

Policy on Academic Remediation: Foundations Curriculum

I. PURPOSE

Students who do not achieve a satisfactory grade on benchmark assessments (e.g., summative exams, required assignments, etc.) or satisfactory attendance must be provided with an opportunity to remediate and to develop the necessary level of mastery of the subject matter. The Committee on Student Promotions has a key role in determining the type of remediation activity that is appropriate for each student's situation. The faculty on the Committee on Student Promotions are charged to globally evaluate individual student performance and use their judgment in making decisions. This policy defines the usual approaches that may be selected for specific situations.

II. SCOPE

This policy applies to:

- Medical students

III. POLICY

A. Benchmark Assessments

Students are expected to achieve a satisfactory grade on benchmark assessments and meet attendance expectations within the Foundations curriculum.

A table of Reference Guidelines summarizes the usual approaches that may be selected for specific situations (see Procedures, below).

The word "exam" refers specifically to "summative exam" and "remediation" refers to remediation attempts of the summative exam. (Example: A student who receives an unsatisfactory score on each the summative exam and the first remediation attempt would be considered as having 2 failures of 1 exam.)

Keystone Fundamentals

Students must attain the passing threshold for each of the three (3) summative exams individually in order to pass the course. Students receiving an unsatisfactory score on any summative exam will be contacted in writing by the Assistant Dean for Foundations to discuss a

remediation plan. Unsatisfactory scores must be remediated by the end of January, and may be remediated earlier pending approval of the Assistant Dean for Foundations (e.g., flex weeks, winter recess). Two (2) and only two remediation attempts are permitted for each summative exam. Students with two (2) unsatisfactory scores inclusive of summative exams and/or unsuccessful remediation attempts of those exams will be referred to the Academic Success Team for additional support and referred to the Committee on Student Promotions for consideration of academic observation. Any student with an unsatisfactory score on one or more summative exams and unable to remediate by the end of January will receive a failing grade for Keystone Fundamentals and will be referred to the Committee on Student Promotions for consideration of repeating Keystone Fundamentals. If a student wishes to take advantage of the two available remediation attempts, then they must take the 1st remediation exam by the end of the second week of January and, if needed, take the 2nd remediation attempt by January 31st. If a student fails to schedule their 1st remediation attempt by the end of the second week of January, then they forfeit their 2nd remediation attempt. Students must successfully pass Keystone Fundamentals in order to remain enrolled in Organ Systems.

Organ Systems

Students must attain the passing threshold for each summative exam in Organ Systems (OS). Students receiving an unsatisfactory score on any summative exam will be contacted in writing by the Assistant Dean for Foundations to discuss a remediation plan. Unsatisfactory scores in the OS MS1 Spring block must be remediated no later than the following July 15. Students must successfully pass all of MS1 Spring Organ block before beginning the MS2 Fall Organ block. Unsatisfactory scores in the OS MS2 Fall block must be remediated before the start of the pre-clerkships course. Two (2) and only two remediation attempts are permitted for each summative exam. Remediation may occur earlier pending approval of the Assistant Dean for Foundations (e.g., flex weeks, summer or winter recess). Students with two (2) unsatisfactory scores inclusive of summative exams and/or unsuccessful remediation attempts of those exams will be referred to the Academic Success Team for additional support and referred to the Committee on Student Promotions for consideration of academic observation. Any student with an unsatisfactory score on one or more summative exams and unable to successfully remediate by the stated deadlines will receive a failing grade for the OS Block in which the exam was scheduled, and will be referred to the Committee on Student Promotions for consideration of repeating Organ Systems (MS1 Spring and/or MS2 Fall) accordingly.

Patient Centered Care:

Students must satisfactorily complete required clinical session activities and assignments. Deadlines for completion of required benchmarks are as detailed for Keystone Fundamentals (end of January) and the Organ Systems semesters (July 15 and prior to the start of pre-clerkships, respectively). Students not meeting stated deadlines will receive a failing grade and

will be referred to the Committee on Student Promotions for consideration of repeating Patient Centered Care.

Other Courses

Other courses and content areas include and are not limited to: Evidence, Discovery and Reasoning; Physician, Patient and Society; Community Alliance Program; Longitudinal Alliance Program; Social Medicine; Leadership; Clinical Reasoning; Interprofessional Education; and Longitudinal Research Program. As appropriate to each course or topic, assessment questions will be embedded in the summative exams for Keystone Fundamentals and Organ Systems. Remediation procedures are as described above. Students must additionally satisfactorily complete required assignments in order to pass the respective course. Deadlines for completion of required benchmarks are as detailed for the Keystone Fundamentals and Organ Systems semesters.

Attendance (all courses)

The academic consequences of excused and unexcused absences are described in the Policy on Absence and Attendance.

B. Grading Thresholds

The threshold for a satisfactory grade will be set by the block directors (Keystone Fundamentals, Organ Systems) and/or course director in conjunction with Assistant Dean for Foundations and the Director of Medical Student Assessment using criterion-referenced methods. For summative exams, this group will ensure that each assessment will either have an overall passing threshold or multiple content-specific passing thresholds (e.g., a passing threshold for all endocrinology questions and a separate passing threshold for reproductive biology questions). These assessments and passing thresholds will be vetted and approved by the Assessment Subcommittee of the Curriculum Committee, prior to utilization. All passing thresholds will be communicated clearly and transparently to students in the course syllabus.

