1. Purpose
This procedure describes the steps to be followed in the case when a student is granted an excused absence from a scored assessment (an assessment that counts for points in the overall grade for a course).

2. Related Policy/Authority
Related to BCOM policy B9110: Attendance Policies

3. Faculty/Staff Responsibilities
Office of Pre-Clinical Education/Course Directors

--follow consistent procedure following notification of an excused absence.

--In certain cases, provide the opportunity for the student to make-up the scored activity.

Testing Center Manager and Coordinator

-- coordinate the time and delivery of a make-up exam delivered via ExamSoft.

4. Definitions/Abbreviations

Excused absence – approved absence from a required event that is supported by appropriate documentation (SEE SOP #: Excused absences)

5. Procedural Steps
1. A student who misses a required course session which included a graded assignment must submit an Excused Absence Request form, along with the requisite supporting documentation (see SOP #: Excused absences).
2. After an absence is deemed “excused”, the Course Director, Assistant Dean of Student Assessment, and the Testing Center will be notified of the approval.
3. The Course Director and the Office of Pre-Clinical Education will work with the Testing Center to make arrangements for the make-up of any excused assessment (exam, quiz, anatomy practical, etc).
4. For a graded activity with a point total of ≥ 10 points, the student will be asked to retake the exam or quiz at a designated time. For course exams, these make-up dates will be stated within the course syllabus.
5. For a graded activity with a point total of <10 points, the student will not be asked to make-up the assessment. Rather, they will be given a 0/0 for that scored assessment (i.e. missed points will be deducted from that student’s possible total points).
6. The students overall point total will be modified at the time of course grade finalization.
7. Exceptions to the above described grading guidelines must be approved by the Course Director and the Office of Pre-Clinical Education.
6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance
The policy will be maintained by the office of Pre-Clinical Education and reviewed by Curriculum Committee as needed.

8. Signature

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Cindy Funk, Ph.D.
Assistant Dean of Student Assessment

9. Distribution List
Internal

10. Revision History

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<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tr>
<td>7/23/19</td>
<td>All</td>
<td>Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)</td>
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