



HAWAII MEDICAL COLLEGE

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Memo

To: HMC Instructors
From: Alex Shortsleeve
Director of Education
Date: 09/23/2015
Re: Make-up Policy

Greetings,

The following is clarification for our current Make-up Policy when it concerns a student attending another Instructor's class. Please follow the steps to ensure students are making up the materials they have missed and make-up Instructors involved are notified.

- Students must notify their current instructor their desire to do the makeup first
- The student's current Instructor must then notify the make-up Instructor that their student(s) would like to attend their class as a make-up and state what material (Chapter Lecture/Exam etc.) was missed
- To qualify as a legitimate make-up, the make-up Instructor's class must be covering the material that the student missed and that there is sufficient seating, otherwise they should instead do a make-up packet
- The make-up Instructor should then confirm with the student's current Instructor that they have been accepted to do the make-up in their class
- The make-up Instructor would then be responsible to confirm that the student(s) actually attended their class and report back to the student's Instructor.

Sincerely,

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