

**Number: 5.18**

<b>DESCRIPTION:</b>	Clerkship Shelf Re-examination Procedure		
<b>RESPONSIBLE:</b>	<b>UNDERGRADUATE MEDICAL EDUCATION COMMITTEE</b>		
<b>PURPOSE:</b>	Outlines the procedure for clerkship shelf re-examinations		
<b>FREQUENCY OF REVIEW:</b>	Annually		
<b>CREATED:</b>	October 27, 2021	<b>REVISED:</b>	N/A

Clerkship Shelf Re-examination Procedure

- Students failing a clerkship shelf examination may retake the examination once prior to a final grade being assigned for the clerkship.
  - The shelf exam will be taken within 4 months of the shelf failure or prior to phase 3, whichever comes first.
  - While awaiting their exam retake, the student will be assigned a grade of Incomplete for the course.

Per Policy 4.20:

- Once the examination is retaken, if passed and the student meets all other requirements to pass the clerkship, a grade of Satisfactory will be filed.
  - If the retake examination is failed, a grade of Unsatisfactory will be filed and the student will follow the steps further outlined in Policy 4.20 and must also remediate half the clinical clerkship time.
- Re-examination Plan
    - The individual student will meet with their Academic Advisor to discuss the results of the initially failed exam and to design an individualized re-examination plan.
      - This plan will include the timing of re-examination whether during an upcoming clerkship, elective or vacation period.
        - If the student and Advisor agree the best plan is for the student to re-examine during another course, a single day of absence may be applied for to take the examination but must not conflict with a required activity for that course.
        - No additional time off for study will be given to students who are re-examining during another course

- The day off to test will count toward the student's allowable absence days for the course.
  - A written re-examination plan signed by the advisor and student will be filed in Academic Advising in the Leo Portrait and forwarded to the Office of Student Affairs and Admissions for the student's permanent record.
- Students must successfully pass all Phase 2 courses including any re-examinations or remediation prior to promotion to Phase 3 (Policy 4.20).