

Undergraduate Medical Education

Student Progress and Promotion Policy

Student Assessment Component: Policy #SA-06 v2

Supersedes: Student Assessment Policy (Policy #SA-06); QuARMS

Progress and Promotions Policy (Policy #SC-06)

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1.0 Guiding Principles

- 1.1. This policy will guide the Progress and Promotions Committee (P&P) in its decisions regarding student progress in the MD Program and the Queen's University Accelerated Route to Medical School (QuARMS).
- 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 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

- 2.1. Student Assessment
- 2.2. A student will be awarded a pass or a fail in each course.
- 2.3. The appropriate examiners will review students with a final failing grade in a course. Based on this review, the examiners will make a recommendation to P&P as to the options for remediation of the student in order to achieve pass standing in that course. These options may include, but are not limited to, requiring the student to do one or more of the following:

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- Write a supplemental examination.
 - Undertake a remedial program with reassessment.
 - Meet with assigned individuals to evaluate and further develop personal learning needs or address any other issues impairing academic performance.
 - Repeat the course and/or year.
- 2.4. Year 1 and 2 – students who fail 1 course will be offered the opportunity for remediation and reassessment, which may include a supplemental exam. Students who fail 2 or more courses or a supplemental examination will be required to repeat the entire year including any previously passed courses. Students who fail 1 or more courses in a year that they are repeating will be required to withdraw.
- 2.5. Year 3 and 4 – students who fail 1 clerkship clinical course, including an elective course, will be offered the opportunity for remediation and reassessment, which may include repeating the course. Students, who fail 2 or more clerkship clinical courses or fail a program of remediation and reassessment, will be required to repeat all or part of the clerkship including any previously passed courses. Students who fail one or more courses while repeating the clerkship will be required to withdraw.
- 2.6. C1 (Preparation for Clerkship) – students who fail the course will be required to complete remediation and be reassessed in order to pass the course. Students who fail the reassessment will have individual consideration by P&P and may be required to complete all or part of the pre-clerkship curriculum.
- 2.7. C2 (Complex Presentations) – students who fail the course will be required to complete a program of remediation and pass a reassessment. Students who fail the reassessment or the remediation will be required to repeat clerkship.
- 2.8. C3 (Readiness for Residency) – students who fail the course will be reviewed individually and may be required to complete a program of remediation and reassessment prior to graduation.
- 2.9. 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.
- 2.10. 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 critical lapses of professionalism and
 - Having no un-remediated minor or major lapses of professionalism.

3.0 QuARMS Program

3.1. Governing Principles

- 3.1.1. Status within QuARMS curriculum overseen by the School of Medicine does not impact a student's status in the Faculty of Arts and Science.
- 3.1.2. Students may voluntarily withdraw from QuARMS and continue their studies in the Faculty of Arts and Science with no academic penalty.
- 3.1.3. 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).

3.2. QuARMS Student Assessment and Remediation

- 3.2.1. A student will be awarded a pass or a fail in each assessment in the QuARMS curriculum.
- 3.2.2. The QuARMS examiners will review students with any QuARMS curriculum assessment overseen by the School of Medicine that has a failing grade. Based on this review, the examiners will make a recommendation to P&P as to the options for remediation of the student in order to achieve pass standing on that assessment. 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.
- Progress to MD Program

3.3. To be considered eligible to progress to the MD Program at the completion of QuARMS, a student must:

- Complete 60 units in an Honours degree plan in the Faculty of Arts and Science and
- 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 and

- Obtain a pass standing on all components of the QuARMS curriculum overseen by the School of Medicine and
- Have no critical lapses of professionalism and
- Have no un-remediated minor or major lapses of professionalism.

4.0 Mandatory Review

- 4.1. 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.
- 4.2. After this review, P&P will ordinarily require students to undertake a program of remedial study and reassessment and/or to meet with assigned individuals to evaluate and further develop personal learning needs or address any other issues impairing academic performance.

5.0 Professionalism

- 5.1. The Professionalism Advisory Committee will advise P&P on the identification and consequences of lapses of professionalism as minor, major or critical in accordance with the Professionalism Policy and the Professionalism Advisory Committee Terms of Reference.

6.0 Remedial Programs

- 6.1. The purpose of a remedial program is to assist a student in overcoming deficiencies.
- 6.2. 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.
- 6.3. 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.
- 6.4. 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.

7.0 Advanced Planning

- 7.1. Students with identified weaknesses may be considered for advanced educational planning by P&P.
- 7.2. Appropriate measures to reduce the possibility of bias in subsequent assessments must be ensured.

- 7.3. Student privacy and dignity must be valued and maintained.
- 7.4. 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.
- 7.5. Advanced educational planning may include offering a student an enrichment curriculum so that they may undertake additional core and elective rotations to maximize their career exploration and maximize their ability to match to a postgraduate program.

8.0 Leaves of Absence

- 8.1. The Chair of P&P or the Associate Dean of UGME, or delegate may grant Medical/Emergency Leaves immediately. In all instances, P&P 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 P&P at the time and is likely to include remediation or repeating curricular elements previously passed.
- 8.2. Planned Leaves will be granted by P&P with an appropriate request and plan, in writing. Reintegration should normally be part of the plan for leave and is likely to include remediation or repeating curricular elements previously passed.
- 8.3. Students in the MD/PhD-MD/Masters program will have an identified reintegration plan.

9.0 Emergency Measures

- 9.1. 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.
- 9.2. Under such circumstances, the Chair of P&P, 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 MD Program.
- 9.3. This suspension will then be considered by P&P at the earliest possible opportunity for alteration or continuation

10.0 Reconsideration and Appeals

- 10.1. 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:

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- 10.1.1. **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.
- 10.1.2. **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>

11.0 Policy Renewal and Approval

- 11.1. This document will be reviewed and updated at least annually by P&P and the Academic Affairs Committee
- 11.2. 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