**POLICY on USMLE Step 1 and Step 2 CS and CK Exams**

**USMLE Step 1**

Upstate Medical University College of Medicine requires that all students pass USMLE Step 1 before entering the clinical years. Some designated study and preparatory time is allotted between the end of second year final examinations and the deadline to sit for USMLE Step 1. The deadline varies slightly from year to year and the exact date is published annually in the Upstate Medical University Academic Calendar. Because there is a delay of approximately four weeks from sitting for the examination and scores being reported, students are allowed to provisionally start clerkships pending the posting of a passing score. Any exception to this policy requires prior approval from the Academic Review Board.

a) All students must sit for the USMLE Step 1 by the date published annually in the Upstate Medical University Academic Calendar. Failure to sit for the examination by this deadline may result in a professionalism concern note being filed with the University Judicial Coordinator.

b) If a student does not post a score on the USMLE Step 1 by the end of the first clerkship rotation, he/she will not be allowed to start any subsequent clerkship until reviewed by the Academic Review Board.

c) If during the first clerkship the student learns that he/she did not pass the exam, the student will be pulled from that clerkship and all subsequent block clerkships. A grade of “Incomplete” will be recorded for the first clerkship. He/she will be placed in an independent study program. The independent study program maintains the status as an enrolled student while providing the time to thoroughly prepare to retake the USMLE Step 1 exam. Students should remain in longitudinal clerkships until reviewed by the Academic Review Board, at which time a decision will be made about continued enrollment.

d) All student failures will be reviewed by the Academic Review Board and a deadline to sit for a repeat exam will be determined. After sitting for the repeat exam, the student may reenter clerkships pending clerkship availability. It must be recognized that failure of the USMLE Step 1 exam may delay graduation.

e) Failure to post a passing score on a second attempt will require that the student is pulled from all clerkship responsibilities, block or otherwise and enrolled in the independent study program a second time. After the Academic Review Board determines the deadline for the second attempt, the student will not be allowed to restart clerkships until a passing score is posted. Reentering clerkships after posting a passing score is again subject to clerkship availability.

f) Failure to record a passing score on USMLE Step 1 by the third attempt, or within one year after finishing preclinical years of study (excluding leaves of absence) will result in dismissal from the College of Medicine.

All transfer students entering the College of Medicine in the MS3 year must record a passing score for USMLE Step 1 prior to being enrolled as a matriculant.
USMLE Step 2 CK and CS

1) Effective for the incoming MS1 class in Academic Year 14-15, graduating class of 2018, Upstate College of Medicine requires that all students pass Step 2 CS and CK to graduate. Students must sit for both exams by December 1st of their 4th year. Any exception to this policy requires prior approval of the Academic Review Board.

   a) Students who fail to pass either Step 2 CK or CS will be subject to withdrawal from the National Resident Matching Program.
   b) All student failures will be reviewed by the Academic Review Board
   c) Failure to record a passing score on Step 2 CK or CS by the third attempt, or within one year after the original December 1st deadline, will result in dismissal from the College of Medicine.

2) Step 2 CK and CS Policy for Classes of 2015, 2016, and 2017 -
All students must show evidence that they have taken both components (Clinical Knowledge and Clinical Skills) of the USMLE Step 2 prior to graduation. In planning your schedule, students should know that it might take 2-4 weeks after the exam date for the school to receive evidence that the exam has been taken.

USMLE and Transcripts

USMLE scores are not a component of the transcript and are not released by the school. Students should retain their scores; many residency programs will accept copies of the USMLE scores. Official copies must be requested from the National Board of Medical Examiners.