

SECTION 4: ATTENDANCE AND GRADING

4.1 Eligibility to Attend Classes and Clinical Rotations

Students who do not attend the first day of class or the first shift of a clinical rotation without an excused absence may be dropped from that course, especially if there is a waiting list. Students must not attend a class, a section or a clinical rotation for which they are not registered. Course syllabi will list individual faculty member attendance requirements.

4.2 Attendance and Tardiness

In order to maintain educational standards, NUNM expects one hundred percent (100%) attendance at classes and clinical rotations. Faculty members may exercise discretion on attendance as well as require students to attend up to one hundred percent (100%) of scheduled classes in order to pass a course. Students may not miss more than two clinic shifts within a given clinic rotation (see Section 6 in the Student Clinic section), and are still held responsible for making up the hours for missed clinic shifts. Instructors may take into account habitual tardiness when calculating a course or clinic grade. Students are responsible for being aware of and meeting faculty attendance expectations, which are detailed in each course syllabus.

4.3 Weeks 11 and 12 Policy

During fall, winter and spring terms, instruction at NUNM is delivered in 12-week quarters. As outlined in a course syllabi, faculty have the discretion to either hold classes either weeks 1-10, reserving weeks 11 and 12 for to review/testing OR deliver new material during all 12 weeks of the course. If new material is delivered in all 12 weeks of the term, the final exam will be given on the last day of the course. If a class is canceled during the first 10 weeks of those quarters due to inclement weather, faculty illness, or other acceptable reasons. As material may need to be delivered during weeks 11 and 12, students are expected to be available for makeup classes held during those weeks, even if all of their course syllabi denote week 11 and/or 12 as optional.

4.4 Completion of Assignments

Extensions of deadlines for assignments are offered at faculty members' discretion. In cases of severe illness, bereavement or family emergency, please see the policy on Petitioning for Excused Absences.

4.5 Examination Schedule Change

Students are required to complete all examinations on schedule. In cases of severe illness, bereavement or family emergency, please see the policy on Petitioning for Excused Absences.

Please also see the Financial Policies section regarding fees. A student may postpone final exams for health reasons no more than twice in their academic career. Need for a third examination deferral requires approval of the director of academic access and success. Deferred exams must be taken within three days of the approved excused absence date, and must be scheduled through the specific academic department. After one week from the approved absences date, makeup exams are no longer available. An unexcused absence from an examination or major graded exercise will be considered a failure.

Students who may have a temporary disability that inhibits their attendance and participation in class or clinic should contact the Office of Student Life for an accommodation.

4.6 Absence Policy

An unexcused absence from an examination or major graded exercise will generally be considered a failure. Students who submit a written request with supporting documentation may be excused provided the student has received written approval from the Center for Academic Success. With written documentation, the following absences may be considered excused and

must be petitioned for through the Center for Academic Success:

1. Illness
2. Attending a birth as part of an educational requirement
3. Bereavement
4. Family emergencies
5. Religious observance
6. Military service/deployment

Excused absences will not be granted for students who register for elective courses that overlap with core classes, including travel courses, unless approved by their program dean(s) as outlined in Section 3.2.

Students who believe they have a disability that inhibits their attendance and ability to participate in class or clinic may contact the Office of Student Life to discuss potential accommodations.

4.7 Religious Holiday Observance Policy

The NUNM community is enriched by individuals of many faiths who have various religious observances, practices and beliefs. The university recognizes that, on some occasions, classes, exams, clinic shifts or other required academic activities may conflict with a student's religious holiday observance. NUNM will reasonably accommodate a student's religious holiday observance, unless the accommodation would cause an undue hardship.

The following guidelines apply to all students who wish to miss a required academic or clinical activity in order to observe a religious holiday:

1. Students must submit a written request to the Center for Academic Success at least 14 days prior to the required academic activity that conflicts with the student's religious observance. This request must comply with the requirements set forth in Section 4.6 of this student handbook, and must clearly identify the dates the student may miss due to a religious holiday observance.
2. A student who is requesting to be absent from clinic rotations due to a religious observance must also follow the excused absence policy and procedures in Section 6.5 of the Student Clinic section, which includes notifying the faculty member, the associate registrar, and finding a substitute. See Clinic Section 6.3 for more information.
3. The director of academic access and success (or designee) will decide whether to allow a student's religious accommodation request. Among other things, the director of academic access and success will consider whether the requested accommodation would result in an undue hardship for staff, faculty, students or others in the NUNM community. An accommodation for a religious holiday observance will not be allowed if it would result in an undue hardship.
4. An excused absence does not negate the student's responsibility for material or assignments due during his or her period of absence.
5. Requests to reschedule OSCE exams for religious observation purposes must be submitted prior to week 1 of the quarter in which the OSCE is being held, due the difficult nature of scheduling these exams.

