

Exam Rescheduling Policy

On some rare occasions, circumstances may interfere with a students' ability to attend an examination at the scheduled time. Circumstances that might warrant a rescheduling of or justify an absence from an examination include: birth of your child, death in the immediate family, presentation of your research at a national meeting, serious illness, or trauma.

When possible, the student should contact the course/clerkship director for approval in advance to request rescheduling of an examination. If a student misses an examination without prior approval, the student should contact the course/clerkship director as soon as possible with a justification for their absence. The course/clerkship director may request documentation to support the justification. The exam should be rescheduled as soon as possible and ideally within ten school days, at a time that minimizes disruption of the student's educational responsibilities.

The course/clerkship director will make a determination whether the justification for rescheduling is valid or not.

For foundational science examinations, if the student's justification does not warrant excusing the absence the student will receive an Unsatisfactory in the appropriate related competency and a score of "zero" for the missed examination.

For clinical science examinations, if the student's justification does not warrant excusing the absence, the student will receive an Isolated Deficiency in the appropriate related competency. Per IUSM policy, once the isolated deficiency is remediated the student will receive an ID/P for the clerkship.

Notification of the exam rescheduling must be sent to the Medical Student Affairs office for monitoring purposes. An appeal of the course/clerkship director's decision may be made to the Deans in the Medical Student Affairs office.