Academic Leave Policy for USMLE Step 1 Study

Approved by the School of Medicine Curriculum Committee 9/28/18

1. Extended time for USMLE Step 1 preparation may be granted to a student by the Office of Student Affairs (OSA) if
   a. The student has been evaluated by an OSA Academic Counselor and has been determined to be at-risk of failure; and
   b. The student agrees to a plan of study with the Academic Counselor.

2. All extended time for USMLE Step 1 preparation
   a. Will be designated as “academic reassignment”, which is a period of official enrollment for which tuition is charged.
   b. Will be of a length determined to be appropriate by an Academic Counselor, the total length of which, including any extensions, will not exceed 24 weeks.
   c. May, at the discretion and approval of the Office of Student Affairs, include the option for the student to continue engagement in limited longitudinal activities, such as POM3, Scholarly Tracks, and SCOPE.
   d. Does not accrue academic credit toward graduation requirements, nor allow the student to simultaneously enroll in credit-bearing courses.
   e. Is disclosed on the student’s academic transcript and in the Medical Student Performance Evaluation letter.

3. Extended time for USMLE Step 1 preparation will result in a delay to beginning Year 3 clerkships. Year 3 clerkships which are delayed into the subsequent academic year will be scheduled on a space-available basis.
2.3 **Requirements of USMLE Performance**

(a) Step 1 of the United States Medical Licensing Examination (USMLE) must be taken prior to the first day of Clinical Skills Experience, unless a delay has been approved by the Associate Dean for Student Affairs or designee. Students who have successfully completed Year 2 are conditionally promoted to Year 3 pending results of the examination. All students who defer step 1 for academic reasons (upon approval of the Associate Dean for Student Affairs) must still participate in Clinical Skills Experience.

(b) Students who receive a failing grade on their first effort on USMLE Step 1 are required to withdraw from the curriculum no later than the conclusion of the specific course they are taking at the time the failing grade is received. They are then placed on academic reassignment for a period not to exceed 24 weeks, upon consultation with the Associate Dean for Student Affairs. After a period of preparation of one to six months, the student may retake the USMLE Step 1, followed by conditional resumption of the Year 3 curriculum. A student who chooses to withdraw immediately from the curriculum after receipt of a failing USMLE grade, before completion of the specific course they are taking at the time they receive their failing grade, has the following options:

1. Course withdrawal (grade of W, WP, or WF, as appropriate). In such cases, the student receives no credit for work completed, and will repeat the clerkship in its entirety after returning to the curriculum.

2. Grade of Incomplete, which can only be granted in consultation with the course director, who retains the right to determine if an Incomplete is appropriate given the work completed to date. The student will then complete the remaining clerkship requirements after returning to the curriculum.

3. Credit for a single four-week elective in the same field as the interrupted clerkship, if the student has completed at least four weeks of coursework in a satisfactory manner. The transcript will reflect a Withdrawal grade for the clerkship. The student will then repeat the clerkship in its entirety after returning to the curriculum.

(c) Students who receive a failing grade on their second effort on USMLE Step 1 are required to withdraw from the curriculum no later than the conclusion of the specific course they are taking at the time the failing grade is received. They are then placed on leave of absence or academic reassignment for a period not to exceed 24 weeks, upon consultation with the Associate Dean for Student Affairs. After a period of preparation, the student may retake the USMLE Step 1. The student may not resume coursework until a passing USMLE Step 1 score is received in the Office of Enrollment Services.

(d) Failure of the USMLE Step 1 on three attempts will result in immediate withdrawal from the curriculum and a determination of dismissal by the Academic Progress Committee, absent extenuating circumstances.
(e) Step 2 of the USMLE (which includes both Clinical Knowledge and Clinical Skills examinations) is typically taken upon completion of Year 3 requirements. Both the Step 2 Clinical Knowledge component and Step 2 Clinical Skills component must be taken no later than six calendar months prior to the student’s anticipated graduation date (November 30 for regular May graduation candidates), unless an extension has been requested and approved in advance by the Associate Dean for Student Affairs. Failure to attempt the USMLE Step 2 by this deadline will result in the student being reported to the Associate Dean for Student Affairs, and may result in a delay in the student’s eligible graduation date or other penalty, even if all other graduation requirements are completed. A passing score on USMLE Step 2 is required for graduation. Failure of the USMLE Step 2 on three attempts will result in the Academic Progress Committee making a determination of dismissal, absent extenuating circumstances.

(f) Failure to sit for the USMLE Step 1 within 24 weeks or pass Step 1 within 48 weeks from the end of Year 2, or sit for the USMLE Step 2 (both the Clinical Knowledge and Clinical Skills examinations) within 24 weeks or pass Step 2 (both the Clinical Knowledge and Clinical Skills examinations) within 48 weeks from the end of Year 3, will result in the Academic Progress Committee making a determination of dismissal, absent extenuating circumstances. Time during which a student is on an approved leave of absence for medical reasons following either Year 2 or Year 3 is not included in determining these deadlines.

Other Reasons for the Academic Progress Committee to make a determination of dismissal include:

4.1.2 (14)

Failure to pass USMLE Step 1 within 48 weeks from the end of Year 2, or USMLE Step 2 within 48 weeks from the end of Year 3, absent extenuating circumstances. Time during which the student is on an approved leave of absence for medical reasons following either Year 2 or Year 3 is not included in determining these deadlines.