Students are encouraged to contact the director of student access and success or the dean of students if they have any questions about religious holiday observance and these guidelines.

Please see Section 4.8 for requirements regarding petitions for an excused absence.

4.8 Petitioning for Excused Absences

Excused absences may be granted by petition from the Center for Academic Success and/or the Registrar's Office (clinical only) for severe illness; attending a birth as part of an educational

requirement; bereavement; religious observance; and in some cases, family emergency. Written documentation is required for all excused absences and **must be uploaded onto the petition form and submitted within 24 hours from the date of the absence, and confirmed in the documentation provided.** Students granted excused absences are eligible to reschedule missed tests or postpone assignments without a fee, with the exception of lab classes. Students can contact the Center for Academic Success and/or the Registrar's Office for assistance.

Even with an excused absence, students are responsible for all course material covered during their absence and may be required to complete makeup assignments. Students are responsible for contacting their faculty, including clinical faculty, and making individual arrangements. If a petition for an excused absence is granted or denied, the Center for Academic Success will notify the student, faculty and the Faculty Support Office of the outcome. **Students with approved excused absences must schedule to take their exams in the Testing Center within three (3) business days of the excused date on the medical documentation.** See Section 4.6 for the NUNM Absence policy and what is eligible for an excused absence.

A student may postpone final exams for health reasons no more than twice per year. Need for a third examination, deferred for health reasons, requires approval of the Center for Academic Success. Deferred exams must be taken **within three days of the approved excused absence** and must be scheduled through the specific academic department. After one week from the approved excused absence date, makeup exams are no longer available.

Excused absences are usually issued for absences of no more than two weeks in duration. Students who miss more than one week of classes may need to consider withdrawal from some or all classes. Multiple certified excused absences may result in an investigation by a program dean, program associate dean or dean of students. Students can contact the Center for Academic Success for assistance.

An unexcused absence from an examination or major graded exercise will be considered a failure.

4.9 Student Collaboration on Classwork

A "take-home exam" is to be the student's own work exclusively. Sharing of answers is not permitted. A "homework assignment" may be a collaborative effort, depending upon guidelines set by the faculty. For laboratory write-ups the faculty member must clearly set the guidelines. In summation, "exam" means no collaboration; "assignment" means collaboration may be permitted.

4.10 Makeup Examinations

Makeup examinations may be offered to students under approved circumstances (see Section 4.6 for the NUNM Absence policy). Under extremely unusual circumstance, students who plan to miss an exam or midterm for reasons that do not meet the excused absence qualifications may submit a petition to the Center for Academic Success for the opportunity to take the exam. The Center may refer to the faculty for input in these unusual circumstances, and may take recommendations into consideration when making a determination. Students whose petitions are denied will not be allowed to make up the exam – which may result in failure of the course. All makeup and remediation examinations must be completed by the stipulated deadline or a failing mark will automatically be recorded. Students must adhere to the following procedures:

1. Within 24 hours of returning to class, students must contact the Center for Academic Success to petition for an excused absence.
2. Students are responsible for informing their faculty that a petition for an excused absence has been submitted.
3. Students who petition for an excused absence must provide the appropriate documentation to the Center for Academic Success.
4. The Center for Academic Success will notify the student, faculty and Faculty Support

Office of the outcome of the petition. Students are not allowed to take a makeup quiz or exam prior to outcome notification.

5. Students who have been approved to make up an exam or quiz must schedule with the Testing Center to take the exam within three (3) business days of the excused date on the medical documentation.
6. For makeup lab exams, the student must provide a copy of the paid receipt to the Testing Center prior to taking the exam.

4.11 Remediation Exams — Graduate Level Only

ND Program

ND students who earn a 67-69% (D range or FR grade) for lecture courses are eligible to remediate a final exam. Labs and tutorial courses may offer remediation exams at instructor discretion, based on the course material and the feasibility of offering a remediation exam. An “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into Sonis. In order to have the “R” grade as an option, faculty must include it in their syllabus.

