

Policy: Make-Up Exams

INITIAL EFFECTIVE DATE: 2009	LAST REVISION DATE: June 2025	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE <ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee
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POLICY STATEMENT

Students with an excused absence approved by the Office of Student Affairs are eligible for a make-up exam of equivalent format and difficulty as the exam missed.

SCOPE

This policy applies to all Academic Year 1 and 2 courses.

REASON FOR POLICY

To support curricular management and assessment processes

DEFINITIONS	
TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
 Course coordinators
 Associate Director for Academic Support Services
 Assistant Dean for Foundational Education
 Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: 2009

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): November 13, 2023, June 2025

Comments on Revision (*if applicable*):

Procedure: Make-Up Exams

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PROCEDURE STATEMENT

- A. The Course Director (CD) for longitudinal courses, or the Unit Director (UD) for units offers those students with an excused absence a make-up exam of a similar format and level of difficulty as the original exam.
- Excused absence requests should be made to the Office of Student Affairs (OSA), utilizing the Excused Absence request system, and providing the appropriate documentation.
 - Excused absences are granted by the Office of Student Affairs (OSA).
 - OSA informs the Course Coordinator, who then informs the UD/CD of those students who have been excused for an exam.
 - Students without an excused absence are not offered a make-up exam and forfeit the points for the missed assessment.



B. Responsibilities of students:

- In addition to requesting an excused absence to OSA, students must communicate with the CD/UD within 3 days of their return to school.

C. Responsibilities of CD/UD:

- Developing make-up assessments of comparable level of difficulty as the assessment missed.
 - For final exams or midterms, the same exam should be offered.
 - For assessments accounting for less than or equal to 10 percent of the final grade, the CD/UD may offer students the choice to either take an equivalent make-up assessment or redistribute the grade.
- Communicating the expectations and timing of the make-up assessment to the student.

D. Schedule

- Schedule is coordinated by the Associate Director for Academic Support Services and is approved by the Assistant Dean for Foundational Education.
- Apart from the final exam or extended excused absences, make-up assessments take place within the course/unit.
 - Students should be ready to take the makeup exams within one week of returning to school and before the end of the course, if possible.
- After the course ends, the Assistant Dean for Foundational Sciences Curriculum creates a make-up plan for students with pending make-up assessments.
 - The Associate Director for Academic Support Services communicates the make-up plan with the schedule to the CD/UD and the student.

E. The Foundational Education Committee reviews recurrent excused absences needing makeup to identify patterns, as well as schedule during workload monitoring.