

University of Illinois College of Medicine at Peoria

*USMLE Step 1
Procedures for Request to Delay*

If you want to DELAY taking your USMLE Step 1 Exam, you must

1. Complete the Request to Delay USMLE Step 1 Exam form available in the Office of Academic Affairs.
2. Make an appointment with the Associate Dean of Academic Affairs or Assistant Dean for Student Affairs to discuss and get approval for your request to delay taking Step 1. **All requests for delay of Step 1 are to be approved PRIOR to the M3 Lottery.**
3. Provide a letter to the Site Committee on Student Promotions requesting permission to delay Step 1, outlining your study plans and stating your targeted date for taking Step 1.
4. Apply to take the boards; contact DES.
5. **Notify the Office of Academic Affairs of your scheduled test date as well as any change to that date.**
6. **Bring the documentation that you have taken the Step 1 exam to the Office of Academic Affairs immediately after taking the exam.**
7. **Most importantly, keep the Office of Academic Affairs informed of your progress and any changes that occur in regard to study plans and test date.**

Keep in mind that -----

- (1) You cannot begin an M3 clerkship until you have taken Step 1.**
- (2) You must complete the mandatory M3 Orientation even if you are granted permission to delay Step 1.**
- (3) Delaying Step 1 will delay the completion of the M3 clerkships into the M4 year.
- (4) Delaying Step 1 will impact the timeline for completing weeks of instruction in the M4 year.
- (5) Delaying Step 1 will jeopardize consideration for AOA and Graduation with Honors.
- (6) Delaying Step 1 may impact financial aid.