

**Policy Number:** 02-70-045

**Policy Title:** Change in Scheduled Examination and Other Assessments

**Effective Date:** May 1, 2013

Page 1 of 2

---

1. **Policy Statement**

This policy defines the terms and conditions under which a student may request a change in the schedule for an examination. **All requests are subject to the approval of the instructor of record or program director and appropriate school dean.**

Absences reasonably excused are those that occur because of the following:

- Serious illness
- Hospitalization
- Death in the immediate family
- Approved religious observance
- Approved accommodations for disabilities
- Unique academic or professional opportunities
- Jury duty
- Other compelling reason

Students who seek to delay an examination for medical reasons may be required to provide appropriate documentation.

Students anticipating an absence are expected to inform the instructor of record or course director in a timely manner by e-mail or in person to obtain permission to be absent and reschedule the examination. Generally, there is no make-up for quizzes or assessments that require laboratories, on-line cases, and simulation activities.

2. **Definitions**

- A) Based on the federal Family Medical Leave Act (FMLA), 'Immediate Family' is defined as spouse, children (son or daughter) and parents. Parent does not include 'parent in-law'.

3. **Responsibilities**

Course Director, Instructor of Record, Program Director, Associate Dean of Graduate Students or Dean of Student Affairs, and students all have varying degrees of responsibilities depending on the specific requirements of the school or program.

4. **Procedures**

- A) Students deferring exams must take the examination within one week of the original examination date, absent extenuating circumstances. Failure to do so may be cause for assigning a grade of “incomplete,” “F” or “no pass.” Students who are approved for examination deferral must reschedule the examination through the OHSU Teaching and Learning Center or the Instructor of Record or Course Director.
- B) Students who defer examinations shall sign the following affirmation prior to taking a deferred examination: “I affirm that I have not received any knowledge of the content of the exam that is to be made-up or discussed its contents with my classmates or others who may have knowledge of its contents.”
- C) Students who receive permission to take an examination early shall sign the following affirmation prior to taking the exam: “I affirm that I will not disclose any knowledge of the content of the exam or discuss its contents with my classmates or others who may take this examination later.”

---

**Implementation Date:** May 1, 2013

**Revision History:** N/A

**Related Policies and Procedures:** [OHSU Code of Conduct](#); [OHSU Policy 02-01-002](#), Equal Access for Students with Disabilities; [OHSU Policy 03-05-037](#), Religious Exercise and Religious Expression

**Responsible Office:** Office of the Provost, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Supersedes:** CAP Policy 0-01-0513

**Key Words:** Exam schedule, course requirements, student assessments, accommodations