

Policy: Reassessment and Remediation

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
2015	June 2025	<ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Foundational Education Subcommittee

POLICY STATEMENT

Students who do not meet the course competencies may be given the opportunity to remediate. Students who do not meet the competencies for a specific unit within a course may be allowed to retake the final unit exam. The schedule for these processes is managed by the Office of Medical Education in collaboration with course and unit directors.

SCOPE

This policy applies to all courses in Academic Years 1 and 2.

REASON FOR POLICY

To support curricular management and assessment processes

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
 Course Coordinators
 Assistant Director of Assessment and Evaluation
 Associate Director for Academic Support Services
 Office of Assessment and Testing
 Assistant Dean for Foundational Education

Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: 2015

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): June 2025

Comments on Revision (*if applicable*):

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PROCEDURE STATEMENT

- A. Remediation of longitudinal courses (no units): Students not achieving the minimum passing grade (final grade 72 or below) may be given the opportunity to remediate.
- The Course Director (CD) is responsible for developing the remediation criteria and format.



- The CD must meet with the student and discuss the remediation plan. An official form is filled out with a detailed remediation plan, including resources, assignments and deadlines, and the exact format and criteria for the remediation.
 - If a single exam is used, this must be different than the final exam.
 - The CD gives the exam to the Office of Assessment and Testing (OAT).
- B. Reassessment of units: Students with a final unit grade (score below 72) are given a temporary “Unsatisfactory Pending Reassessment (UPR)” and may be allowed to retake the final exam.
 - When the final exam has more than one component, the Unit Director (UD) decides if all components are necessary, and the proportion of each component (e.g., NBME exam and a Diagnostic reasoning exam).
 - The UD meets with the student to provide support and guidance; the UD confirms with OAT the exam to use.
 - All units within a course must be successfully completed with a grade at or above 72 (S, satisfactory) to pass the course. Only the failed unit needs to be remediated.
- C. The Office of Medical Education coordinates all remediation and reassessments.
 - The Assistant Dean for Foundational Sciences Curriculum in collaboration with the Associate Director for Academic Year 1 and Year 2 schedules all dates for remediation and reassessments at the beginning of the year.
 - Schedule is communicated to CD/UD and is included in the syllabus.
 - Remediations of longitudinal courses occur at the end of each academic year.
 - Reassessments exams occur during the next academic break, or the week immediately following a break. Reassessment blocks are as follows:
 - December break between Foundations and Organ System I (or first week of Organ System I)
 - Spring break between Organ System I and Organ System II (or first week of Organ System II)
 - Summer break between Organ System II and Organ System III (or first week of Organ System III)
 - Winter break between Organ System IV and Organ System V (or first week of Organ System V)
 - Break before Year 3.
 - The OAT emails students the place and time of examinations.
 - Students are asked by OAT to confirm attendance by email.
- D. Any changes to the schedule provided at the beginning of the year must be discussed with and approved by the Assistant Dean for Foundational Sciences Curriculum.

- Students with more than one remediation/reassessment exam in the same block must meet with the Assistant Dean for Foundational Sciences Curriculum to discuss alternative dates.

- Only two remediations per block are allowed. A third remediation is scheduled during the next remediation block.

When it is necessary to schedule exams during another course, they should only happen during the first week immediately following the break and during free time (unscheduled class time). Students should not miss other classes, mandatory or otherwise, to take these exams.

E. Outcomes of remediation/reassessment

- Grades are provided by the OAT to the CD/UD and Assistant Dean for Foundational Sciences Curriculum.
- The UD/CD confirms successful remediation/reassessment (or not) based on the previously agreed criteria.
- The course coordinator informs the Assistant Director of Assessment and Evaluation which students met, and which students did not meet, the criteria to pass the remediation/reassessment.
- The Assistant Director of Assessment and Evaluation notifies the student of outcome of remediation/reassessment (pass or fail) and reports it to the Associate Dean for Medical Education, Assistant Dean for Foundational Sciences Curriculum.
- A change of grade form is submitted to the Registrar's Office. The Registrar's office communicates with IT to update CanvasMed.

- A successful remediation is converted into a "F/P" for courses and an "S" for units.

F. The Associate Director for Academic Support Services maintains records of all remediation/reassessment and their outcomes.

- MSEPC may recommend adverse actions that will cancel scheduled remediations.

G. The number of course remediation/reassessment and student status are discussed by the Foundational Education Committee on an annual basis; the committee also reviews schedule as part of workload review.