

Policy Number	UME.CU.103
Policy Title	Delaying Exams Due to Illness Policy
Effective Date	August 24, 2022
Last Revision Date (if any)	N/A
Scope	UME Students
LCME Element(s) (if any)	

Delaying Exams Due to Illness Policy

I. PURPOSE

The purpose of this document is to outline a clear process and set of enforceable rules for how students should address the need to delay exams during the pre-clerkship and clerkship years. Students are expected to attend exams on the days outlined in the syllabus for each course. On the other hand, the school acknowledges the legitimate need for students to delay taking an exam due to illness or crisis. The following policy, guidelines, and procedures seek to balance these requirements. The most common types of exam delays can typically be divided into three major categories:

- Acute Illness or Crisis: typically occurs immediately before or on the day of an exam (i.e., sudden febrile illness, severe nausea/vomiting, accident with personal injury, serious illness, or death in the family).
- Proximal Illness: Typically occurs proximal (~5 days prior) to scheduled exams and has significantly interfered with a student's ability to study/prepare.
- Chronic or Preexisting Illness or Condition: Students who enter medical school with a preexisting or chronic illness or condition, or those who are diagnosed while in medical school, must follow the Accommodations Policy and Procedure.

II. SCOPE

The policy and procedural guidelines apply to all undergraduate medical students enrolled full-time in the MD curriculum.

III. POLICY

Students who are granted an exam delay are expected to take the exam when they are ready, scheduling permitting, in keeping with the [Academic Performance and Progression Policies](#).

Core 1 Pre-Clerkship

Acute Illness or Crisis

- Students must notify the course director and send a request by email to delay their exam to the [Director for Medical Education](#).
- Students are encouraged to also notify their Advisory Dean (AD), and the [Associate Dean for UME Science and Discovery Curriculum](#) who will notify the [Associate Dean for Student Success and Professional Development](#) (ADSSPD) and the [COO of Academic Programs](#).

Proximal Illness

- Students with a proximal illness concern must reach out to their AD as soon as they recognize their illness may significantly impair their ability to successfully prepare for their exam (typically this would occur at least 5 days in advance).
- Students who receive final approval must then, within 48 hours, email the [Director of Medical Education](#) to reschedule the exam.
- If approved, the ADSSPD will then notify the course director, AD, and student that the exam will be delayed.
- The AD will meet with the student and, if there is agreement that the student should not take the exam, the AD will send their recommendation to the ADSSPD for final approval.

Chronic or Preexisting Illness or Condition

- If students have accommodations related to timing of exams through Student Disability Services (SDS), they should notify Office of Student Affairs (OSA).
- OSA will follow the procedure outlined for notification and rescheduling of the exam.

Core 2 Clerkships & Core 3 Sub-Internships

Acute Illness or Crisis

- Students must immediately reach out by email to the clerkship director and administrator for approval. Students must include their Advisory Dean (AD) and the Associate Dean for Student Success and Professional Development (ADSSPD) on the initial email.
- Clerkship directors may grant approval for the shelf or OSCE delay. If a clerkship director has concerns about a request, they must contact the ADSSPD.
- Students must complete a [clerkship absence form](#) within 24 hours of the initial notification to the clerkship director and administrator.
- Student must notify the [Director of UME Assessment](#) within 48 hours in order to reschedule the exam.

Proximal Illness

- Students must reach out to their AD as soon as they recognize their illness may significantly impair their ability to successfully prepare for their exam (typically this would occur at least 5 days in advance).
- The AD will meet with the student and, if there is agreement that the student should not take the exam, the AD will send their recommendation to the ADSSPD for final approval.
- If approved, the ADSSPD will then notify the course director, AD, and student that the exam will be delayed.
- Students who receive final approval must complete a [clerkship absence form](#) within 24 hours and must email the [Director of UME Assessment](#) within 48 hours to reschedule the exam.

Chronic or Preexisting Illness or Condition

- If students have accommodations related to timing of exams through Student Disability Services (SDS), they should notify the Office of Student Affairs (OSA).

- OSA will follow the procedure outlined for notification and rescheduling of the exam.

IV. REFERENCES

[Academic Performance and Progression Policies](#)

[Core 2 Clerkship Absence Form](#)

V. POLICY AUTHOR(S)

Associate Deans of the Curriculum
Office of the Senior Vice Dean for Medical Education (original)

VI. GOVERNING BODY

Undergraduate Medical Education Committee (UMEC)

VII. POLICY HISTORY

Date	Change
12/09/2019	Created and Approved
08/08/2022	Revised and Approved