

Title:	Advancement, Promotion, Graduation and Academic Standing	Number:	014
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	20 June 2022	Next Review:	01 June 2025
Effective Date:	04 July 2022		
Audience:	Students, Faculty and Staff		
Purpose:	Describes the criteria for advancement, promotion, graduation and academic standing and the consequences for students who do not meet the criteria.		
Related Policies and Procedures:	<ol style="list-style-type: none"> 1. Years 1- 4 Course Syllabi and Assessment Packages 2. Years 3 and 4 WBA Review and Support Processes 3. Assessment, Grading & Standards of Achievement (#004) 4. Academic Advising: Requested, Recommended and Required (#015+036) 5. Program Policy on Leave of Absence (#002) 6. Documentation on Medical Student Performance Record (#012) 7. Professional Standards for Learners and Faculty Members in the Faculties of Medicine and Dentistry at the University of British Columbia 8. Appeal Process for Appeals on Academic Standing for Undergraduate Medicine, Undergraduate Medical Laboratory Sciences and Midwifery Programs in the Faculty of Medicine 9. Sections of the UBC Calendar pertaining to Academic Assessment, Academic Concession, Academic Standing and Advancement Regulations 		
Exclusions:	None		
Calendar Statement:	UBC Calendar		
Contact:	Chair, Student Promotion & Review Board		

Preamble

The MD Undergraduate Program (MDUP) has the responsibility to determine students’ readiness for advancement, promotion, and graduation. It also has the responsibility to assign students’ UBC academic standing.

The MDUP is committed to a fair and formal process for academic review and promotion in accordance with the Committee on the Accreditation of Canadian Medical Schools (CACMS) Element 9.9 Single Standard for Promotion/Graduation and Appeal Process.

Definitions & Acronyms

Academic Standing	Represents the medical student’s academic status at the University for each term or session. There are three categories: <ol style="list-style-type: none"> 1. In Good Standing 2. On Academic Probation 3. Failed
Advancement	Progression within the Program during an academic year, e.g. from Term 1 to Term 2.
Assessment	The methods and tools used to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of students. Results are used to inform academic advising, progress and promotion decisions.

Award	A special recognition, adjudicated by the Faculty of Medicine, that includes a notation on the recipient's transcript and is not based on financial need.
Block	One of four 12-week curricular units, each consisting of different clinical experiences in MEDD 431 (Year 3)
Graduation	Conferring of the MD Degree after successful completion of the MD Undergraduate Program.
Progress Test	Mandatory formative multiple-choice examinations taken throughout the Program that assess exit competencies and allow students to track their learning trajectory and identify areas for improvement.
Promotion	Progression within the Program from one year to the next, as determined by the SPRB.
Regional Student Promotions Subcommittee (RSPS)	A Program site-specific subcommittee of the Student Promotion & Review Board that oversees and reviews the academic performance of students at the Program site and confirms assignment of course grades to SPRB according to assessment policies.
Rolling Graduation	In this context, allows medical students who do not meet the requirements for graduation for the Spring Congregation, to be granted their MD degree at a meeting of UBC Vancouver Senate, when the requirements for graduation have been completed.
Rotation	Discipline-specific clinical experience that is assessed by an End of Rotation assessment.
Sessions & Terms	Blocks of time comprising the academic year, as specified by the University. There are two sessions, the Winter and Summer Sessions. Each is divided into two terms, Term 1 and Term 2. (See http://www.calendar.ubc.ca/vancouver/academicyear.cfm).
Student Development and Support Subcommittee (SDSS)	Ad hoc subcommittees of the Regional Student Promotions Subcommittees that support students experiencing academic difficulties, returning from a Leave of Absence (LOA), or experiencing other special circumstances.
Student Promotion & Review Board (SPRB)	A subcommittee of the Undergraduate Medical Education Committee (UGMEC) responsible for students' academic review and promotion.
Supplemental Assessment	An additional assessment following a course failure, provided by the Program and made available to students under prescribed circumstances, e.g. course failure.
Terms of Academic Probation	A written record of terms and conditions approved by the SPRB. A student On Academic Probation must fulfill these terms and conditions to remain in the MD Undergraduate Program.

