

Years 1 & 2 Missed or Rescheduled Exam Procedure

Medical students are expected to put their studies as a top priority. The Medical School recognizes, however, that students (and physicians) must balance their strong commitment to medicine with their commitments to families and communities, and that they must engage in the self-care practices that will allow them to be healthy and fully engaged with patients and with the profession of medicine. This procedure outlines when students may reschedule an exam in order to participate in another personal or professional activity.

Procedure

Complete the *Year 1 and 2 Exam Rescheduling Request Form* and submit it to Dr Michael Kim (mikekim@umn.edu). Provide any relevant documentation, such as documentation from a health care provider for an illness.

1. Submit the petition as far in advance of the exam as possible.
2. You will be notified via email as to whether or not your request has been approved.

Criteria

For a request to be approved, it must meet one of the following criteria. With rare exceptions, students *must be in good academic standing* to reschedule an exam.

- A. Religious holidays and restrictions: Students will be allowed to change an exam date for significant religious holidays and other days with work restrictions.
- B. Illness, personal crisis or family emergency: Students are allowed to reschedule exams due to their own illness, the illness of a family member, or another family emergency. **Documentation from a health care provider is required in the case of illness; documentation from appropriate sources will be required for crisis/emergency situations.** In case of illness or emergency, notify Dr. Michael Kim, mikekim@umn.edu or 612-625-5180, as soon as possible, in addition to the Course Director.
- C. Other: Approval of this category is determined at the discretion of the Assistant Dean of Student Affairs, Curriculum Coordinator and the Director of Learner Development.

Midterms, Finals, Laboratory Practicals

Course Directors in Years One and Two will not grant permission to reschedule midterm or final exams. For certain examinations, such as those that involve laboratory practicals, it may not be possible to take the regularly scheduled examination at an alternate time. Students must take the lab practical exam when it is scheduled, unless there is an extenuating circumstance.

Course Directors are responsible for determining any excused absences for all small groups, quizzes, lab sessions and any other required sessions within their course that are not a midterm or final exam.

Decision and Rescheduling

The Assistant Dean of Student Affairs (Dr. Michael Kim), in cooperation with the Director of Learner Development (Dr. Scott Slattery), will determine the final decision on each written request and will be involved with the rescheduled exam details when approved.

- Any rescheduled exam **must be taken within 7 calendar days** of the original exam date unless the student is hospitalized or has been deemed to have extenuating circumstances determined by the Office of Medical Education.
- In the case of extenuating circumstances, the 7 day rescheduling window begins from the date the student's health provider deems s/he to be of adequate health to take the examination (in cases of illness) and/or the date determined by involved Office of Medical Education staff.
- If more than one exam has to be rescheduled (excluding lab practical exams) then they also must take place **not more than 7 calendar days** from the original date of the exam. (e.g. Exam was originally scheduled for a Wednesday so student must make up the exam by 4:30 PM on the following Wednesday.)
- If a lab practical exam does need to be rescheduled, then the date/time will be set up by the Course Manager in consultation with the Course Director and lab coordinator, **and the student will be notified of this non-negotiable date and time.**
- All rescheduled exams should take place through the Office of Medical Education with the Course Manager in charge of finding an exam space during an ILT time. If multiple students need to retake the same exam, **the test will be administered to all at the same time.** If a student is to take the exam at the Disability Resource Center, the same time frame applies.

Year 1 and 2 Missed or Rescheduled Exam Request Form

Student Name: _____ Request Date: _____

Faculty Advisor: _____

Course Name: _____ Course Director: _____

Scheduled Exam Date and Time: _____

Midterm

Final

Does this exam include a lab practical portion?

No

Yes

Unless there is an extenuating circumstance, the lab practical must be taken when scheduled.

Criteria for Exam Rescheduling

Religious holidays and restrictions

Illness, personal crisis or family emergency (*For illness, attach documentation from a health care provider; for personal crisis or family emergency, attach documentation from appropriate sources.*)

Other

Reason for requesting a rescheduled examination date/time

Please refer to the accompanying Years 1 & 2 Missed or Rescheduled Exam Procedure. Address all relevant issues and attach relevant documentation.

If your reschedule criteria above is Other and is a planned event please answer the next two questions.

- Date and time of conflicting event:
- Describe conflicting event:

IF APPROVED:

- If allowed to reschedule your exam due to an extenuating circumstance, on what date will you be ready to take the exam?* _____

[* Date to be based upon the assessment of a treatment provider (in case of documented illness) and/or report from consulting staff in the Office of Medical Education (e.g., Assistant Dean of Student Affairs; Course Coordinator; Director of Learner Development).]

FOR OME USE ONLY

_____APPROVED _____DENIED

DATE STUDENT & ADVISOR NOTIFIED OF DECISION: _____

Student Request # _____

Return this completed form to Dr Michael Kim at mikekim@umn.edu