

## MD Program

### Progress and Promotion Policy

*Student Assessment Component: Policy #SA-06 v4*

*Supersedes: Policy #SA-06 v3*

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*Approved by MD PEC: September 18, 2018, June 26, 2025*

*Approved by SOMAC: October 4, 2018, Pending*

*Approved by Faculty Board: August 15, 2025*

*Revision: November 22, 2012 (original)*

*August 27, 2014*

*(v2) September*

*18, 2018 (v3)*

*June 2025*

*Effective Date: August 15, 2025*

*Original Effective date: July 1, 2019*



**Queen's**  
UNIVERSITY

#### 1. Guiding Principles

- 1.1 This policy guides decisions regarding student progress in the MD Program.
- 1.2 In deciding a student's progress, the MD Program will consider a student's performance throughout the MD Program and any mitigating or extenuating circumstances.
- 1.3 Students will be given an opportunity for input and response to decisions of the MD Program that would impede progress through the MD program, and/or alter their graduation date.
- 1.4 For the purpose of this policy, a "course" means 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.

1.1. For the purposes of this policy a course director is equivalent to an instructor

1.2. "Business Day" means any day that the university is open for normal business, excluding weekends, statutory holidays, and any day the university is closed or shut down.

#### 2. MD Program - Student Progress

- 2.1. 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 successfully completed all required remediation and
  - Having no unresolved lapses of professionalism and
  - Having no Level IV lapses of professionalism.

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- 2.2. Each student will receive a grade of 'pass' or 'fail' in each course from the course director.
- 2.3. If a student fails to fulfill certain required elements of the course required criteria to pass a course during the course, the course director may permit the student to undertake additional assignments and/or reschedule certain requirements to allow the student to fulfill the required course elements.<sup>1</sup>

### 3. Mandatory Academic Review

- 3.1. Students in academic difficulty will be reviewed by the Academic Performance Advisory Group (APAG) holistically and on a regular basis<sup>2</sup>. The APAG will track their performance longitudinally through the planned 4-year curriculum and make recommendations to the Chair of the APAG.
- 3.2. The Chair of the APAG has delegated authority from the MD Program Associate Dean to review student academic performance and prescribe comprehensive learning and/or remediation plans.
  - 3.2.1. The Chair of the APAG can receive recommendations from an individual course director about the content and requirements of a remediation plan, but the Chair can modify/alter those recommendations and makes the final decision about the content and requirements for the remediation plan.
  - 3.2.2. The Chair of the APAG can also recommend to the MD Program Associate Dean that a student repeat a year of study or recommend the student's withdrawal from the MD Program.
- 3.3. Students will receive the requirements of the APAG Chair's remediation plan in writing.
- 3.4. If the remediation plan designed by the APAG Chair does not impede a student's progress in the MD Program, the decision to impose a remediation plan is final.
- 3.5. It is the responsibility of the Chair of the APAG, with advice from the APAG, to determine if a student has successfully completed a remediation plan.
- 3.6. Students who have been on leave from the MD Program for more than 1 academic year will be reviewed by the APAG; the APAG Chair will, with the advice of the APAG, determine if any academic programming and/or assessments are required prior to re-entering the MD Program.
- 3.7. The inclusion of any required remediation or reassessment on the Medical Student Performance Record will be determined on an individual basis in the sole discretion of the Associate Dean MD Program, except that any period of academic probation imposed *will* be included on the Medical Student Performance Record.

### 4. Remediation Plans

- 4.1. The purpose of a remediation plan is to assist a student in meeting course and MD Program objectives.
- 4.2. A remedial program may require the student to:
  - 4.2.1. repeat all or part of the material and/or assessments in a course;
  - 4.2.2. complete new assessments including supplemental exams;
  - 4.2.3. complete additional clinical time; or,
  - 4.2.4. any other measures considered necessary by APAG Chair to ensure the student has met all

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<sup>1</sup> Course directors should consult the MD Program Student Assessment Policy.

<sup>2</sup> Please see the APAG Terms of Reference.

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requirements of the curriculum before progressing to the next year or stage of the MD Program.

- 4.3. If a student is required to repeat a term, year or course, the student must meet all objectives of the specific term, year or course, and must be evaluated by the same methods as other students.
- 4.4. If a student is required to repeat an entire year of the MD program, it will be considered academic probation.
- 4.5. The criteria for successfully completing a remediation plan and achieving a passing grade will be stipulated in writing before the period of remediation begins.
- 4.6. The APAG will actively monitor the student's progress throughout the remediation plan.
- 4.7. If, during the remediation plan, a student is failing to meet requirements and is identified by the APAG as being at risk of being placed academic probation, the APAG Chair, with the advice of the APAG, may instead permit the student to continue the remediation plan, but may amend the remediation plan requirements. The APAG Chair will advise the student in writing of any revised or additional requirements they must satisfy to successfully complete their remediation plan and progress to the next academic year.

