

 School of PA Medicine	School of PA Medicine Missed Examinations and Assignments	Policy # AP005
	Policy Student Handbook	Effective Date 03/2024
	ARC-PA 5TH Edition	Review Date
	Northwest University College of Health Sciences School of PA Medicine	Revision Date 03/2026

Missed Examinations and Assignments

Testing dates and assignment deadlines in the PA program are non-negotiable. Course directors set all deadlines for examinations, papers, and practicum. The following are the academic policies of the PA program for students missing any examination, paper, or practical:

- Students must notify the didactic or clinical education manager prior to missing an exam session. In case of an emergency, the student must notify the program as soon as possible.
- Permissible emergencies and other absences from an exam include illness of the student, an accident involving the student on the way to take the exam, hospitalization of the student, a funeral, a tragedy of a loved one, or any extreme circumstance presented to the didactic or clinical education manager for consideration. Verification of the circumstances may be required.
- The didactic or clinical education manager will consider each request for a retake of a missed examination on its individual merit. The student may petition the dean to appeal the didactic or clinical manager’s decision.
- All decisions for approval or denial of a retake examination by the dean will be final.
- Denials will be treated as “zero.” Students have the right to appeal according to the NU Appeals Policy.
- All rescheduled examinations will be given on a date and time determined by the didactic or clinical manager.
- No grading adjustments will be made for mismarked answers.
- Late assignments will receive a 10% deduction per day, up to a maximum of 3 days. After 3 days, the assignment will earn a zero (see PP004).
- The final course grade will be forwarded to the registrar and entered into NU records.

Student Signature: _____

Date: _____