Shelf Exam Retake Policy and Guidelines
This policy applies to students taking the shelf exam due to:

1. Shelf failure
2. Excused absence (illness, death in family, religious observance, other emergency)

Options for shelf retakes are as follows:
- During the Board Review Course in July (students will not be charged for the exam)
- During elective or vacation time; Monday-Friday only (students must pay for the exam)
- Exceptions to this rule are made only under approval of a student’s advisor/Student Affairs and clerkship director.

Guidelines for shelf retakes:
1. Shelf failures:
   - Students who fail a shelf exam must meet with their advisor and/or Shashi Anand to determine when they will retake the exam.
   - Deadline for shelf retakes for the academic year is the retake day which occurs in July during the Board Review course
   - A request from Student Affairs must be made to Priya Sikka who will need the following information and subsequently arrange for the shelf retake:
     i. Original test date
     ii. Timeframe for shelf retake
     iii. If rush scoring is required (fee will be charged to either the student or the Department of Medical Education)
     iv. Who is paying for exam: student, Med Ed, CMCA, other

2. Excused absences:
   If a student anticipates that they will be miss a shelf exam due to illness, death in family, religious observance or other emergency, they must notify the Clerkship Director and medstudentabsence@mssm.edu. Priya Sikka will coordinate the shelf retake based on the 3 options above and will inform the student.

Fees for shelf exams retakes are as follows:

1. Shelf exam: $38 (as of July 1, 2011)

2. Expedited fee: $150 (order must placed within 21 business days of the exam date). If not, it will incur this expedited fee)

3. Rush scoring: $100 (must be requested at time of ordering exam)

4. A check in the amount of the exam and additional fees (if applicable) is to be made out to Mount Sinai School of Medicine and submitted to Priya Sikka prior to taking the exam.