## 5. Academic Probation

- 5.1. A student is on academic probation if they fail to successfully complete all requirements of a remediation plan. In this circumstance, the student will be required to repeat the academic year.
- 5.2. A student will be on academic probation if an APAG remediation plan requires a student repeat an entire year of study and has been approved by the Associate Dean MD program.
- 5.3. If, at the end of remediation plan, the APAG Chair, with advice from the APAG, determines the student has failed to complete all requirements of the remediation plan (as amended by the APAG Chair, if applicable), the APAG Chair will advise MD Program Associate Dean and recommend that the student be placed on academic probation.
- 5.4. During academic probation the Chair of the APAG, with the advice of the APAG, will determine what, if any, further remediation requirements are appropriate.
- 5.5. If the APAG Chair determines, with advice from the APAG, the student did not successfully complete all requirements of their academic probation, the Chair of the APAG will advise MD Program Associate Dean and recommend that the student be required to withdraw from the MD program.
- 5.6. When on academic probation, students must normally pass all courses in the academic year they are repeating regardless of having passed any course(s) previously.
  - 5.6.1.Upon failing any individual course when on academic probation, the student will be required to withdraw from the MD program immediately, unless the APAG Chair recommends otherwise to the MD Program Associate Dean and if the recommendation is accepted (with or without conditions).
- 5.7. Throughout the MD Program, students will only be placed on academic probation once. After successfully completing a period of academic probation, further failures to meet the academic requirements of the Program (with or without a further period of remediation) will result in the student being required to withdraw from the Program.
- 5.8. Students who have been placed on academic probation will continue to be monitored by the APAG for the duration of their MD Program.

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## 6. Request for Reconsideration of APAG Decision

**6.1** If the APAG Chair's remediation or probation plan would impede a student's progress in the program (*i.e.*, if it will require the student to repeat a year of study and/or alter their graduation date) the APAG Chair will submit the remediation plan as a recommendation to the MD Program Associate Dean

**6.1.1** The Associate Dean will advise the student of the recommendation in writing before deciding whether to accept the recommendation.

**6.1.1.1** The student will have 10 business days after receiving the Associate Dean's written notice to provide a written submission detailing extenuating circumstances that they wish to be considered.

**6.1.1.2** The student will be required to meet with the MD Program Associate Dean to discuss the APAG Chair's recommendation, even if they provided a written submission.

**6.1.1.3** The MD Program Associate Dean (or delegate) will schedule the meeting as soon as reasonably possible after the student's 10 business day response period has expired, normally within a further 10 business days.

**6.1.1.3.1** The student is permitted to bring a support person to the meeting.

**6.1.1.4** No less than 2 business days before the scheduled date of the meeting, the student must advise the Associate Dean whether they will be accompanied by a support person, and if so the name and nature of the support person's role (*e.g.*, parent, friend, personal advisor, legal counsel, *etc.*)

**6.1.1.5** When assessing the APAG Chair's recommendation, the MD Program Associate Dean will consider the APAG Chair's rationale for the recommendation as well as extenuating circumstances raised by the student.

**6.1.1.6** The MD Program Associate Dean can accept, reject, or revise the recommendation of the APAG Chair.

**6.1.1.7** The MD Program Associate Dean's decision and reasons will be provided to the student in writing.

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## 7. Mandated Academic Resources

**7.1** Students with identified academic weaknesses may be required to engage with educational resources (such as a course director, an academic advisor or learner wellness), as determined by the Chair of the APAG. The APAG will monitor the student's progress and may seek appropriate/permited feedback from such educational resources.

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## 8. Emergency Measures

**8.1** Under exceptional circumstances, and where continuation of a student's educational or clinical activities is potentially detrimental to the safety or well-being of the student, patients, staff or other students, their continued participation in the MD Program may be considered by the Associate Dean of the MD Program for emergency suspension.

**8.2** Under such circumstances, the Associate Dean of the MD Program, in consultation with the Vice Dean, Education, may take immediate action to suspend a student from further participation in the MD

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Program.

8.3. This suspension will then be reviewed by the Dean at the earliest possible opportunity to determine if the suspension should be lifted or should be continued, with or without remediation requirements.

## **9. Appeals**

9.1. Decisions of the Associate Dean MD Program may be appealed to the Faculty of Health Sciences Student Appeal Board in accordance with that Board's Rules of Procedure.

## **10. Policy Renewal and Approval**

10.1. This document will be reviewed and updated at least once every three years.

10.2. 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 Committee Terms of Reference

Academic Progress Advisory Group Terms of Reference