General Policy
Attendance at the College of Medicine examinations is required, unless otherwise stated explicitly in advance.

Excused Absence: College of Medicine Examinations
An excused absence from a required College of Medicine examination will be granted only for serious personal illness, death in the immediate family, or other similar extenuating event. Students are expected to obtain prior permission for an absence from the appropriate administrative site officer. The student must provide written documentation when attempting to secure this permission. Documentation from the student health service [or its equivalent as specified by the appropriate administrative site officer] is required for all illnesses.

If prior permission for the absence was not obtained or written documentation is not provided to the satisfaction of the appropriate site administrative officer within seven calendar days of the date of the administration of the examination, the absence will be treated as an unexcused absence. A failing grade (zero) will be assigned to this missed examination. Further, this missed examination will count as an attempt. For example, if the student was absent without permission from the first administration of an examination, the missed examination will count as the student’s first attempt.

Certifying Examinations
The College of Medicine defines the USMLE Step 1 and USMLE Step 2 as certifying examinations. Students who wish to schedule certifying examinations at times other than those specified in “Academic Student Promotions Policies” must petition in writing to the site student progress and promotions committee. Petitions should be directed to the appropriate site administrative officer.

Approved: College Committee on Student Promotions, April 29, 1994
Approved: College of Medicine Executive Committee, July 27, 1994

CCSP Policies/Sitting for Examinations.96
July 31, 1996