

# Undergraduate Medical Education Remediation Policy

Category:	Academic
Number:	TBD
Responsibility:	Associate Dean, Undergraduate Medical Education
Approval:	Undergraduate Medical Education Curriculum Committee
Date:	Date initially approved: October 2016 Date(s) reformatted or revised: March 2017 Date for review: 2018

## Purpose:

The purpose of the *Undergraduate Medical Education Remediation Policy* is to establish the guiding remediation practices within the undergraduate medical education program (UGME) at the University of Saskatchewan.

## Principles:

The College of Medicine requires students to successfully complete all individual course components, as outlined in the course syllabus and assessment plan. In the event that a student has failed a course component as outlined in the syllabus, a student may be offered remediation and supplemental assessment.

## Definitions:

None.

## Scope of this Policy:

This policy applies to all undergraduate students applying to or registered in the Doctor of Medicine (MD) program at the University of Saskatchewan irrespective of the geographically distributed site to which they are currently assigned.

## Policy:

### 1.0 Guidelines for Remediation

Criteria that would constitute failure of a course component are outlined in the course syllabus. In the event of a failure, a student *may* be offered remediation and supplemental assessment. If

remediation is being offered, students will meet with the module/course/rotation director and/or year chair to develop a learning plan to address the areas of deficiency. Students are strongly encouraged to seek support from the office of student affairs. The module/course/rotation director retains the right to determine the specific type of remediation.

The learning plan will be individualized for each student, and may be comprised of various modalities, including, but not limited to, assigned readings, assignments, meetings with assigned mentors, and supervised clinical experiences. The student is responsible for complying with the learning plan.

After completion of remediation, a supplemental assessment will be offered. The module/course/rotation director retains the right to determine the specific format of this assessment, which may not be in the same form as the original assessment.

Where the assessment is in the form of a subjective assessment (oral examination, essay, assignment), where possible the assessor will be a different individual from the original assessor.

Successful completion of remediation and supplemental assessment will result in a maximum grade of 70% for those elements covered by the remediation and supplemental assessment, or the minimal possible passing grade for that component.

For each course components that must be passed in order to pass the course, there will only be one remediation and supplemental assessment per component.

## **2.0 Indications for Course Failure / No Remediation Offered**

Individual course syllabi specify conditions (maximum number of failed components and/or degree of failure) where remediation will be permitted. Failure in excess of these conditions will result in failure of the course, with no remediation being offered.

Failure of a supplemental assessment will result in failure of the course. No further remediation will be offered.

Where the failure is on the basis of unprofessionalism, remediation may be offered, but if the conduct is deemed egregious, it may result in direct failure of the course.

Where there have been multiple failures in other courses, remediation may not be offered, as outlined in the standards for promotion. All final decisions will be adjudicated by SAMC (Student Academic Management Committee).

## **3.0 Remediation Period**

In most cases, remediation and supplemental assessment will be offered after the end of the examination period. In the event that remediation of any part of a course, rotation or final

examination is required, students must be available in an appropriate site for up to 6 weeks post completion of the course in order to complete the remediation. It is strongly recommended that any travel be carefully planned with this in mind, including researching cancellation policies and careful consideration of non-refundable items. Exceptional, unforeseen circumstances will be considered on an individual basis.

#### **4.0 Exceptions**

Any exceptions to the policy must be approved by the Curriculum Committee, and will be outlined in the course syllabus.

### **Responsibilities:**

The Associate Dean, Undergraduate Medical Education, is responsible for providing oversight to the overall administration of the *Undergraduate Medical Education Remediation Policy* at the University of Saskatchewan.

The Manager, Undergraduate Medical Education, is responsible for the implementation, monitoring, maintenance, and evaluation of the *Undergraduate Medical Education Remediation Policy* at the College of Medicine. This includes the development and stewardship of the standard operating procedures associated with this policy.

The Curriculum Committee with input from the Assessment Sub-Committee is responsible for evaluating, reviewing, and updating this policy every three years.

### **Non-compliance:**

Instances or concerns of non-compliance with the *Undergraduate Medical Education Remediation Policy* should be brought to the attention of the Vice-Dean, Education or the Associate Dean, Undergraduate Medical Education, within the College of Medicine.

### **Procedures:**

Procedures for this policy will be maintained by the Associate Dean, Undergraduate Medical Education.

### **Contact:**

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