

## Division of Physician Assistant Studies

### Remediation Policy

The ARC-PA defines remediation as “the program defined and applied process for addressing deficiencies in a student’s knowledge and skills, such that the correction of these deficiencies is measurable and can be documented.”

The Committee on Academic and Professional Standards (CAPS) has been established by the Division of Physician Assistant Studies for the purpose of evaluating students who are at risk for failing to meet performance standards or who have failed to meet performance standards in any of the following areas:

- Academics (didactic and clinical education)
- Academic integrity
- Professional behavior

The Committee on Academic and Professional Standards is comprised of the medical director for the physician assistant studies program, the director of clinical education for the physician assistant studies program, and principal faculty in the Division of Physician Assistant Studies, with a chair appointed by the physician assistant studies program director. A quorum of three is required to make a recommendation. In cases where a student fails to meet academic or professional behavior standards during a clinical rotation, the director of clinical education (or his or her designee) must be present at the CAPS meeting in which the student’s case is considered. In all cases, the program director will review the recommendations of the Committee and make a final decision regarding a student’s disposition.

The Committee on Academic and Professional Standards will meet regularly (at a minimum, prior to the end of the semester) and as needed to closely monitor each student’s progress, with the goal of promptly identifying deficiencies in knowledge, skills, or professional behavior. Referral of a student to the Committee on Academic and Professional Standards may be made by any physician assistant studies program faculty with a concern about a student’s academic performance, academic integrity, conduct, or professional behavior. Program faculty includes the program director, medical director, principal faculty, and instructional faculty (including preceptors for supervised clinical practice experiences).

**To facilitate early identification of student deficiencies in knowledge, skills, or professional behavior, program faculty (including all instructional faculty) will be asked to notify the program director (or director of clinical education when the concern arises during the clinical year) when a student has a course grade of ‘C’ or lower at any point in the semester, or is otherwise noted to have deficiencies in knowledge, skills or professional behavior.** A student with a course grade of ‘C’ or lower at any time during the semester will be required to meet with the course instructor and his or her academic advisor will be notified. The academic advisor will be responsible for following up with the student and the course instructor to determine whether referral to the Committee on Academic and Professional Standards is indicated. As noted above, referral of a student to the Committee on Academic and Professional Standards

may additionally be made by any physician assistant studies program faculty with a concern about a student's academic performance, academic integrity, conduct, or professional behavior.

A student identified by program faculty as having a significant deficit in knowledge, skills, or professional behaviors at any point in the program may be subject upon CAPS review to sanctions which include **remediation**, deceleration, or dismissal from the program.

## Remediation Agreement

**In all cases requiring remediation, as determined by the Committee on Academic and Professional Standards, the student will be provided with a written, detailed Remediation Agreement.** The agreement will be developed by the student's academic advisor (or other responsible faculty), who may consult with the course instructor when remediation is required for academic difficulties within a particular course.

**The Remediation Agreement will be maintained in the student's permanent program record, and will include:**

- The indication for remediation
- A description of all required remediation assignments including, but not limited to, the following:
  - Reading assignments
  - Problem-based learning assignments focusing on areas of weakness
  - Research papers
  - Reflection papers
  - Written tests
  - Individual tutoring led by faculty
  - Skills checks
  - Objective Structured Clinical Exams (OSCEs)
- The deadline(s) for completion of all required remediation assignments
- The standards for satisfactory completion of each remediation assignment
- The name of the faculty member responsible for assuring satisfactory and timely completion of all elements of the remediation plan (in most cases the student's academic advisor)
- The consequences of failure to complete the remediation assignments in a satisfactory manner
- Signature of the student and responsible faculty member stipulating their agreement with the above

## Outcome of Remediation

The Committee on Academic and Professional Standards will review the outcome of the remediation effort (see below) and make a recommendation to the program director who will have the final decision regarding the student's disposition.

**The outcome of the remediation effort will be documented in the Outcome of Remediation form. This form will be maintained in the student's permanent program record and will include:**

- A brief summary of the indication for remediation and the remediation assignment(s)

- The standard for satisfactory completion and the student's performance on each assignment
- The Committee on Academic and Professional Standards' recommendation for the student's disposition following the remediation effort (continuation in the program without sanction, continuation in the program on probation, or deceleration)
- When deceleration is indicated, a detailed plan including all courses to be completed and the timeframe for completion of all components of the program
- Signature of the student, responsible faculty, and program director

## Applicable ARC-PA Standard

Fourth Edition (through August 31, 2020)

### A3.17

The program must define, publish and make readily available to students upon admission academic performance and progression information to include:

- a) any required academic standards,
- b) completion deadlines/requirements related to curricular components,
- c) requirements for progression in and completion of the program,
- d) policies and procedures for processing student grievances,
- e) policies and procedures for withdrawal and dismissal,
- f) policies and procedures for remediation and deceleration and
- g) policies and procedures for processing allegations of harassment.

Fifth Edition (effective September 1, 2020)

A3.15 The program must define, publish, consistently apply and make readily available to students upon admission:

- a) any required academic standards,
- b) requirements and deadlines for progression in and completion of the program,
- c) policies and procedures for remediation and deceleration,
- d) policies and procedures for withdrawal and dismissal,
- e) policy for student employment while enrolled in the program,
- f) policies and procedures for allegations of student mistreatment, and
- g) policies and procedures for student grievances and appeals.

Approved: July 12, 2019

Next Review: September 2020