



## **I. POLICY**

USMLE Procedures

## **II. PURPOSE**

This policy establishes the requirements for student completion of the United States Medical Licensing Examination (USMLE) Step 1 and Step 2 Clinical Knowledge (CK) to progress through and graduate from the Doctor of Medicine (MD) program at the Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School at Old Dominion University (“EVMS”).

## **III. RESPONSIBLE PARTY AND REVIEW CYCLE**

The Medical Education Phase leaders and Student Affairs will review this document annually. The Medical Education Committee shall review the document with input from the Curriculum Policy Subcommittee, Pre-clerkship Education Committee, and/or and the Clerkship Education Committee.

## **IV. ACCREDITATION REFERENCES**

LCME 9.6	Setting Standards of Achievement
LCME 9.9	Student Advancement and Appeal Process
LCME 11.1	Academic Advising
LCME 11.2	Career Advising
SACSCOC 12.3	Student Rights
SACSCOC 12.3	Student Complaints

## **V. DESCRIPTION**

All students in the MD program are required to pass USMLE Step 1 and Step 2 CK as requirements for graduation. In particular, students are required to observe the following deadlines:

- Sit for USMLE Step 1 before beginning the core clerkships of the Clerkship Phase.
- Pass USMLE Step 2 CK prior to the National Resident Matching Program verification deadline.

If a student is dismissed or withdraws from medical school, they are not eligible to sit for USMLE Step 1 or Step 2 CK, even if an appeal of the dismissal is pending or the student is otherwise contesting their status.

### **Step 1 Preparation**

The Comprehensive Basic Sciences Exam (CBSE) is offered to provide a benchmark for readiness for USMLE Step 1. All students are required to meet established benchmarks for the CBSE as a



pre-requisite for taking USMLE Step 1.

- Testing dates for four (4) CBSE administrations are predetermined on the academic calendar.
- Students are required to sit for the first and second CBSEs and then subsequent administrations, as advised by Academic Development, until a CBSE is passed.
- The number of administrations of the CBSE a student can take will be in accordance with the National Board of Medical Examiners (NBME) policy.
- Students who perform below expectations on the CBSEs and will delay starting core clerkships with their cohort are required to meet with Academic Development to implement a plan for improvement.

### **Step 2 CK Preparation**

The Comprehensive Clinical Sciences Exam (CCSE) is offered to provide a benchmark for readiness for USMLE Step 2 CK. All students are required to meet established benchmarks for the CCSE as a pre-requisite for taking USMLE Step 2 CK.

- Testing dates for two (2) CCSE administrations are predetermined on the academic calendar.
- Students are required to sit for the first CCSE and then subsequent administrations, as advised by Academic Development, until a CCSE is passed.
- The number of administrations of the CCSE a student can take will be in accordance with NBME policy.
- Students who perform below expectations on the CCSEs are required to meet with Academic Development to implement a plan for improvement.
- It is recommended that students have a Step 2 CK score prior to submitting their residency application.

### **Delays in Sitting for USMLE**

Students must obtain approval from the Student Review and Advisory Committee for an extension of a USMLE deadline. An extension, if granted, will be accompanied by an academic plan that takes into consideration the academic calendar, changes in enrollment status, financial aid regulations, and EVMS policies regarding leave. Students with approved extensions for USMLE Step 1 are required take the exam before starting any core clerkships in the Clerkship Phase. Students should note that extended changes to their Clerkship or Elective Phase schedules could result in delayed graduation from EVMS and have financial aid ramifications. Students who fail to adhere to the academic plan will be subject to dismissal. Students who do not have a passing score on USMLE Step 2 CK prior to the National Resident Matching Program verification deadline will not be verified for participation in the Match.



Permission for late examinations will not be granted to accommodate vacation plans, planned personal events, or the like.

### **Assistance Available for Students Preparing for USMLE**

In support of students' preparation for USMLE, most Pre-clerkship and Clerkship Phase written examinations are comprised of multiple-choice questions written by the NBME.

Academic Development provides cohort and individualized services for students preparing for USMLE Step 1 and Step 2 CK, including individualized student assessment and coaching; peer tutoring; resources on effective learning strategies, study skills, test-taking skills, time management, stress management, etc.; workshops; information and referrals to other support resources; and USMLE Step prep programs. Academic Development oversees the CBSE and CCSE examination procedures.

Students are afforded personal leave for USMLE Step 1 and Step 2 CK, as needed.

### **Failure of USMLE**

Students who fail USMLE Step 1 and/or Step 2 CK must meet with the Vice Dean for Academic Affairs or designee to complete an academic plan. Students failing either Step 1 or Step 2 CK for a second time or both Step 1 and Step 2 CK on the first administration are subject to dismissal by the Student Progress Committee.

## **VI. RELATED DOCUMENTS**

Clerkship Phase Assessment and Grading Policy  
Elective Phase Assessment and Grading Policy  
Pre-clerkship Phase Assessment and Grading Policy  
Standards for Advancement and Graduation Policy  
Student Progress Committee Structure and Function Policy

## **VII. HISTORY OF APPROVALS AND UPDATES**

The following list documents policy approvals and updates by oversight authority, date, and summary of changes. This policy is housed on the MD Student Handbook webpage.

- On July 8, 2020, the Medical Education Committee approved the update to separate the policy from the MD Student Handbook and to include changes to advancement requirements made due to COVID-19.
- On February 10, 2021, the Medical Education Committee approved updates to require all students to pass a CCSE prior to sitting for USMLE Step 2 CK, starting with the MD



Class of 2023, and to eliminate USMLE Step 2 CS as a graduation requirement in response to its discontinuation by the National Board of Medical Examiners.

- On March 9, 2022, the Medical Education Committee approved updates to reflect changes to the scoring of the CBSEs, to require all MD students to meet established benchmarks on the CCSE prior to sitting for USMLE Step 2 CK, to designate the Student Review and Advisory Committee as the approval body for extensions to USMLE deadlines, and to specify that students who have not passed USMLE Step 2 CK prior to the National Resident Matching Program verification deadline will not be verified for participation in the Match.
- On December 14, 2022, the Medical Education Committee approved updates to align this policy with related NBME policies, to adjust the deadlines to sit for the USMLE, and to remove language specific to an academic year.
- On February 8, 2023, the Medical Education Committee approved the removal of no alternative dates offered for CBSE/CCSE exam administrations.
- On May 10, 2023, the Medical Education Committee approved the requirement for students to sit for the first 2 CBSEs and the first CCSE, and the increase from 3 to 4 CBSEs scheduled on the academic calendar.
- On January 10, 2024, the Medical Education Committee approved the requirement for students to meet with Academic Development instead of the Student Review and Advisory Committee.