

Remediation Guideline Policy

Owner Department: Office of Student Affairs, Office of Academic Affairs

Owner: Associate Dean of Student Affairs, Associate Dean of Academic Affairs

Affected Department(s) or Parties: All enrolled students of Carle Illinois College of Medicine

Effective Date: June 7, 2017

Revision Date: May 28, 2020

Next Review Date: May 28, 2021

Policy Number: APS-17

1. Policy

- 1.1. At the discretion of the course/clerkship director, Office of Student Affairs, and Office of Academic Affairs, students may remediate minor academic deficiencies and professionalism lapses.
- 1.2. The course/clerkship director, Office of Student Affairs, and Office of Academic Affairs will collaboratively develop, review, and approve the remediation plan.
 - 1.2.1. The remediation plan will include a timeline for completing the remediation and assessment process.
 - 1.2.2. Students will be assigned an Incomplete grade until remediation and assessment is complete.
 - 1.2.3. Students who do not meet the deadlines specified within the remediation plan will earn an Unsatisfactory grade.
 - 1.2.4. Students who do meet the standards specified in the remediation plan will earn an Unsatisfactory grade.
- 1.3. The Student Progress and Promotions Committee will provide oversight of the remediation process.

2. Phase 1, First Year Guidelines

- 2.1. Students can remediate a total of two courses or curriculum level assessments (NBME Progress Exams*, Gateway OSCEs, Lab Practicals) during the first year of Phase 1.
- 2.2. Students cannot remediate more than two courses or curriculum level assessments. If a student needs to remediate more than two, they must repeat the entire academic year. Students will earn an Unsatisfactory grade for all three courses.

- 2.3. The Discovery Learning Elective period will be used for remediation.
- 2.4. *Students do not need to remediate their first failed NBME Progress Exam across both year 1 and year 2 of Phase 1. They will need to remediate subsequently failed exams. The passing score required for NBME progress exams will be 70%, or 1 SD below the class mean if a different benchmark is used as the passing cutoff.
- 2.5. Unsatisfactory performance on the designated remediation plan and assessment, or three unsatisfactory performances in one academic year, will necessitate a probation hearing with the Student Progress and Promotion Committee.
- 2.6. Exceptions to this policy will be considered for medical or personal circumstances and will be reviewed by the Student Progress and Promotions Committee.

3. Phase 1, Second Year Guidelines

- 3.1. Students can remediate two courses or curriculum level assessments (NBME Progress Exams*, Gateway OSCEs, Lab Practicals) during the second year of Phase 1. They must successfully remediate the courses before progressing to Phase 2 clerkships .
- 3.2. Students cannot remediate more than two courses or curriculum level assessments. If a student needs to remediate more than two, they must repeat the entire academic year. Students will earn an unsatisfactory grade for the third course.
- 3.3. *Students do not need to remediate their first failed NBME Progress Exam across both the first and second year of Phase 1. They will need to remediate subsequently failed exams. The passing score required for NBME progress exams will be 70% or 1 SD below the class mean if a different benchmark is used as the passing cutoff.
- 3.4. Unsatisfactory performance on the designated remediation plan and assessment, or three unsatisfactory performances during the second year, will necessitate a probation hearing with the Student Progress and Promotions Committee.
- 3.5. If a student has repeated the first year because of academic difficulties, they may not repeat the second year due to academic difficulties. This pattern will necessitate a dismissal hearing with the Student Progress and Promotion Committee.
- 3.6. Exceptions to this policy will be considered for medical or personal circumstances and will be reviewed by the Student Progress and Promotion Committee.

4. Phase 2 and 3 Guidelines

- 4.1. Students can remediate up to two clerkships, sub-internships, or electives across both Phase 2 and Phase 3 of the curriculum. Students must remediate Phase 2 and 3 courses and clerkships within six months (exceptions may occur if capacity issues prevent this time limitation).
- 4.2. If the deficiency in a clerkship is solely failure to achieve a passing score on the NBME subject examination (“shelf exam”), the students may retake the exam once as part of their remediation plan, without being required to repeat the entire clerkship. If the student achieves a passing score on the second attempt, the student will receive a Pass grade for the course; this will still count as one of the two permissible Phase 2

remediations. Students who fail a shelf exam on a second attempt will receive an Unsatisfactory grade and will be required to repeat the entire clerkship.

- 4.3. Unsatisfactory performance on the designated remediation plan and assessment, or two unsatisfactory performances during Phase 2 and/or Phase 3, will necessitate a probation hearing with the Student Progress and Promotions Committee.

Governing Body: Curriculum Oversight Committee

History:

Created: June 7, 2017

Revised: W. Pluta February 26, 2018, June 17, 2020

Approved By/Date:

Administrative-Office of Student Affairs, Office of Academic Affairs February 26, 2018,
Curriculum Oversight Committee June 17, 2020