



**HWC
COM POLICY TITLE: Timing of USMLE Step 1 and Step 2CK**

**HWC
COM POLICY NUMBER: AA.040**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DEPARTMENT, DIVISION: Curriculum Committee Office of Student Affairs
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POLICY STATEMENT

USMLE Step 1

Students must take the United States Medical Licensing Examination (USMLE) Step 1 prior to starting third-year clerkships

If extenuating circumstances arise that prevent a student from completing Step 1 prior to the first day of Academic Year 3 (AY3) Orientation, then the student must contact both the Assistant Dean for Clinical Education and the Associate Dean for Student Affairs as outlined in the Procedure: Timing of USMLE Step 1 and Step 2CK to develop a plan to delay entry into Academic Year 3. A student may delay entry into AY3 by one rotation only. If a student has not taken or, in the case of a prior failure, retaken Step 1 by the start of the second AY3 rotation for which they are scheduled, the student will be placed on a leave of absence (LOA) until the start of the following AY3.

USMLE Step 2CK

Students must take USMLE Step 2CK prior to starting fourth-year rotations, including the Career Advising and Professional Development (CAPD) Course.

If extenuating circumstances arise that prevent a student from completing Step 2CK prior to the first day of the CAPD Rotation, then the student must contact both the Assistant Dean for Clinical Education and the Associate Dean for Student Affairs as outlined in the Procedure: Timing of USMLE Step 1 and Step 2CK to develop a plan to delay entry into Academic Year 4.

SCOPE

This policy applies to all second-year medical students eligible to take USMLE Step 1, and all third-year medical students eligible to take USMLE Step 2CK.



REASON FOR POLICY

This policy ensures that medical students are provided with clear expectations regarding USMLE Step 1 and Step 2CK, including the expected timing to complete each exam, the process to follow in cases in which the exam needs to be delayed, and the potential consequences of such delays. The policy also assists students in ensuring timely advancement and graduation.

DEFINITIONS

TERM	DEFINITIONS
CBSSA	Comprehensive Basic Science Self-Assessment
CBSE	Comprehensive Basic Science Examination

ROLES AND RESPONSIBILITIES

Associate Dean for Student Affairs
Assistant Dean for Clinical Education

RELATED RESOURCES

[Policy: Standards for Promotion and Graduation](#)

Procedure: Timing of USMLE Step 1 and Step 2CK

Policy and Procedure: Medical Student Leave of Absence

Policy and Procedure: Mandatory CBSSA Prior to Step 1 and CCSSA Prior to Step 2CK

CONTACTS

Office of Student Affairs
11200 SW 8th ST, AHC2 390W2
(305) 348-0644

HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date:

Review Dates: N/A

Revision Dates:



HWC COM PROCEDURE TITLE: Timing of USMLE Step 1 and Step 2CK

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PROCEDURE STATEMENT

USMLE Step 1

1. Students who delay taking Step 1 past the first day of Academic Year 3 Orientation must obtain prior approval from both the Assistant Dean for Clinical Education and the Associate Dean for Student Affairs, or their designees.
2. Upon approval of delaying Step 1, students will be required to complete a learning contract in conjunction with the Assistant Dean for Student Success and Wellbeing and an Academic Enrichment Counselor, with the expectation that the student will take Step 1 before starting clerkships during the second rotation block of the academic year.
3. If a student does not take Step 1 by the start of the second block of the academic year or receives a failing score, the student will be required to meet with the Assistant Dean for Clinical Education and the Associate Dean for Student Affairs, or their designees, to develop an expanded learning contract. This expanded learning contract may include a personal or academic leave of absence, regular meetings with an Academic Enrichment Counselor, and additional mandated CBSSAs/CBSEs.
4. Students who take a Leave of Absence for extended Step 1 study must take and pass Step 1 before entering Academic Year 3 with the next graduating cohort.

USMLE Step 2CK

1. Students who delay taking Step 2CK past the first day of the Career Advising and Professional Development (CAPD) Rotation must obtain prior approval from both the Assistant Dean for Clinical Education and the Associate Dean for Student Affairs, or their designees.
2. Upon approval of delaying Step 2CK, students will be required to complete a learning contract in conjunction with the Assistant Dean for Student Success and Wellbeing and an Academic Enrichment Counselor.
3. If a student exhausts all of his/her designated free time and has not taken Step 2CK or receives a failing score, the student will be required to meet with the Assistant Dean for Clinical Education and the Associate Dean for Student Affairs, or their designees, to develop an expanded learning contract. This expanded learning contract may include a personal or academic leave of absence, regular meetings with an Academic Enrichment Counselor, and additional mandated CBSSAs/CBSEs.
4. A Leave of Absence will be required if a student has exhausted all his/her free time in such a way that s/he has not yet taken Step 2CK and will not be able to graduate with his/her cohort or apply to residency with that cohort. Students who take a Leave of Absence for extended Step 2CK study must take and pass Step 2CK before entering Academic Year 4 and participating in the residency match with the next graduating cohort.



FORMS

N/A

ROLES AND RESPONSIBILITIES

Associate Dean for Student Affairs
Assistant Dean for Clinical Education

RELATED RESOURCES

N/A

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