

# Undergraduate Medical Education

## Student Progress and Promotion Policy

*Student Assessment Component: Policy #SA-06 v3*

*Supersedes: Policy #SA-06 v2*

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*Effective Date: July 1, 2019*

### 1.0 Guiding Principles

- 1.1. This policy guides the Progress and Promotions Committee (P&P) in its decisions regarding student progress in the MD Program.
- 1.2. In making a decision regarding a student's progress, P&P will consider a student's performance throughout the Program and any mitigating or extenuating circumstances.
- 1.3. Students will be given opportunity for input and response to deliberations and decisions of P&P either in writing and/or in person at the discretion of the Chair.
- 1.4. For the purpose of this policy, a "course" will mean any defined course of study in the MD Program at Queen's University, including but not limited to pre-clerkship courses, clinical skills courses, and clerkship courses or rotations.

### 2.0 MD Program - Student Assessment

- 2.1. A student will be awarded a pass or a fail in each course.
- 2.2. Students who fail 1 course in one academic year will be offered the opportunity for remediation and reassessment, which may include a supplemental exam and/or repeating all or part of the failed course. Students who fail 2 or more courses, a supplemental examination or a program of remediation and reassessment will be required to repeat the entire year including any previously passed courses. Students who fail 1 or more courses in an academic year that they are repeating will be required to withdraw.

- 2.3. The inclusion of any required remediation or reassessment on the Medical Student's Performance Record will be determined on an individual basis by P&P.
- 2.4. To be considered eligible for an MD Degree at the completion of the MD Program, a student must have demonstrated satisfactory achievement of the Curricular Goals and Competency Based Objectives of the MD Program by:

- Obtaining a pass standing on each course in the curriculum and
- Having no unresolved lapses of professionalism and
- Having no Level IV lapses of professionalism.

### **3.0 Mandatory Review**

- 3.1. Students who are identified by the examiners as having weak performance but not a failing grade in a course, subcomponents of a course or series of courses will be reviewed by P&P to consider the student's academic performance and extenuating circumstances.
- 3.2. After this review, P&P will ordinarily require students to undertake a program of remedial study and reassessment and/or to meet with identified individuals to evaluate and further develop personal learning needs or address any other issues impairing academic performance.

### **4.0 Professionalism**

- 4.1. The Professionalism Advisory Committee will advise P&P on the identification and consequences of lapses of professionalism in accordance with the Professionalism Policy and the Professionalism Advisory Committee Terms of Reference.

### **5.0 Remedial Programs**

- 5.1. The purpose of a remedial program is to assist a student in meeting course and Program objectives.
- 5.2. A remedial program may consist of repeating all or part of the material in a course or any other measures considered by P&P necessary to ensure the student has met the requirements of the curriculum.
- 5.3. Where a student is required to repeat a term, year or course, the student must meet the objectives of the specific term, year or course and be evaluated by the same methods as other students.

- 5.4. Where a remedial program consists of only part of a course, the criteria for achieving a passing grade will be determined in advance of the remediation.

## 6.0 Advanced Planning

- 6.1. Students with identified weaknesses may be considered for advanced educational planning by P&P.
- 6.2. Appropriate measures to reduce the possibility of bias in subsequent assessments must be ensured.
- 6.3. Student privacy and dignity must be valued and maintained.
- 6.4. Advanced educational planning will mean the discussion of specific learning needs and deficiencies of a student with Course Directors of subsequent Courses or Terms and will be limited to information that will facilitate ongoing remediation or student development.

## 7.0 Emergency Measures

- 7.1. Under exceptional circumstances, and where continuation of a student's educational or clinical activities is potentially detrimental to the safety or well-being of patients, staff or other students, a student's activities in the MD Program may be considered for emergency suspension.
- 7.2. Under such circumstances, the Dean or delegate and the Associate Dean of Undergraduate Education or delegate, individually but in consultation with each other, may take immediate action to suspend a student from further activity in the MD Program.
- 7.3. This suspension will be then be considered by P&P at the earliest possible opportunity for alteration or continuation

## 8.0 Reconsideration and Appeals

- 8.1. Decisions of P&P may be submitted to P&P for reconsideration or may be appealed to the Faculty of Health Sciences *Student Appeal Board* as follows:
- 8.1.1. **Reconsideration:** Students may submit a request for reconsideration to P&P in circumstances where the student asserts new information concerning extenuating circumstances that affected the student's performance, which information was not available to the student at the time P&P made its original decision.
- A student must submit a request for reconsideration in writing to P&P within the later of 14 calendar days of the decision or 14 calendar days from the date

on which the student was, or ought to have been, aware of the extenuating circumstances. P&P retains the right to deny a request for reconsideration based on undue delay between the date of its original decision and the date of the student's request for reconsideration.

- The student's submission must include all details of the extenuating circumstances, the impact such circumstances had on the student's performance and all documentation upon which the student intends to rely to substantiate his/her request for reconsideration.

8.1.2. **Appeal:** Students may submit an application for leave to appeal a decision of P&P to the Dean, Faculty of Health Sciences ("Dean"), who will review the ground(s) of appeal and will refer the matter for consideration by the Faculty of Health Sciences *Student Appeal Board* where appropriate.

- An application for leave to appeal must be submitted to the Dean within 14 calendar days from the issuance of P&P's decision
- The ground(s) of appeal shall be limited to alleged deficiencies in P&P's decision-making process; the *Student Appeal Board* shall not substitute its own judgment for that of the decision-maker on matters concerning the student's academic progress or assessment.
- Decisions of the Dean or of the Student Appeal Board will be final, subject only to a student's ability to access the procedure outlined in the Queen's University Senate Policy on "*Student Appeals, Rights & Discipline*".  
<http://www.queensu.ca/secretariat/policies/senateandtrustees/SARDPolicy.pdf>

## 9.0 Policy Renewal and Approval

9.1. This document will be reviewed and updated at least annually

9.2. This document will be reviewed by the MD Program Executive Committee and approved by the School of Medicine Academic Committee

### **Cross-References**

Professionalism Policy

Student Assessment Policy

Professionalism Advisory Committee Terms of Reference

Progress and Promotions Committee Terms of Reference