

University of California San Diego
School of Pharmacy and Pharmaceutical Sciences

POLICY ON RESCHEDULING OF EXAMINATIONS

Students will be allowed to reschedule exams only with the permission of the course director and for the following reasons:

- documented illness
- approved personal or family emergency
- approved professional commitment

A failing grade will be recorded for any examination that is missed due to an unexcused absence.

If a student is unable to take an exam because of illness, the student must notify the course director by telephone, before the exam and receive permission to reschedule. If the illness is the result of a medical emergency, the student must notify the course director as soon as medically possible. In each of these cases, the instructor may request and the student must provide documentation of illness.

If a student is unable to take an exam because of a personal or family emergency, the student must notify the course director by telephone before the exam and receive permission to reschedule the exam.

If a student wishes to reschedule an exam in order to meet a professional commitment, the student must contact the course director at least three weeks in advance of the regularly scheduled exam and receive permission to reschedule. Documentation of attendance at the professional commitment may be requested by the course director.

In each of the above situations, in addition to notifying the course director, the student must notify the Office of Student Affairs and inform the office of the arrangements that have been made with the course director.

The date and time of the rescheduled examination shall be at the discretion of the course director after discussion with the student.

Requests to reschedule exams in order to accommodate personal vacations or activities, or to allow a student to attend non-essential activities will not be approved.