

Examination Policies

I. Administration of Exams

- A. Students are to abide by the University of Minnesota Medical School Duluth Honor Code relative to examinations.
- B. Exam Security:
 - 1. Faculty are not required to return exams to students after grading.
 - 2. Students are not allowed to bring written materials into or out of the testing facilities.
 - 3. Students are not allowed, under any circumstances, to make copies or print the examination.
 - 4. Students are not allowed access to email or the internet other than the designated exam administration web site during the examination.

II. Absences/Tardiness for Exams

- A. Whenever possible, students will notify the Course Director and Dean of Student Affairs in advance if they will be absent from a scheduled exam. With this notification, the Course Director can consider the reason for the absence and make a determination of whether it is excusable, allowing for rescheduling of the examination for that student. Failure to pre-notify can be cause for determining the absence to be non-legitimate.
 - 1. Legitimate reasons for absence: A student will be excused for an absence due to unavoidable or legitimate circumstances such as: personal illness, serious family emergencies (immediate family), subpoenas, jury duty, military service, or religious observances. For an illness, a student may be required to provide documentation from the treating physician.
 - 2. Non-legitimate reasons for absence: Exam absences due to circumstances such as: wanting to attend a friend's wedding, the desire to get cheaper airfare during the holidays, or simply feeling unprepared to take an exam, will not be considered legitimate and excusable reasons for missing a scheduled examination.
- B. Students are expected to arrive for exams on time, so that the exam can begin at the scheduled time. When a student arrives late, classmates are disrupted and preliminary information might be missed. If some unforeseen circumstance forces a late arrival, a student may or may not be allowed to take the exam, at the discretion of the Course Director/exam proctor. Oversleeping is not a legitimate reason. Once students have finished (and reviewed) the examination, they are expected to leave the room and not reenter until all students have finished the exam. Only restroom breaks will be allowed during the examination.

III. Rescheduling of Missed Exams

- A. In all cases, the Course Director will make the final decision as to whether an absence or requested absence is due to a legitimate, excused reason and whether the student will be allowed to make up the examination. This decision may be made in consultation with the Dean for Student Affairs and/or the course faculty.
- B. When a decision has been made to reschedule a course exam or the final course exam, the Course Director will administer the same exam or a replacement exam.
- C. Timing of the rescheduled exam:
 - 1. It may be possible to take an exam early, upon approval of the Course Director.
 - 2. It is strongly recommended that if the exam is not taken early, it should be taken within one week of the original exam. Should unusual situations make scheduling impractical (e.g., lab exam), appropriate alternative arrangements will be made.

IV. Reporting of Grades to students

- A. It is the responsibility of the Course Director to provide feedback to the students on course performance (final grade) in a timely fashion, preferably within three working days after the final course examination.
- B. If a student leaves town before grades are available, it is the student's responsibility to contact the Course Director to obtain their grade. It is not the Course Director's responsibility to contact those students who receive a failing grade.

V. Remediation of Courses

- A. In the situation where a student receives a course grade of "N", the Course Director and course faculty in consultation with the Dean of Student Affairs will determine if the student will be offered a remedial examination or will be required to repeat the course. The intent is that the redemption plan be tailored to a student's individual educational needs.
- B. Scheduling of Remedial Examinations
 - 1. When it has been determined that a remedial examination will be offered, the Course Director and course faculty should prepare the examination and have it available, if possible, within one week after the determination of final grades.
 - 2. It is the student's responsibility to consult with the Course Director who will determine the best schedule for the student to study and take the remedial examination.
 - a. For many reasons, including the rules that are stated in Item VI below, it is in the student's best interest to remedy a course failure as soon as it is feasible.
 - b. If the remedial plan conflicts with ongoing courses, the student may propose to take the remedial examination following a major break from courses (e.g., holiday break, spring break). Such a proposal requires approval of the Course Director.
 - 3. The student must have an excused absence to miss a remedial exam or they will be required to repeat the course.
- C. In some instances, a grade of "N" in a course may require a special project or a report. The student has the responsibility of finishing the report/project as soon as possible. It is strongly recommended that the scheduling for this form of remediation comply with the policy for scheduling of remedial examinations as described in the previous item.

VI. Policy regarding the carrying of "N" grades (see item III Guidelines for Academic Standing"):

- A. A 1st year student with an "N" grade will not be allowed to enter the 2nd year.
- B. A 2nd year student with an "N" grade will not be allowed to transition to the 3rd year in Minneapolis.
- C. Any student simultaneously carrying one or more "N" grades at any stage of their education in Duluth is subject to dismissal proceedings by the Scholastic Standing Committee.

Approvals:

- Educational Policy Committee: October 10, 1995
- School Assembly: September 1, 2000