**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.

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**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.

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**Procedure for Submitting a Request**

1. Thoroughly complete the appropriate campus [Preclinical Phase Exam Rescheduling Request Form](#) and submit to the Dean of Students (Michael Kim, MD, Assistant Dean for Student Affairs, Twin Cities).
   
   a. If you are requesting to reschedule a clinical skills exam, email 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.

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**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 [Preclinical Phase Exam Rescheduling 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.

Revised October 2019
Twin Cities Preclinical Exam Rescheduling Request Form

Complete this form in its entirety. Incomplete forms may delay processing and/or result in denial of your request.

Refer to the Twin Cities Preclinical Missed or Rescheduled Exam Procedure for full details on the requirements and limitations for rescheduling exams. Students must expect to take any scheduled examinations until receiving an official approval of their request.

If you need to miss multiple exams, list each course, course director, original exam date/time, and lab or clinical skills practical on a separate sheet.

Today’s Date: _______________________________

Student Name: _______________________________ Faculty Advisor: ________________________________

Course Name: ________________________________ Academic Advisor: ________________________________

Original Exam Date & Time: _________________________________________________________________

Does this exam include a lab or clinical skills practical? Yes __________ No __________
Note: 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. Students should reach out to the Course Director and Course Manager as soon as possible if approved to reschedule an ECM clinical skills exam. Students should reach out to the Course Director and Lab Coordinator as soon as possible if approved to reschedule a lab exam.

Reason for the Request (select one):

________ Religious holiday/restrictions

________ Family crisis

________ Illness

________ Personal crisis

Provide a brief explanation regarding your situation (attach additional documents as needed)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Religious Attestation

I hereby submit my request to reschedule the indicated exam(s) on the grounds that the date/time conflicts with a genuine and sincere religious practice. More specifically, I am an adherent of: ________________________________

The following statement describes the religious practice that interferes with the prescribed exam date(s): (e.g. Sabbath observance, etc)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Return this form to Dr. Michael Kim, Assistant Dean for Student Affairs: mikekim@umn.edu

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