Course Pass/Fail

1.1. Criteria for COURSE pass

- a) Criteria for each course are provided in course syllabi and assessment packages. A failure to meet the specified criteria results in course failure.

1.2. Consequences of COURSE Failure

- a) If a student fails a course, an F is entered on the Official Transcript of Academic Record.
- b) Except as noted below in b) iii, a student who has failed an assessment modality in a course will be offered a supplemental assessment of that modality.

- i. If the student successfully completes the supplemental assessment, the student will pass the course. If a supplemental is granted and passed, the transcript will be changed. For the failed course, the F will be changed to an S. The Supplemental will show on the line below and a P will be entered. These are permanent notations on the Transcript.
 - ii. If a student fails a supplemental assessment the course grade “Fail” will be permanent.
 - iii. A supplemental assessment will not be offered if a student fails the WBA assessment modality or fails a course while on Academic Probation in any year.
- c) A student who has failed a course in Year 1 or 2 cannot advance to the next term. The student must repeat the course as soon as possible (usually the next academic year) in order to advance in the Program.
 - d) A student who is required to repeat a course(s) will be charged tuition based on the number of credits of the course (s) to be repeated.
 - e) A student who fails MEDD 448 or MEDD 449 must repeat and successfully pass the course to graduate.

Advancement

2.1. Criteria for Advancement

- a) Passed all of the term and year-long courses, or
- b) Has course failures or incomplete coursework/assessments (including the Progress Tests) that can be successfully completed before the end of the academic year in accordance with assessment policies. In this situation, provisional advancement is granted pending the outcome of the outstanding coursework/assessments.

2.2. Consequences of Failure to Advance

- a) A Year 1 or 2 student who fails a first term course (MEDD 411 or 421) and its supplemental assessment, where provided, cannot advance to Term 2 and will be required to repeat the course the next academic year. The Official Transcript of Academic Record will show Failed.
- b) A Year 1 or 2 student who fails a second term course (MEDD 412 or 422) and its supplemental assessment, where provided, cannot advance and will be required to repeat the course in the next academic year. The Official Transcript of Academic Record will show Failed.
- c) A Year 1 or 2 student who fails a course after Term 1 will not be allowed to continue year-long courses (MEDD 419 and 429).
- d) A Year 3 student who fails MEDD 431 and its supplemental, where provided, cannot advance and will be required to repeat the Course in the next academic year. The Official Transcript of Academic Record will show the course as Failed.
- e) A Year 4 student who fails a course in Year 4 (MEDD 440, 448, 449, 451) or its supplemental, where provided, cannot graduate until the course is successfully completed. The Official Transcript of Academic Record will show the course as Failed. (See Failure of Supplemental Component/ Course/ Programmatic Assessment in the Year 4 Assessment Package.) Consequences can include the student not graduating with their Class, Rolling Graduation and/or delayed entry into residency.

Promotion

- 3.1. **Criteria for YEAR failure:** A student will not be promoted and will fail the year in the following circumstances:

- a) Based on course failure:

Year 1 and 2 courses (MEDD 411, 412 and MEDD 419; MEDD 421, 422 and MEDD 429):
Failure of two or more courses on the first attempt that year.

Year 3 (MEDD 431 – one year-long course):

Failure of MEDD 431 constitutes a failure of Year 3, see Policy 004 and Y3 WBA Review & Support Process.

Year 4 (MEDD 440 (electives), 448 (TIPP), 449 (FLEX), 451 (OSCE)) - see Policy 004 and Y4 WBA Review & Support Process:

- Failure of MEDD 440, or
- Failure of MEDD 448 and MEDD 449 and subsequent failure of a supplemental where offered, or
- Failure of the Year 4 Objective Structured Clinical Examination (MEDD 451, OSCE) and subsequent failure of a supplemental OSCE, where provided.

- b) Based on professionalism deficiencies

Failure to meet professionalism standards during Program curricular and University sponsored activities. A student may fail the year if [professionalism standards](#) are not met, even if the student has passed all courses.

3.2. Consequences of YEAR Failure

- Except as outlined in 5.1 below, a student who fails the year will be permitted to repeat the year in its entirety
- A student who has failed a year and is permitted to repeat the year will be assigned the academic standing On Academic Probation for the duration of the repeated year. The student's academic standing will be reviewed by the SPRB at the end of the repeated year.
- As set out in University policy, the student's Official Transcript of Academic Record will show the grades for each course earned during the failed year. If the student is permitted to repeat the year, the grades earned during the repeated year will also be documented in the transcript.
- A student who is required to repeat a year will be charged full tuition for the repeated year.

