RELEVANT LCME STANDARDS:
9.9 Student Advancement and Appeal Process

PURPOSE AND SCOPE:
To provide guidelines to medical students that need to make up a NBME Shelf exam.

POLICY:
In Years 3 and 4, a student must request permission from the Director of Programs and Resource for Academic Excellence to postpone an NBME subject examination or other clerkship examination. The policy for making up a missed NBME subject examination is below. This policy applies to students taking the Shelf Exam due to:
- Shelf failure
- Excused missed test (illness, death in family, religious observance, other emergency)

PROCEDURE:
The Clerkship Director, Clerkship Coordinator and Clinical Curriculum Team will be notified if an approval is made to postpone the examination. The Director of Programs and Resources will work with the Curriculum team to schedule any other clerkship exams with the student.

1. OPTIONS FOR SHELF RETAKES:
- During the Shelf Retake Day in July (students will not be charged for the exam)
- During elective or vacation time; Monday through Friday only
- Exceptions to this rule are made only under approval of a student’s advisor/Student Affairs and Clerkship Director
- Student Affairs will coordinate with the curricular team to help arrange for a shelf retake.
The following information is needed to make the arrangements:
  - Original test date
• Timeframe for shelf retake (students should please provide 3 potential dates during your elective or vacation time)
  • Students may NOT complete their shelf retake during FlexTime while on another clerkship.

II. GUIDELINES FOR SHELF RETAKES:
• Shelf failures:
  o Students who fail a Shelf Exam must meet with their Faculty Advisor and Clerkship Director to determine when they will retake the exam.
  o Deadline for shelf retakes for the academic year is the retake day which occurs in July during the Board Review course.
• Excused absences:
  o If a student anticipates that they will 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. Student Affairs will coordinate with the curriculum team based on the options above.
• Unexcused absences:
  o If you are unable to make up a missed exam on Shelf retake day in July, you will be charged the cost of the exam. Please check the NBME website for current cost information.
  o A check in the amount of the exam and additional fees (if applicable) is to be made out to the Icahn School of Medicine at Mount Sinai and submitted to Jennifer Reyes prior to taking the exam.