

Nova Southeastern University
College of Osteopathic Medicine

Policy Update:	Make-up Examinations
COM Program/Degree:	Osteopathic Medicine Program/D.O.
Effective Date Issued:	07/02/2015 via email notice
Student Handbook Issue:	2015-16 Academic Year

Portions of the examination policy have changed. The original policy, which can be found on page 124 of the 2015-2016 COM Student Handbook, is updated with the following:

Make-up Examinations:

Students are expected to take all examinations at their originally scheduled times, except when on an approved leave of absence (see leave of absence).

When an examination is missed, it is the responsibility of the student to contact the Assistant Dean of Student and Alumni Affairs and the course director within 24 hours of the missed examination. The student must supply the Assistant Dean of Student and Alumni Affairs with written documentation for the reason the examination was missed.

The Assistant Dean of Student and Alumni Affairs will contact the student and the course director(s) involved as to whether the absence is excused or unexcused.

The following are considered excused absences for examinations:

- A. Death and funeral in the immediate family (spouse, partner, parent, grandparent, in-law, sibling, child, aunt, uncle, niece, nephew).
- B. Personal illness, only when diagnosed and documented in writing by the physician who evaluated and treated the student at the time of the absence.
- C. University sanctioned travel or function, documented no less than two weeks in advance by the office of Student and Alumni Services. The office of Student and Alumni Services will be responsible for assuring that the course directors receive the appropriate documentation.
- D. Other extenuating circumstances, which must be approved by the Assistant Dean of Student and Alumni Services, with the appropriate documentation for the reason.

** ALL excused absence documentation must be approved by the Assistant Dean of Student and Alumni Services.

Students with an excused absence will be offered a makeup examination and will receive their earned grades.

Students with an unexcused absence will be offered a makeup examination and will receive a maximum grade of 70 on that examination.

Remediation Examinations:

Students who miss a remediation examination will not be offered a makeup examination and will receive a grade of zero for the examination.