



## **TITLE OF POLICY**

Application Phase Shelf Exam Delay and Failure Guidelines

## **PURPOSE AND SCOPE**

This policy establishes the criteria and process for situations in which a student may be considered for a delay of the date on which they take a shelf exam for the first time.

## **RESPONSIBLE PARTY AND REVIEW CYCLE**

The Application Phase Committee reviews the policy as needed and the Education Committee approves it. Reviewed as needed.

## **LCME REFERENCE(S)**

9.6, 9.9

## **HISTORY OF APPROVALS AND UPDATES**

Updated December, 2022

Approved by Education Committee

## **POLICY**

These criteria and the process were formulated based on prior history of national passing scores for shelf exams and NBME data. Delays for medical reasons, personal reasons, life events, or delays requested less than 7 calendar days before the scheduled shelf exam must be separately approved by the Office of Student Affairs.

The process for shelf delay recommendations will include the following:

1. **Criteria:** The student has taken a practice shelf exam and met with a CARD at least 14 calendar days before the actual shelf exam date.
2. **Decision-Making:** The CARD and OAE will make recommendations for delaying a shelf. Decisions regarding delaying a shelf exam must be made at least 7 calendar days before the scheduled shelf exam.
3. **Communication:** The CARD will communicate the delay recommendation to the Course Directors, Course Coordinators, Director of Academic Assistance, Executive Chief Proctor for NBME exams, College Advisor, and Campus Advisor (if applicable). We ask that the student submit an administrative excuse for the date of the shelf exam.
4. **Timing of Shelf Exams:** Delayed shelf exams will be taken after the completion of Application Phase. The delayed exam can only be taken on specific dates designated for shelf exams by the School of Medicine due to the resources required to deliver shelf exams. If a student delays two shelf exams or delays one and fails one, they will be reviewed by the SPC.

5. Longitudinal Campuses: For Asheville campus, students may be eligible to take the delayed shelf exam during Application Phase based on individualized recommendations from a representative of OAE and Student Affairs.
6. Exceptions may be made with approval of OAE and Student Affairs in extenuating circumstances.