

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-418
ACADEMIC POLICY TITLE: College of Medicine Attendance at Instructional Sessions	EFFECTIVE DATE: 07/01/2026 REVISED: 06/01/2026
RESPONSIBLE DEPARTMENT: Medical Education, College of Medicine	Approval Authority: Dean, College of Medicine Responsible Office: Office of the Dean and Medical Education

ATTACHMENT 1

NBME Subject Examination and Illness Protocol

- (a) If significantly ill on the day of an M3 subject examination and unable to take the examination, notification is required. Do not take the exam or wait for a response. Notification of illness must be completed by 8 AM the day of the examination to the following:
- (i) The Associate Dean for Clinical Education who is acting in the position of M3 course director, Dr. Ngo, kngo@neomed.edu
 - (ii) The M3 Coordinator Team through the M3 Clerkships email: m3clerkships@neomed.edu
 - (iii) Testing Services: testingservices@neomed.edu
- (b) If ill during the week of an examination, contact the following individuals to discuss a plan to move forward.
- (i) The Associate Dean for Clinical Education, Dr. Ngo, kngo@neomed.edu
 - (ii) The M3 Coordinator Team through the M3 Clerkships email: m3clerkships@neomed.edu

Subject examinations are not offered during the weekends or during subsequent clerkships. Students who do not take their examination at the originally scheduled time will need to reschedule the examination during designated breaks. These time periods include winter break, the elective period, and after the final clerkship is complete. All retake/remediation examinations are on the Rootstown campus unless they fall during winter break, when the campus is closed.