

Info per the School of Medicine Handbook-

Core Clerkships Shelf Examinations Policies

1. A standard passage score for the shelf examinations has been set at the 6th percentile for all clerkships. The Associate Dean for Student Affairs and the SOM Registrar will be notified about any student scoring below the 15th percentile.
2. Students will not be permitted to take two shelf examinations on the same day.
3. Any student who passes the shelf examination cannot retake the examination for a higher clerkship score.
4. If a student fails a shelf examination or is a “no-show”, he/she will not be eligible for Honors regardless of his/her examination score.
5. Students must have recorded grades and removed Incomplete grades for all third year clerkships to progress past fall quarter of the fourth year (December 31) or the Incomplete will automatically be changed to a Fail grade and will show permanently on the transcript and Dean’s Letter. The Associate Dean for Student Affairs may make accommodations to this policy.
6. All students are required to take the shelf examination on the scheduled date. If a student is unable to take the examination at the scheduled time, he/she must obtain written clearance from the course director prior to the time of test administration.
7. Any student requiring special examination accommodations must inform the clerkship director and the clerkship coordinator a minimum of four weeks in advance of the administration of the examination.

Examination “No-Show” Policy

1. A no-show for a scheduled shelf examination constitutes a failure unless written clearance by the course director is obtained prior to the time of administration and a student will have one additional opportunity to take the examination.
2. The student will have to pay for the re-administration of an examination if he/she fails to show for an administration without prior approval or changes the testing date less than 30 days prior to the examination.
3. If a student misses a final examination, he/she is required to retake the exam at the first available make-up examination time. Exceptions to this policy may be granted by the clerkship director or the Associate Dean for Student Affairs.

Examination Failure Policy

1. A student who failed the written final on the first attempt will receive a grade of “F”. The student will not have to pay for the administration of the additional examination.
2. The second examination score is the score that will be used for any student who failed the exam and had to retake it. The exam scores are not averaged, as that could bring a passing grade on the retake back into the failure range if the two scores were averaged.
3. If a student fails a final examination, he/she is required to retake the examination at the first available make-up examination time. Exceptions to this policy may be granted by the clerkship director or the Associate Dean for Student Affairs.

Examination Second Failure Policy

1. Any student who fails an examination twice will receive a Fail designation on his/her transcript.
2. The student will be required to repeat a minimum of four weeks of the clerkship before progressing to his/her fourth year course work.
3. The new grade will be posted on the transcript in addition to the first grade. Please note that University policy states that both grades will appear on the transcript, thus demonstrating that a student repeated the course.
4. Any student who fails a clerkship will be placed on academic probation and placed on the agenda for the Committee on Promotions and Honors for discussion.

Clerkship Final Grade Policy

1. Students must have recorded grades and removed Incomplete grades for all third year clerkships to progress past fall quarter (December 31) of the 4th year or the Incomplete will automatically be changed to a Fail grade and will permanently show on your transcript and Dean's Letter. The Associate Dean for Student Affairs may make accommodations to this policy.
2. Course Director's must review all evaluations submitted by residents and attendings and submit one final cumulative evaluation for each student in the clerkship.
3. The Course Director must sign the evaluation.