Twin Cities Preclinical Missed or Rescheduled Exam Procedure

Medical students are expected to participate in all graded activities on the date(s) specified in the syllabus or as determined by the Course Director. Students who miss such activities without approval prior to the scheduled exam date will receive a failing grade on the exam and are subject to any and all academic repercussions, including, but not limited to, course failure(s), placement on academic probation, and referral to the appropriate scholastic standing committee.

This document outlines the process by which students in the preclinical phase may request to reschedule an exam. It further clarifies the consequences for students who miss a graded exam without obtaining prior approval.

Criteria
For a request to be considered, it must fall into one of the following categories.

- religious holidays and restrictions
- illness
- personal crisis
- family crisis

Laboratory & Clinical Skills Practicals
Given the coordination needed for practical exams (staffing, equipment, space, student pairings, etc) requests to reschedule these exams are not typically approved without significant extenuating circumstances.

Procedure for Submitting a Request
1. Thoroughly complete and submit the Excused Absence Request Form found at https://app.smartsheet.com/b/form/648add83ff1b045489c6ad2a508911bb8
   a. If you are requesting a last minute or same day excused absence, please also email the Course Directors and Course Manager as well.
2. In order to allow time for processing, requests should be submitted a minimum of three weeks in advance, except in cases of unexpected illness or emergencies. The medical school reserves the right to deny any requests made with insufficient time for review. The medical school may, at its discretion, verify the reasons cited for the request.

Decision and Outcome
Students will receive written notification (via email) on the outcome of their request from the appropriate Dean of Students. Students will be directed to work with:

- The Assessment team for written or online exams.
- Course Directors and Lab Coordinators for lab exams.
- Course Directors and Course Manager for ECM clinical skills exams.

Students must sit for the exam on the approved rescheduled date, within 7 days of the originally scheduled exam. Students must submit a second Excused Absence Request Form to the appropriate Dean of Students should they need to reschedule a second time. A maximum of two reschedule requests may be permitted and must meet the categories outlined above. Students unable to adhere to the outcome of any reschedule requests are subject to course failure and referral to the appropriate scholastic standing committee.

All decisions regarding the review, approval or denial, and conditions for a rescheduled exam, including but not limited to the date/time of the rescheduled exam, are final.

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