

## **EXCUSED ABSENCES FROM EXAMINATIONS**

- Students may be excused from examinations for reasons of illness or injury. Absences due to serious illness, serious injury, or death in the immediate family may also be excused.
- Department chairs, clerkship directors and unit leaders/coordinators will accept only excuses from the Dean's Office, usually through the Office of Associate Dean for Student Affairs and Admissions
- Illnesses or injuries that may result in or which caused missed examinations must be reported to the Dean's Office, departments or unit leaders/course directors concerned immediately. The absence must be reported no later than the end of the scheduled examination
- Illnesses or injury resulting in a missed examination must be certified by a physician
- Problems other than those stated above, which result in a missed examination, may be reported to the Dean's Office for consideration. Such absences will not be excused however, except in cases of extreme hardship. All such cases will be handled on an individual basis.

### **Procedures Governing Excused Absences and Make-up Examinations**

#### **Basic Science Courses**

It is expected that each student will take all scheduled examinations on time. If a student finds that he/she must be absent from an examination, that student must inform the Associate Dean for Student Affairs and Admissions that he/she will need an excuse from the examination.

An exception to the time limitation above will be considered only when the student

- is involved in a serious accident or
- has an acute illness that would prevent him/her from contacting the Office of the Dean, or
- has a sudden death in the immediate family

All telephone requests must be documented/supported by written requests for excuses from examination(s). These written requests must detail the reason(s) that the examination was missed, and should state the department/unit, date(s), and time(s) of the missed examination(s). In the case of illness or injury, the student's written request must be accompanied, or followed, by a note from a physician who supports the request for an excuse during the date(s) and time(s) of the missed examination(s). The student's written request must be received in the Office of the Dean upon the student's return to school, or the document may be sent by mail prior to the return to school. The physician's note

must be received by the Office of the Dean on or before the time the student returns to school. This is required in all cases, but is especially critical when a student has been ill enough to require medical clearance for return to school.

All make-up examinations are to be given within 72 hours (freshman) and 96 hours (sophomore) of the scheduled examination(s), but only if a written recommendation from the Dean's Office to administer such an examination is received by the unit leader/coordinator. A recommendation from the Dean's Office not to administer such an examination will be honored. Any request for waiver of this 72 or 96 hour rule will be considered on a case-by-case basis upon recommendation from the Office of the Dean. Any student who receives an excuse from the Dean's Office is responsible for consulting directly with the department/unit leader in question concerning the date, time and location of the makeup examination. The Dean's Office neither bears responsibility for arranging or scheduling makeup examinations, nor for notifying an excused student as to the date, time or location of the makeup examination.

All makeup examinations that are not taken within 72 or 96 hours of the missed examination, due to negligence on the part of the student, may be graded (at the discretion of the faculty, the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs and Admissions) on a pass/fail basis with the only passing grade set at 71-S. Other currently existing rules and regulations on examinations will continue to be applicable.

If an excuse is not granted, the score for the missed examination will be zero.

### **Clinical Science Courses**

Repeat and makeup examinations for clinical clerkships are administered at designated times during the academic year. Such re-examinations must be taken the very next examination is administered (e.g., a missed or failed December examination in Internal Medicine must be taken in March or April). Requests for an excuse due to illness or injury must be submitted in accordance with the procedures for basic science examinations. Any other request for an excused absence may be considered, but excuses will be granted only in cases of extreme hardship. These written requests must be received in the Office of the Dean (through the Associate Dean for Student Affairs and Admissions) no later than 5 p.m. on the date of the missed examination.

If an excuse is not granted, the score for the missed examination will be zero