

*Failure of USMLE Step 2  
Procedures for Remediation and Retake*

**NOTE: The Rules and Policies of the USMLE state ----**

**“If you fail or do not complete a Step and want to retake it, you must reapply by submitting a new application and fee. You may take the failed or incomplete Step no more than three times within a 12-month period.”**

**“For Step 1 and Step 2, you may retake the Step no earlier than the first day of the month 60 days after your previous test date.”**

**If you FAIL your first attempt of USMLE Step 2, you must**

1. Make an appointment with the Assistant Dean for Student Affairs to discuss your remediation/study plans.
2. Provide a letter to the Site Committee on Student Promotions requesting permission to retake Step 2 (second attempt), outlining in detail your remediation /study plans as well as your targeted test date. The Site Committee on Student Promotions must approve your remediation/study plan.
3. Apply to retake Step 2; contact DES.
4. **Notify the Office of Academic Affairs of your scheduled test date as well as any change to that date.**
5. **Bring the documentation that you have taken the Step 2 exam to the Office of Academic Affairs immediately after taking the exam.**
6. **Most importantly, keep the Office of Academic Affairs informed of your progress and any changes that occur in regard to your study plans and test date.**

**If you fail the retake (second attempt) of USMLE Step 2, you must**

1. Make an appointment with the Assistant Dean for Student Affairs to discuss your remediation/study plans.
2. Provide a letter to the Site Committee on Student Promotions requesting permission to retake Step 2 (third attempt) outlining in detail your remediation/study plans as well as your targeted test date. The Site Committee on Student Promotions must approve remediation/study plan.
3. Apply to take Step 2; contact DES.
4. **Notify the Office of Academic Affairs of your scheduled test date as well as any change to that date.**
5. **Bring the documentation that you have taken the Step 2 exam to the Office of Academic Affairs immediately after taking the exam.**
6. **Most importantly, keep the Office of Academic Affairs informed of your progress and any changes that occur in regard to your study plans and test date.**

**It is important to keep in mind that ---**

**---- the Site Committee on Student Promotions may require you to complete specified, additional instructional weeks in M3/M4 patient care experiences prior to your retake of USMLE Step 2.**

**---- you must receive a passing score on the USMLE Step 2 Exams in order to participate in Convocation ceremonies in May. It takes approximately 3-4 weeks for CK and 6-8 weeks for CS, after taking the exam, for scores to be reported/received.**

01/13/05