



Policy Title: Exam Policy: Preclinical Curriculum

Accountable Dean(s) or Director(s):

Associate Dean for Admissions & Student Affairs
Assistant Dean for Basic Science Education

Reviewed By:

Office of Medical Education

Approval Body:

Professionalism & Promotions Committee

POLICY STATEMENT AND PURPOSE:

Students at Tulane University School of Medicine are expected to take all preclinical examinations as scheduled. It is the student's responsibility to be aware of exam expectations and to follow the school's policy/protocol for notification of anticipated and unanticipated absences and technical issues.

PRE-CLINICAL POLICY (PHASE I/PHASE II):

- If a student cannot take a module or final exam as scheduled due to an approved, excused reason (such as illness, etc.), the student is required to submit an excused absence form (CHIT) and will receive an Incomplete (I) for that exam grade.
 - Note that excused absences for exams are not automatically approved by the Office of Student Affairs. Examples of exam absences that will be approved include surgery, major illness, death in the family, or car accident. Absences that are not typically approved include not being ready for an exam, travel for a friend's wedding, feeling really stressed and/or anxious.
- The first make-up day for a missed exam will be the Wednesday following the regularly scheduled exam date (with the exception of holiday weeks).
 - If a student cannot take their exam on the designated make-up day because their CHIT has not expired, they must wait until the pre-established end-of-year make-up dates.
 - No other exam dates will be given, except in rare circumstances approved by the Associate Dean of Student Affairs and the Director of the Office of Medical Education.
- If a student misses a regularly scheduled exam and does not have an approved, excused absence (CHIT), the student will receive a 20% penalty (e.g., 20% of each course exam's points are reduced). Insufficient or unreliable internet access is not a valid reason for

missing an exam. It is the student's responsibility to obtain reliable internet access for their exam, whether at school, home, or elsewhere.

- There is a 15-minute grace period for logging into exams. If a student is experiencing technical difficulty, they must notify the coordinator within this 15-minute window so OME staff can troubleshoot with the student. Failure to communicate with OME staff regarding technical difficulties or health issues during the grace period will result in a 20% penalty (e.g., 20% of each course exam's points are reduced).
- If a student fails to complete the required environmental check, they will receive an Incomplete (I) for the exam. Failure to do so two times in the pre-clerkship phase will result in a professionalism report being placed in the student's file.
- There is a limit of 2 exams that can be delayed in each phase (by submitting an approved absence request and receiving an approved absence). If a student delays more than two exams within a phase, they will receive a 20% penalty for each additional delay (e.g., 20% of each course exam's points are reduced). Exceptions due to extenuating circumstances will be granted only for major life events such as surgery, major illness, death in the family, etc. (as stated in the student handbook).

LAST REVIEW DATE/APPROVAL:

Professionalism & Promotions Committee: 08/01/23; 08/08/23

REVIEW CYCLE:

Every 3 years