

## *Second Chance Exam Request Form*

**Policy Statement:** The Second Chance Policy applies to all courses except case studies and clerkships. A doctor of pharmacy student, if eligible, may take a single comprehensive examination to demonstrate competency in that course providing that:

- The student has passed 50% or more of the major assessments in that course
- The student has earned a final grade of 66-69% in the course, and
- The student has not exceeded the number of second chance attempts as outlined below.

A student may invoke the Second Chance Policy in a maximum of two courses per semester, and no more than four times total in his/her career at the School. No student may invoke the second chance exam for the same course twice. The second chance assessment shall occur in a timely fashion, the timing at the discretion of the course team.

Adopted by faculty May 18, 2005

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### **Completed by Student:**

I, \_\_\_\_\_, request the opportunity to take the Second Chance Exam in

Phar\_\_\_\_\_

Date of Request: \_\_\_\_\_

### **To be completed by the Office of Student Affairs:**

This is Second Chance No. \_\_\_\_\_ in Term\_\_\_\_\_

Total Second Chances: \_\_\_\_

Original Grade in Course: \_\_\_\_

Office of Student Affairs Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **To be completed by the Faculty Team Leader:**

**By completing this form, the faculty team leader is verifying that the student meets the terms of the Second Chance Policy.**

Second Chance Exam to be given on\_\_\_\_\_

Faculty Signature\_\_\_\_\_

Date:\_\_\_\_\_

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**This form must be returned to the Office of Student Affairs by the faculty team leader prior to Second Chance Exam.**