TULANE UNIVERSITY
School of Medicine

Policy Title: Exam Policy: Pre-clerkship 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 (OME)

Approval Body:
Professionalism & Promotions Committee

POLICY STATEMENT AND PURPOSE:

Students at Tulane University School of Medicine are expected to take all pre-clerkship 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 exam-related technical issues.

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

- Students who are unable to take a module or final examination as scheduled must 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. Routine examination-related stress or anxiety, travel for personal events, inadequate preparation, or other circumstances that do not substantially impair a student's ability to complete the examination generally will not qualify.
- The standard make-up examination date for a missed examination will be the Wednesday following the originally scheduled examination date (with the exception of holiday weeks).
    - Students whose approved absence extends beyond the scheduled make-up exam date must complete the examination during a designated end-of-year make-up examination period. 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 on that makeup exam (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 following the scheduled exam start time. If a student is experiencing technical difficulty, they must notify the coordinator within this 15-minute period in order for OME staff to troubleshoot with the student. Failure to communicate with staff regarding technical difficulties or health-related concerns within the 15-minute grace period will result in a 20% penalty on that exam (e.g., 20% of each course exam's points are reduced).
- Students must complete all required examination security procedures, including environmental checks, before the start of the examination. Failure to complete the environmental check will result in an Incomplete (I) for the exam. A second failure to complete required examination security procedures during the pre-clerkship curriculum will result in a professionalism report being placed in the student's file.
- Students may delay up to two examinations during each curricular phase through approved excused absences. If a student delays more than two exams within a phase, they will receive a 20% penalty on the makeup exam 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: 08/04/26

REVIEW CYCLE:
Every 3 years