third attempt by the following June, s/he will appear in front of the Student Evaluation and Promotions Committee for a case review and likely will face dismissal.

### **Deadline for taking the Step I**

A deadline for taking the examination is necessary to ensure adequate time for the Registrar's Office and the Third Year clerkship coordinators, to create the entire year's schedule for both incoming Third Year students, students who have missed the Clerkships, and advanced students admission.

The deadline for taking USMLE Step 1 is determined approximately one year in advance and is generally set for the second Saturday in July. This deadline is communicated to the appropriate class not later than June of the year prior to the deadline.

Students who miss the deadline without prior approval from the Student Evaluation and Promotions Committee will undergo the following consequences:

- The student will not be scheduled for any Third Year clerkships until a passing USMLE Step 1 score has been posted AND the earliest the student may begin clerkships is in block 2.
- If the student is not able to graduate with his / her class because of the delay, a remark about his/her academic leave, will be included in the Medical Student Performance Evaluation Letter.

### **Step 2**

Effective 2008 for the Class of 2012 and thereafter, in order to graduation, all students are required to take and pass the Step 2—Clinical Knowledge and to take Step 2—Clinical Skills.

1. A student must pass USMLE Step 2 CK and take USMLE Step 2 CS to graduate.
2. All students are required to complete successfully all third year clerkships before sitting for the USMLE Step 2CK for the first time.
3. All students must register for USMLE Step 2CK no later than March 1<sup>st</sup> of the third academic year. In addition, all students must schedule an examination date for the first attempt of the Step 2CK no later than the start of the second clerkship of the academic year of anticipated graduation unless approved by

the Student Evaluation and Promotions Committee. Any student who does not comply with this requirement may not make changes in his or her fourth year schedule without the approval of the Associate Dean of Clinical Sciences.

### **Policies regarding students who fail USMLE Step 2CK**

#### **First Time Failure**

- If notification of a failing scores on Step 2CK is received when a clerkship is in progress, the student may be allowed to finish that clerkship and take the corresponding NBME Subject Exam or local exam (if required).
- The student must petition the Student Evaluation and Promotion Committee in writing within 7 days of receiving notification of failure for permission to repeat the examination. The petition must include a specific supervised study plan that has been developed in consultation with the Associate Dean for Student Affairs and the Associate Dean of Clinical Sciences. If the student fails to apply for permission during the stipulated time, then s/he will be dismissed immediately from the rotation, until the Step 2 CK has been taken and passed.
- The student may request a 4-weeks leave of absence (LOA) for a formal external review course that must be approved by the Associate Dean for Clinical Sciences.
- The student must retake Step 2CK by October 1<sup>st</sup> of the current year.
- Once the examination has been retaken, students are permitted to return to the curriculum pending the results of the reexamination.

#### **Second Time Failure**

- If a passing score is not received on the second taking of USMLE Step 2CK, the student must appear before the Student Evaluation and Promotion Committee to request permission for a LOA. The Associate Dean for Student Affairs and Associate Dean of Clinical Sciences will work with the student to plan an extended supervised course of study or choose a formal extensive external review course in order to be prepared to retake USMLE Step 2CK.
- The LOA duration will be allowed for a maximum of three months for the third attempt.
- A student must schedule for a third attempt to pass USMLE Step 2CK by Jan 31<sup>st</sup> of the year following completion of their third year.
- Students who have not scheduled the third attempt for the Step 2 CK by Jan 31<sup>st</sup> will not be verified to submit their final rank list.
- Any student failing the Step 2CK exam a second time will not be permitted to continue in the curriculum until Step 2CK has been taken for the third time and a passing score has been recorded.

#### **Third Time Failure**

- If the student is unable to pass Step 2CK on the third attempt by the following May, s/he will appear before the Student Evaluation and Promotions Committee for review and likely face dismissal.



### **Deadline for taking the Step 2CK**

The deadline for taking USMLE Step 2CK is determined approximately one year in advance and is generally set for the Third Saturday in July. This deadline is communicated to the appropriate class of students no later than June the year prior to the deadline.

