

# **Undergraduate Medical Education QuARMS Progress and Promotion Policy**

*Student Conduct Policy (Policy # SA-06 & SC-06)*

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*Lastest version approved by: Progress, Promotion and Remediation Committee*

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## **Guiding Principles**

This policy will guide the Progress, Promotions and Remediation Committee (PPRC) in its decisions, and QuARMS Operations Committee (QOC) in its recommendations, regarding student progress in the QuARMS Learning Stream, including entering the first year of the MD Program.

In making a decision regarding a student's progress in QuARMS, the PPRC will consider a student's performance throughout QuARMS and any mitigating or extenuating circumstances.

Status within the QuARMS Learning Stream does not impact a student's status in the Faculty of Arts and Science.

Students may voluntarily withdraw from QuARMS and continue their studies in the Faculty of Arts and Science with no academic penalty.

Until students are admitted to the MD Program, they will be bound by regulations stipulated by the Faculty of Arts and Science. These regulations include those pertaining to progression from year 1 to year 2 (see the Faculty of Arts and Science Calendar, Academic Regulations and University Policies: regulations 2 and 13).

## **Student Assessment**

A student will be awarded a pass or a fail in each assessment.

The QOC will review students with any assessment that has a failing grade. Based on this review, the QOC will make a recommendation to PPRC as to the options for remediation of the student in order to achieve pass standing. These options may include, but are not limited to, requiring the student to do one or more of the following:

- A repeat assessment;
- Undertaking a remedial program;
- Meeting with assigned individuals to evaluate further;
- Develop personal learning needs or address any other issues impairing academic performance;
- Repeating all or part of the program.

## **Mandatory Review**

Students who are identified by QOC as having weak performance but not a failing grade will be reviewed by PPRC to consider the student's academic performance and extenuating circumstances.

After this review, PPRC will ordinarily require students to undertake a program of remedial study and/or to meet with assigned individuals to evaluate and further develop personal learning needs or address any other issues impairing academic performance.

## **Professionalism**

Students referred to PPRC by the Professionalism Advisory Committee (PAC) will be reviewed in accordance with the Professionalism Policy and PAC Terms of Reference.

The definitions of minor, major and critical lapses of professionalism are as found in the Professionalism Policy.

Students who have committed major lapses of professionalism will be required to undertake a program of remediation in professionalism as defined by PPRC or may be required to withdraw from the QuARMS Program and may not progress to the MD Program.

Students who commit critical lapses of professionalism will ordinarily be required to withdraw from the QuARMS Program and may not progress to the MD Program.

## **Remedial Programs**

The purpose of a remedial program is to assist a student in overcoming deficiencies.

A remedial program may consist of repeating all or part of the QuARMS Learning Stream or any other measures considered by PPRC necessary to ensure the student has met the requirements of the curriculum and be granted a pass standing.

Remedial work will be done during a period of time designated by the QOC, with the exception of professionalism concerns, which may be remediated at any time designated by PPRC

Where a student is required to repeat an element of the QuARMS curriculum, the student must meet the objectives of the assignment and be evaluated by the same methods as other students.

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

## **Forward Feeding**

Students with identified weaknesses may be considered for forward feeding by PPRC.

Appropriate measures to reduce the possibility of bias in subsequent assessments must be ensured.

Student privacy and dignity must be valued and maintained.

Forward feeding will mean the discussion of specific learning needs and deficiencies of a student with designated instructor of subsequent parts of the QuARMS curriculum and will be limited to information that will facilitate ongoing remediation or student development.

## **Progress to the MD Program**

To be considered eligible for Progress to the MD Program at the completion of the QuARMS Program, a student must:

- Complete 60 units in an Honours degree plan in the Faculty of Arts and Science
- Obtain a minimum cumulative GPA of 3.5 as defined by the Faculty of Arts and Science
- Meet the criteria to be placed on the Dean's Honours List in the Faculty of Arts and Science in Year 2
- Obtain a pass standing on all components of the QuARMS curriculum
- Have demonstrated satisfactory professional behavior as determined by the PPRC

## **Appeals**

Appeals of the decisions of PPRC will follow the appeals procedure outlined in the PPRC Terms of Reference.

Appeals of the recommendations of QOC or the Professionalism Advisory Committee (PAC) will be to the PPRC.

## **Leaves of Absence**

The Director of Student Progress, Promotion and Remediation or the Associate Dean of UGME, or delegate may grant Medical/Emergency Leaves immediately. In all instances, PPRC will be notified at the next possible opportunity. Students must provide documentation in support of the leave at the time of the request or as soon as possible and again at the time of reintegration. Reintegration will be considered by PPRC at the time and is likely to include remediation or repeating curricular elements previously passed.

All other leaves of absence will be in accordance with the QuARMS Policy on Attendance and Absence.

## **Emergency Measures**

Under exceptional circumstances, and where continuation of a student's educational activities is potentially detrimental to the safety or well-being of patients, staff or other students, a student's activities in the QuARMS Learning Stream may be considered for emergency suspension.

Under such circumstances, the Director of Progress, Promotions and Remediation, the Dean or delegate and the Associate Dean of Undergraduate Education, individually but in consultation with each other, may take immediate action to suspend a student from further activity in the QuARMS Learning Stream.

All suspensions will then be considered by PPRC at the earliest possible opportunity for alteration or continuation.

## **Policy Renewal and Approval**

This document will be reviewed and updated at least annually by PPRC and the QOC.

This document will be reviewed and approved in its entirety by the MD Program Executive Committee.