Missed Exam Policy for Years 1 and 2

In Years 1 and 2, the ability to take a test (examination or quiz) online and in a window of time over several days provides students with flexibility about when and where they take the test. Given this flexibility, there are only a few instances when permission to take a test outside the test window may be granted by the Course Director(s) and the Office for Student Affairs. Students may request permission to take a test outside of the test window for illness or a personal emergency.

A student must request such permission from the Course Director(s) and medstudentabsence@mssm.edu prior to the test closing time. Should the need for permission arise suddenly and when the student cannot hear from the Course Director or the Office for Student Affairs in a timely manner (i.e., on the weekend when the exam window is open) the student may assume the request is granted. If the request is because of illness, the student must provide a physician’s note to that effect. If the request is granted, the Course Director will give the student a specified time to take the test.

1. **Less public mechanisms for relaying this type of information, and the student may be counseled accordingly.** (Best Practices 1, 2)
2. **A graduate student posts to his “wall” on Facebook that half of the class was sleeping during Dr. X’s lecture on biostatistics.** This is very similar to the use case above. (Best Practices 1, 2)
3. **A pediatric resident posts (on her Facebook wall) a picture of a baby who was just discharged from her service, expressing joy, best wishes to the family, and congratulating everyone involved in this excellent patient outcome.** Without written patient/representative consent, this is a clear violation of patient confidentiality, even if the patient is not named. (Best Practice 5)
4. **A laboratory technician blogs that the laboratory equipment he is using should have been replaced years ago and is unreliable.** The public disclosure of such information increases the liability for the Health System and is clearly unprofessional. There are legitimate and confidential mechanisms for improving quality at the Health System. (Best Practices 1, 2)
5. **A graduate student wearing a Mount Sinai t-shirt is tagged in a photo taken at a local bar and posted on a friend’s Facebook page. The graduate student is clearly inebriated.** The two issues are that: (1) the Mount Sinai logo identifies the affiliation to the institution; and (2) the unprofessional behavior of the student is available for all to see, including future employers and potential patients of Mount Sinai. The graduate student did not post the photo, but should do everything possible to have the photo removed and remove the tagging link to the student’s own Facebook page. (Best Practices 2, 4)
6. **A postdoctoral fellow blogs that her laboratory technician wears too much cologne, has terrible taste in clothes, and takes overly long lunch breaks.** This is an inappropriate forum and set of comments and demonstrates unprofessional behavior by the post-doctoral fellow. There are legitimate and confidential mechanisms for addressing valid concerns in the workplace. (Best Practices 1, 2)
7. **An oncology nurse practitioner uses an alias and blogs that Mount Sinai has the lowest bone marrow transplantation complication rate in the world.** This may be a violation of Federal Trade Commission regulations that prohibit false or unsubstantiated claims, and does not disclose the employee’s material relationship to Mount Sinai. (Best Practice 6)
8. **An applicant to the School of Medicine is given access to an Icahn School of Medicine blog to comment on the experience.** The applicant writes that another medical school in NYC is obviously more prestigious and has better housing. Mount Sinai has no recourse against non-affiliated individuals. The administrator of the blog should have established policies and procedures for editorial procedures. If the blog posting meets these editorial guidelines, then the blog posting should remain. It is likely that others will debate the original comment and place Icahn School of Medicine’s reputation and housing status in context.
9. A medical student creates a social media website to discuss medical knowledge (e.g., "Cardiology Interest Group" on Facebook®) This is a learning community environment, in which medical knowledge is exchanged, shared and discussed. While the goal is laudable, there are still risks. A disclaimer is necessary, since postings may be incorrect, taken out of context, or improperly referenced. The moderator should take precautions to prevent the posting of information potentially identifiable to a particular patient. (Best Practices 1, 5, 6, 7)