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TITLE OF POLICY

Remediation and Make-Up Policy for Foundation Phase Students

PURPOSE AND SCOPE

The purpose of this policy is to establish the remediation and make-up structure and standards for Foundation Phase courses, including the Medical Science Courses, Patient Centered Care (PCC), and Social and Health Systems (SHS). This policy applies to all first-year medical students (MS1s) and second-year medical students (MS2s).

The Student Progress Committee (SPC) determines if a student is eligible for remediation.

RESPONSIBLE PARTY AND REVIEW CYCLE

Education Committee on an as-needed basis with input from the Foundation Phase Committee.

LCME REFERENCE(S)

NA

HISTORY OF APPROVALS AND UPDATES

Approved by the Foundation Phase 09.07.2023

DEFINITION(S)

Medical Science Course: There are nine Medical Science Courses in Foundation Phase; three delivered in each of the three semesters of the phase. All students are required to take and pass these courses.

Patient Centered Care: There are three Patient Centered Care courses in Foundation Phase; one delivered in each of the three semesters of the phase. All students are required to take and pass these courses.

Social and Health Systems: There are three Social and Health Systems courses in Foundation Phase; one delivered in each of the three semesters of the phase. All students are required to take and pass these courses.

Remediation: Remediation refers to the process of providing additional instruction, support, and interventions to students who FAIL (F) a course.

Make-Up: Make-up refers to the opportunity given to students to complete courses that they missed due to absences related to illness or other life events.

Remediation/make-up block: This refers to a defined period during which a course can be remediated or made up.

POLICY

A student requiring remediation or make-up of a Foundation Phase course must do so during the



designated remediation/make-up blocks. There will be two make up/remediation blocks in the summer (June and July) and two in the winter (January and February). Remediation/make-up blocks for first-year students will occur during the summer (June and July) between their first and second years of Foundation Phase. Remediation/make-up blocks for second-year students will occur during the winter (January and February) following the end of the Foundation Phase.

All medical science courses must be remediated in chronological order. A medical science course remediation may not span both remediation/make-up blocks. Only one medical science course may be completed during a block. A maximum of two courses can be remediated during the summer or winter. In the case of make-up only (not remediation), SHS and PCC may be made up, at the discretion of the course directors, in conjunction with the medical science course during a given remediation/make-up block.

Each remediation/make-up block will have a maximum of five exam days available to be used for proctored exams required as part of the medical science courses; the fifth exam day is a MAKE-UP day only. The Medical Science course directors will assign exam dates for the medical science courses. If students are unable to take exams on the specified days due to unexpected circumstances (i.e., acute illness), they must email Student Affairs. This will result in the make-up exam day being used for the student's last exam of the block. A maximum of one test can be completed on the make-up day. Failure to complete the remediation or make-up course during the single block results in a failure of the course. In the case of remediation, the student will then have two failures on their transcript for that course. In the case of make-up, the student will receive one failure on their transcript for that course. In the case of failure during the remediation/make up block, students will then be reviewed by the SPC.

Components of Medical Science Make-Ups:

- All components of the original course EXCEPT for anatomy and microbiology practical exams will be included in the final grade calculation. Students will receive credit for previously completed components.
- The percentage of the components not included in the make-up course (i.e., microbiology/anatomy practical exams) will be divided equally between the NBME exams for the courses.
- The passing threshold for the course during the remediation period will be the same as the passing threshold for that course during the academic year.

Components of the Medical Science Remediations:

- 75% NBME and 25% clinical reasoning exam (latter to be graded by CBL directors or facilitators).
- The problem sets, CBL cases and recordings of sessions, and PALS recordings will be available for review but not included in the grade calculation.
- The passing threshold for the course will be the same as the passing threshold for that course during the academic year.

Components of PCC and SHS Remediations AND Make-Ups:



- Course directors of PCC and SHS will communicate with students directly regarding specific components of make-ups and remediations. PCC exam schedules will be determined by the clinical skills center.

Completion of Foundation Phase:

- Students who fail a remediation or make-up OR do not complete a remediation or make up by the end of the specific block will only be allowed to continue in the curriculum if permitted by the Student Progress Committee (SPC). Please note students who are decelerated by the SPC will be asked to join the MS1 orientation on the first day of MS1 orientation.
- All Foundation Phase Courses must be completed and passed before students are permitted to take USMLE Step 1 and begin the Application Phase.

PROCEDURES:

NA