CCM Programs

CCM students who earn a 60-69% (D range) for their final grade may be eligible to remediate a final exam if, in the judgment of the instructor, it is likely that the student could pass the course by successfully taking a remediation exam. If a remediation exam is available, an “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into SONIS. In order to have the “R” grade as an option, faculty must include it in their syllabus.

SoRGS Programs

SoRGS students who earn a 60-69% (D range) for their final grade may be eligible to remediate a final exam if, in the judgment of the instructor, it is likely that the student could pass the course by successfully taking a remediation exam. If a remediation exam is available, an “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into SONIS. In order to have the “R” grade as an option, faculty must include it in their syllabus.

Students who receive an R/FR are eligible to sit for remediation exams. All remediation exams must be completed and grade changes submitted to the Registrar’s Office by the end of week **two** of the following term (spring term grades have until week three of summer term). A group remediation date is scheduled for the Friday of week one in fall, winter and spring terms, and the Friday of week two in summer term. Please adhere to the following procedures:

1. Download the exam form from the faculty support Moodle page or pick up a hard copy from the Academic Support Office.
2. Pay the exam fee in the Business Office and ask the Business Office staff to mark that you have paid on the exam form.
3. Return the completed exam form to the Academic Support Office either before or during the group remediation period.
4. Take the exam at the scheduled group remediation period and submit a grade-change form with the completed exam. All exams must be completed during the scheduled group remediation period unless the student has an excused absence from the Center for Academic Success.

4.12 Clinical Remediation

Students who require extra support in meeting minimal levels of clinical competency are counseled and referred for additional instruction by their clinical supervisors or the program dean.

ND Clinical Skills Enhancement

Clinical skills enhancement courses are generally scheduled over a six-week period of time; students may be referred to this course at any point during the term. The clinical skills enhancement instructor carefully assesses each student's abilities and works with them directly throughout the duration of the course. At the end of the course, the instructor reassesses the student's abilities and determines if the student should continue with the course. A faculty member may require or recommend a clinical skills enhancement course, even if a student receives a passing grade, if the faculty member feels the student needs additional help to remain on track in their clinical education.

When a ND student receives two or more grades of "Pass with Clinical Skills Enhancement Recommended" during their academic career, the clinical skills enhancement course becomes a requirement and the student will be registered for it the next term.

ND Objective Structured Clinical Examination (OSCE) Tutorial

An ND student who fails an OSCE exam twice will be referred to skills-building for three sessions, and a failing grade is recorded on their transcript. The student must then reregister for the OSCE exam. The instructor will determine if the student is ready to retake the OSCE exam or needs additional tutoring.

Any student who fails an OSCE exam three times is referred to the Academic Review and Appeals Committee (ARAC). Students who fail the OSCE exam three times may be suspended.

Clinical Skills Enhancement Tutorial

These courses are intended to determine and identify clinical skill deficits of students, address those deficits and enhance clinical skills, and result in enhanced performance on clinical rotations and on clinical examinations. Students will most often work in pairs (or occasionally in groups of three, or singly) under the direction of an instructor to refine their general clinical skills and to focus on areas of deficit as identified by their referring supervisor, the instructor or themselves.

Skill building will take any of several forms including, but not limited to: simulated patient visits and care scenarios, differential diagnosis exercises, interview, physical examination, and test ordering/interpretation exercises, critical thinking exercises, and outside work as assigned by the instructor.

The instructor will take care to appropriately assess the individual needs of each student, and design a lesson plan to address those needs, as well as to revise the lesson plan based on student performance, improvement, or areas of continuing or demonstrated need. Faculty evaluation of student performance from the ND OSCE exam or clinical rotation will provide the backbone of material to be focused on during these sessions.

CCM Clinical Skills Remediation

Clinic evaluations of CCM student performance are done during week 6 of the term to provide mid-term feedback and identify areas of weakness, including those that must be remediated before the end of term in order for the student to pass the clinic rotation. The clinical supervisor, in collaboration with the CCM associate dean of clinical education and the CCM dean, can assign remediation work, which can include attendance at weekly clinical skills tutorial labs run by the CCM resident.

CCM Clinic Entrance Examination

All CCM students take a practical point location examination at the beginning of the term that predates their internship year by two quarters. They also take a written clinic entrance examination during the first half of the term prior to becoming an intern. The written examination

covers the foundational course material needed to assume responsibility for direct patient care. Students who fail either of the exams are given the opportunity to remediate the exam later in the same term. A remediation fee is applied.