Students who miss the deadline without prior approval of the Committee for Student Evaluation and Promotions will undergo the following consequences:

- The student will not be scheduled for any Fourth Year clerkships until a passing USMLE Step 2CK score has been posted and the earliest the student may begin clerkships is in September 1<sup>st</sup>.
- If the student is not able to graduate with his / her class because of the delay, a comment about the academic leave will be included in the Medical Student Performance Evaluation Letter.

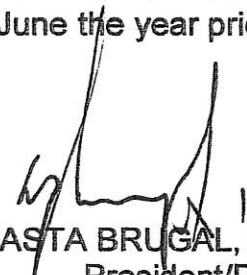
### **Step 2CS**

Effective 2008 for the Class of 2012 and thereafter, in order to graduation, all students are required to take the Step 2—Clinical Skills.

1. A student must take USMLE Step 2CS to graduate.
2. All students are required to complete all third year clerkships before sitting for the USMLE Step 2CS.
3. All students must register for USMLE Step 2CS no later than March 1<sup>st</sup> of the year preceding the anticipated graduation date. In addition, all students must schedule an examination date for Step 2CS between August 15<sup>th</sup> and November 1<sup>st</sup> of the academic year of anticipated graduation. Any student who does not comply with this requirement may not register for any fourth year rotations without the approval of the Associate Dean of Clinical Sciences.

### **Deadline for taking the Step 2CS**

The deadline for taking USMLE Step 2CS is determined approximately one year in advance and is generally set for the Third Saturday in August. This deadline is communicated to the appropriate class of students no later than June the year prior to the deadline.

  
YOCASTA BRUGAL, MD.  
President/Dean  
Revised: January, 2016

**POLICY FOR STUDENTS TAKING THE  
USMLE STEP 1, STEP 2 (CK AND CS)  
AT SAN JUAN BAUTISTA SCHOOL OF MEDICINE**

**SYNOPSIS**

- All students must pass Step 1, Step 2 Clinical Knowledge (CK) and take Step 2 Clinical Skills (CS) to graduate.
- Students have three opportunities to pass each exam in a 12 months period.
- Failure of Step 1 or Step 2 CK twice will require a leave of absence before a third attempt is made.
- Failure of Step 1 or Step 2 CK, will result in dismissal from medical school.

**USMLE Step 1**

- Step 1 must be taken before start of third year.
- Step 1 must be passed in order to advance to fourth year.
- Failure of Step 1 will require removal from the clinical curriculum and the student may not be allowed to start the next rotation. The Associate Dean for Student Affairs and the Associate Dean of Biomedical Sciences will meet with each student to plan the best course of action on a one-to-one basis.
- Students identified at high risk of not passing the Step 1, will be asked by the Student Promotions and Evaluation Committee to extend the time of review study, for an additional 6 weeks.

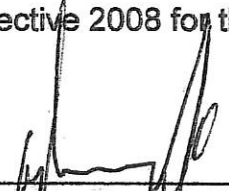
**USMLE Step 2 Clinical Knowledge (CK)**

- Must have an exam date scheduled for Step 2 CK by the first week of March 1<sup>st</sup> in the calendar year in which the third year is completed.
- Must take Step 2 CK for the first attempt by the first week of August in the calendar year in which the third year is completed.
- Students who have not scheduled the third attempt for the Step 2 CK by Jan 31<sup>st</sup> will not be verified to submit their final rank list.

**USMLE Step 2 Clinical Skills (CS)**

- Must have an exam date scheduled for Step 2 CS by March 1<sup>st</sup> in the calendar year in which the third year is completed.
- You must take USMLE Step 2 CS by November 1<sup>st</sup> in the calendar year in which the third year is completed.

Effective 2008 for the Class of 2012 and thereafter,



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Yocasta Brugal, MD.

President/Dean

Revised: January, 2016