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

- Shelf failure
- 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:

**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 Jennifer Reyes (jennifer.reyes@mssm.edu) who will need the following information and subsequently arrange for the shelf retake:
  - Original test date
  - Timeframe for shelf retake
  - If rush scoring is required (fee will be charged to either the student or the Department of Medical Education)