**The Robert Larner, M.D. College of Medicine at the University of Vermont**

**Exam Delay Request and Decision Form**

Students requesting an exam delay **complete the top section** of this form and upload it as a **MS Word document** to the **Exam Delay Request tab in their OASIS academic history** file.

Name the file: “LastName FirstInitial\_ExamDelayRequest\_Date.” (Example: Smith J\_ExamDelayRequest\_20170228.docx).Be sure to hit “Save & Notify” to generate an email notification (not just “Save”). [Detailed instructions](http://med.uvm.edu/docs/instructions_for_requesting_an_exam_delay/medical-education-documents/student-affairs/instructions_for_requesting_an_exam_delay.pdf) are linked.

Upon receipt and review, the Associate Dean for Students or designee will append information and upload this form to the student’s OASIS academic history Exam Delay Decision field. **An exam delay is not considered approved until documentation of such has been uploaded to this tab.**

**Student completes this section** (all fields required)

**Student:** Click here to enter text. **Date Request Submitted:** Click here to enter a date.

**Course Title:** Click here to enter text.

**Course Director:** Click here to enter text. **OMSE Course Coordinator:** Click here to enter text.

**Exam:** Click here to enter text. **Scheduled Shelf Exam Date:** Click here to enter a date.

**Scheduled CSE Exam Date:** Click or tap to enter a date.

**Reason for Exam Delay Request:**

Illness

Significant Illness in a Family Member

Death of a Family Member

Conflict with a major religious holiday

Permission to delay an exam is generally given only for the above reasons.

Other, specify: Click here to enter text.

**Notes**

Click here to enter text.

Note that the student:

* Is responsible for being familiar with related The Robert Larner, M.D. College of Medicine at The University of Vermont Student Handbook policies—specifically [540.24 Examination Delays](http://www.med.uvm.edu/studenthandbook/54024), other examination and grading policies ([540.20](http://www.med.uvm.edu/studenthandbook/54020), [540.22](http://www.med.uvm.edu/studenthandbook/54022), [540.30](http://www.med.uvm.edu/studenthandbook/54030), [540.40](http://www.med.uvm.edu/studenthandbook/54040), [540.50](http://www.med.uvm.edu/studenthandbook/54050),[540.60](http://www.med.uvm.edu/studenthandbook/54060)), and [310.00 Support for Disabilities](http://www.med.uvm.edu/studenthandbook/31000);
* Is honor bound not to give, seek, or receive information to or from students taking the examination at the scheduled time;
* Should monitor his/her Academic History file in Oasis for posting of this document to view the status of their request;

Rules:

* No exams are given earlier than the scheduled times.
* Requests for exam delays must be communicated to the Associate Dean for Students (or designee) before the exam.
* A student who misses an examination without approval will fail and be assigned a score of zero.
* Delayed exams will not be scheduled during other course activities.

Reminder: In accordance with [Policy 310.00 Support for Disabilities](http://www.med.uvm.edu/studenthandbook/31000), a Larner College of Medicine student may contact the [UVM Student Accessibility Services Office](http://www.uvm.edu/access/) at any time to initiate the process of requesting reasonable accommodations.

**Associate Dean for Students completes this section**

**Decision By:** Click here to enter text. **Date:** Click here to enter a date.

**Decision**

**Approved**

**Denied**

**Notes** (Required documentation, etc.)

Click here to enter text.

* **Appropriate curriculum coordinators in the Office of Medical Student Education will be notified when the decision is uploaded to OASIS. They are responsible for communicating with the Course Director. In general, grounds of the decision are not shared—only the Associate Dean for Student’s decision is communicated.**
* **The Office of Medical Student Education Course Coordinator will contact the student, proctor, Course Director, COMET, the Clinical Simulation Lab, and COMTS as needed to reschedule the examination.**