C. Committee on Student Promotions

The Committee on Student Promotions (CSP) will be informed of all students with two (2) non-remediated unsatisfactory scores, in any combination of initial assessment and/or remediation assessment, for consideration of academic observation (monitoring student progress). Students with three (3) non-remediated unsatisfactory scores, in any combination of initial and remediation assessment, will be referred to CSP for consideration of the student's situation. This review will involve a consideration of performance and the difficulty of the individual courses in

which the student has not yet achieved a satisfactory grade, without focus on performance in courses that were passed. The student will have the opportunity to decide whether the CSP should be able to review their formative assessment performance, or only their summative assessments.

Based upon their review, and in consultation with the guidelines in this policy, the CSP may choose to recommend:

- A full or partial repeat of the academic year
- Academic Leave of Absence
- Dismissal

A student who is required to repeat the entire year will be required to take and pass all of the courses during that year, including courses that had previously been completed satisfactorily, unless they receive a specific exemption by the CSP. This applies to all curriculum years.

IV. POLICY AUTHOR(S)

- Office of Medical Education
- Remediation subcommittee of the Foundations Assessment Working Group of the Curriculum Reform Task Force (Phase 3)

V. RELATED POLICIES AND PROCEDURES

- Policy on Academic Dismissal and Appeals
- Policy on Academic Observation
- Policy on Leave of Absence
- Policy on Requirements for Granting of the MD Degree
- Policy on Structure and Function of the Committee on Student Promotions
- Policy on Standards for Performance and Academic Progress
- Policy on Time Limitations for Completing Portions of the MD Degree Program
- Policy on USMLE Examinations
- Policy on Absence and Attendance

VI. REFERENCES

- LCME Standard 9.9: Student Advancement and Appeal Process: A medical school ensures that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A subset of medical students may have academic requirements in addition to the core standards if they are enrolled in a parallel curriculum. A medical school ensures that there is a fair and formal process for taking any action

that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.

- LCME Standard 10.3: Policies Regarding Student Selection/Progress and Their Dissemination: The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

VII. APPROVALS

Dean, School of Medicine, originally approved December 30, 2018; revised December 16, 2019.

Curriculum Committee, revision approved August 7, 2023.

Education Policy Council, revision approved August 24, 2023.

Executive Committee, revision approved November 1, 2023.

Dean, School of Medicine, revision approved January 22, 2024.

VIII. PROCEDURES

Reference Guidelines: The following table summarizes the usual approaches that may be selected for specific situations:

	Keystone Fundamentals	Organ Systems
Assessments Expectations	Students must attain the passing threshold on each of the 3 exams individually in order to pass the course	Students must attain the passing threshold on the summative exam in order to pass the course For twinned OS courses with a common summative exam, the grading threshold applies to content for each <u>organ system content area</u> rather than to a single score for the summative exam as a whole

Remediation Timelines	Exams must be successfully remediated by end of January	Remediation of Spring semester exams must be completed by July 15 Remediation of Fall semester exams must be completed before the start of the pre-clerkships course
Unsatisfactory, 1 exam	Student consults with Assistant Dean for Foundations Case-by-case, the student may be encouraged to remediate exam in a Flex week or later Not referred to the Committee on Student Promotions unless remediation expectations are not achieved	Same as Keystone Fundamentals
Unsatisfactory, 1 non-remediated exam plus successfully remediated exam(s)	As above	Same as Keystone Fundamentals
Unsatisfactory, 2 non-remediated exams (inclusive of Unsatisfactory scores on remediation attempts)	Student referred to the Committee on Student Promotions for consideration of the individual's particular circumstance and academic observation	Student referred to the Committee on Student Promotions for consideration of the individual's particular circumstance and academic observation
Unsatisfactory, 3 exams (inclusive of remediation attempts)	Student referred to the Committee on Student Promotions for consideration of the individual's particular circumstance Students referred to the Committee on Student Promotions for consideration of repeating Keystone Fundamentals	Student referred to the Committee on Student Promotions for consideration of the individual's particular circumstance Students referred to the Committee on Student Promotions for consideration of repeating relevant Organ Systems (Spring and/or Fall) accordingly

Course leaders will provide students with an outline of requirements for remediation of required activities. A student's plan for remediation should be based on discussions with the relevant course leader(s), the student's Advisory Dean, and Assistant Dean for Foundations. Students should review the exam and relevant course materials, and meet with course faculty to identify specific weaknesses. They should also meet with a learning specialist to discuss remediation and overall academic progress. In the rare event that a student, course leader, and Assistant Dean for Foundations are unable to come to a shared agreement regarding a remediation plan, the Associate Dean of Medical Education will adjudicate.

All exams must be taken on-site and in-person, in alignment with standard practices for National Board of Medical Examiners (NBME) testing. Only one exam can be taken at a single session.

Students should schedule exams with OMED's assessment specialist. Multiple, defined times will be established for remediations to allow for flexibility. The student should plan their schedule with the recognition that they must successfully complete all remediations by the stated deadlines. A student who has taken a remediation exam is not to discuss the exam with other students. All academic integrity/security procedures will be maintained during remediation exams.