Academic Probation

4.1. Criteria for On Academic Probation

A student will be assigned the academic standing On Academic Probation in any of the following circumstances:

- The student is required to repeat a year due to poor academic performance, which includes performance in the professionalism domain.
- The student engages in an egregious breach of professionalism standards, or demonstrates repeated failure to meet professionalism standards despite remediation efforts.
- A student subsequently breaches, or fails to meet, any limitations or conditions imposed in writing by the SPRB.

4.2. Consequences of On Academic Probation

- A student assigned the standing On Academic Probation will be permitted to remain in the Program subject to the Terms of Academic Probation. Failure to meet the Terms of Academic Probation will result in the student being required to withdraw from the Program.



- b) While On Academic Probation, a student:
 - i. may not serve on appointed committees of the University or Program or related provincial or national committees;
 - ii. may not participate in Program or University affiliated extra-curricular activities, including research, without permission from the student's Regional Associate Dean;
 - iii. may not participate in electives, courses or parts of courses out of province;
 - iv. is not eligible for participation in an Integrated Community Clerkship (while On Academic Probation);
 - v. will not be granted an Educational/Career Development LOA.
 - vi. will not be eligible for Faculty of Medicine-adjudicated awards.
- c) If a student is assigned the standing On Academic Probation, there will be a notation on the student's Official Transcript of Academic Record for the session(s) associated with the probation. This will be a permanent notation on the Transcript. A student assigned the standing On Academic Probation will not be offered a supplemental assessment in any failed course.

Requirement to Withdraw from the Program (Dismissal)

5.1. Criteria for Requirement to Withdraw from the Program (Dismissal)

A student will be required to withdraw from the Program if:

- a) A student with the academic standing On Academic Probation:
 - i. fails a course (supplemental assessments will not be offered)
 - ii. fails to meet the Terms of Academic Probation.
- b) A student fails any two years while registered in the Program (may be the same year level or different year levels, and need not be consecutive), in accordance with the [University's Advancement Regulations](#).
- c) A student fails a course that the student has previously failed and been permitted to repeat. [See UBC Calendar](#)
- d) There is persistent or recurring failure to meet professionalism standards despite remedial efforts, such that, in the judgement of the SPRB, there is no reasonable expectation that the student will be successful in meeting the program requirements.

Graduation

A student must successfully complete all of the academic requirements for the Doctor of Medicine degree to be recommended for graduation by the SPRB.

Review History

Action	Committee	Date	Status
Reviewed	Undergraduate Education Committee	18 January 2016	Approved
Reviewed	Policy Advisory Subcommittee	6 June 2017	Endorsed
Reviewed	Undergraduate Education Committee	19 June 2017	Approved subject to amendment to 2.2
Reviewed	PAS Chair, SPRB Chair, Legal Counsel & RADS	10 July 2017	Amended
Reviewed	Undergraduate Education Committee	17 July 2017	Approved
Reviewed	Policy Advisory Subcommittee	2 May 2018	Revised
Reviewed	Policy Advisory Subcommittee	5 July 2018	Endorsed
Reviewed	Undergraduate Medical Education Committee	21 August 2018	Approved
Reviewed	Policy Advisory Subcommittee	6 December 2018	Endorsed
Reviewed	Undergraduate Medical Education Committee	10 December 2018	Approved
Reviewed	Policy Advisory Subcommittee	6 February 2020	Endorsed w changes
Reviewed	Undergraduate Medical Education Committee	16 March 2020	Approved
Reviewed	Year 3 and 4 Committee	April 2021	Endorsed
Reviewed	Policy Advisory Subcommittee	20 April 2021	Endorsed
Reviewed	Legal Counsel	4 June 2021	Endorsed
Reviewed	Undergraduate Medical Education Committee	21 June 2021	Approved
Reviewed	Policy Advisory Subcommittee	21 April 2022	Reviewed
Reviewed	Policy Advisory Subcommittee	19 May 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	20 June 2022	Approved