

**Nova Southeastern University  
College of Osteopathic Medicine**

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<b>Policy:</b>	Examinations
<b>COM Program/Degree:</b>	Osteopathic Medicine Program/D.O.
<b>Effective Date Issued:</b>	November 14, 2022
<b>Student Handbook Issue:</b>	2021 - 2022 Academic Year

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*The **Make-Up Examinations** section of the Examinations policy has changed. The original policy section, which can be found on pages 154-155 of the 2021-2022 Student Handbook is replaced with the following with addition in **red**:*

### **3. 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 section).

#### **a) Late Arrival to an Examination**

Any student that arrives late to an examination (i.e., after the scheduled start time of the exam) will be refused admission to the examination room. The student will then be offered a make-up examination.

Absent extenuating, unforeseeable circumstances, to be determined by the Dean of the College of Osteopathic Medicine, late arrivals to an examination will result in a maximum grade of 70 on the make-up examination. Make-up examinations for all M1 and M2 courses will be scheduled at the discretion of the Office of Preclinical Education. The format of a make-up examination may differ from the format of the originally scheduled examination.

#### **b) Absence from an Examination**

When an examination is missed, it is the responsibility of the student to contact the Office of Pre-clinical Education (preclinsupport@nova.edu) and the course director within 24 hours of the missed examination. The student must supply the Office of Pre-clinical Education with written documentation for the reason the examination was missed.

The Office of Pre-clinical Education will contact the student and the Office of Clinical Education who will notify the appropriate 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, or 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 Affairs (the Office of Pre-clinical Education will be responsible for assuring that the course director(s) receive the appropriate documentation)
- d. other extenuating circumstances, which must be approved by the Assistant Dean of Pre-clinical Education, with the appropriate documentation for the reason

ALL excused absence documentation must be approved by the Assistant Dean of Pre-clinical Education.

A student with an excused absence will be offered a make-up examination and will receive his or her earned grade.

A student with an unexcused absence will be offered a make-up examination and will receive a maximum grade of 70 on that examination. Make-up examinations for all M1 and M2 courses will be scheduled at the discretion of the Office of Preclinical Education.

If the student misses the make-up examination, he or she will receive a zero for that examination. The format of a make-up examination may differ from the format of the originally scheduled examination.