

Policy for Scheduling Clerkship Make-up and Remediation Exams

At the OSA and student meeting, a proposed make-up/remediation exam date/time will be determined. In addition, students will be informed that scheduling make-up/remediation exams is discussed solely with the OSA deans, and that upon receipt of the coordinator's email, they must reply immediately. If the proposed make-up/remediation exam date/time falls during a student's current clerkship, it cannot be scheduled and confirmed until after approval has been granted from the current clerkship director. The OSA deans inform the coordinators of the proposed exam date/time. If the proposed date/time needs to be rescheduled, the OSA and student will reconvene to reschedule the exam. Except in an emergency or if agreed upon in advance, these exams should all be arranged, proctored and handled through the OSA and OME, not with any other groups (e.g., ACE). The process below will be followed to ensure the OME can support make-up and remediation exams:

1. Deans Mendez or Sonntag communicate with the appropriate OME coordinator to finalize the make-up/remediation exam date and time.
2. Once the exam date/time has been finalized, the coordinators email the standard template message that includes the date, time, location and any other specifics about the exam to the student(s) and cc deans Mendez and Sonntag, and the clerkship directors (see standard template email below).
3. To confirm receipt of the coordinator's email, [acknowledging that the exam is confirmed as scheduled,] students are required to reply to all included on their email. If the coordinators do not receive the confirmation email from the student(s) by the 2nd business day, they will email the OSA deans to notify them that the student(s) did not reply to their email.
4. If students email the coordinators to request a different exam date/time, the coordinators will forward that email to the OSA deans. If students talk to the coordinators in person to request a different exam date/time, the coordinators will direct the student(s) to meet with the OSA deans. After having met with the students, the OSA deans will inform the coordinators of the proposed new exam date and time; and the same notification process will be followed.

In summary, coordinators will not directly respond to students' scheduling/rescheduling requests, but will forward their emails or direct students to meet with the OSA deans.