

Missed Examination

As per current School of Medicine policy, if a student misses an examination then they are given an Incomplete (I) score for the missed examination. A student who misses an examination with a valid and approved excuse, has to take the Completion Examination as scheduled to replace the Incomplete (I) with a valid examination score. Failure to take the Completion Examination as scheduled will result in a failure to complete all course requirements. As a result, the student will earn an F grade for the course.

If a student misses an examination without a valid excuse, they will be given an Incomplete (I) score for the missed examination, and an academic penalty will be imposed. The FPAP gives the student the opportunity to explain the extenuating circumstances that led to their missing the examination. The panel recommends to the Senior Associate Dean of Basic Sciences as to the extent to which the penalty (of up to 10% of the total course points) is imposed.

The student is then expected to take the Completion Examination for the missed exam as scheduled. Failure to take the Completion Examination as scheduled will result in a failure to complete all course requirements. As a result, the student will earn an F grade for the course.

If a student misses an examination without a valid and approved excuse, they should inform DOS on the day of the scheduled examination, following this procedure:

1. Contact DOS@sgu.edu.
2. Provide sufficient explanation and information to the designated Dean within the Dean of Students office who will complete the official request form for an FPAP hearing. DOS will then forward the form to the relevant Senior Associate Dean for review.
3. After being informed of a date, time and venue for a hearing: Meet with the FPAP at the scheduled date, time, and venue.
4. Explain the circumstances of the missed examination and provide any supporting documentation, if relevant.
5. In the event that no contact is made by the student or they fail to attend the scheduled hearing, then the zero score will stand for the examination.