

**UNDERGRADUATE MEDICAL EDUCATION**  
**SCHULICH SCHOOL OF MEDICINE & DENTISTRY**  
**ASSESSMENT AND APPEALS**

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**I. INTRODUCTION**

All students enrolled in the Doctor of Medicine (MD) Program (the “Program”) in the Schulich School of Medicine & Dentistry (“Schulich”) at Western University carry out their curricular learning within a university, hospital, community or other education site, at the appropriate stage of learning and in accordance with the relevant professional expectations and subject to the applicable policies and procedures of Schulich, Western University and affiliated education sites or institutions.

This Policy outlines the rules governing the assessment and promotion of Students enrolled in the MD Program, Schulich Medicine at Western University. This Policy applies to all Schulich MD Program student learning at Western University or while on elective learning in another Canadian or international learning site.

This Policy does not apply to students registered in undergraduate medical education programs at other Canadian or international institutions who are accepted for elective rotations in a Western University program within the Schulich School of Medicine & Dentistry.

It is the responsibility of each student to read this document and be familiar with the content.

**II. DEFINITIONS**

1. In addition to other terms defined elsewhere, the following terms have the following meanings:

**Academy Educator** is a member of the Schulich Academy of Educators faculty who oversees the Educational Experience and where applicable, approves a summative assessment for the learner. One or more designated Educators will be responsible for the overall conduct of one or more Educational Experiences and is/are responsible to the Vice Dean UME.

**Clinical Supervisor** is a member of faculty who oversees the Student during a clinical

Educational Experience and, where applicable, approves a summative assessment for the Educational Experience.

**College of Physicians and Surgeons of Ontario (CPSO)** is the professional licensing body for physicians in Ontario.

**Committee on Accreditation of Canadian Medical Schools (CACMS)** is the body responsible for MD Program accreditation.

**Competence Committee** is a subcommittee of the Curriculum Committee (CC) of the MD Program, responsible for reviewing student's readiness for increasing professional responsibility, promotion, and transition to residency, and such other responsibilities as may be delegated by the CC. The Competence Committee is responsible for recommending and approving remediation and probation plans, and upon request, assisting in the design of individual learning, remediation and probation plans.

**Competency Based Medical Education Program (CBME)** is the MD Program curriculum that is planned and organized around the competencies required for graduation and transition to residency.

**Course** is a Senate approved Educational Experience of the MD Program curriculum that is within or crosses a stage of learning.

**Curriculum Committee (CC)** is the overall governance and decision-making body overseeing all aspects of the MD Program.

**Dean** refers to the Dean of the Schulich School of Medicine & Dentistry.

**Educational Experience** is a Senate approved course of required learning designed to address the required educational objectives and/or key and enabling competencies at a particular stage or level of the MD Program. Core, elective, and selective Educational Experiences may be organized in blocks of time or arranged longitudinally throughout all or part of the MD Program. This document will refer to Educational Experiences to align with Postgraduate Medical Education use of Training Experiences for required learning.

**Formative Assessment** is assessment for learning which allows learners and the Competence Committee to measure their progress in attaining the learning objectives and/or competencies with sufficient time to identify and address any gaps or deficiencies in learning before summative assessments.

**LEO** refers to the Learner Experience Office of the Schulich School of Medicine & Dentistry.

**Remediation/Probation Supervisor** is the designated faculty member responsible for oversight of a Student's remediation or probation plan.

**Rotation Director** is the designated faculty member responsible for oversight of core clinical

rotations within the Clerkship clinical Education Experience.

**Student** is a learner registered in the undergraduate medical degree program (MD Program) at Schulich Medicine & Dentistry, Western University.

**Schulich MD Program Appeals Committee** is a committee designated by the Dean that hears appeals from decisions of the MD Program Competence Committee and/or VD UME.

**Summative Assessment** is an assessment of Student performance, readiness for increasing professional responsibility, and/or achievement of objectives and/or competencies. A Summative Assessment will be required at the end of an Educational Experience, a term or year of the program with a decision rendered by the Competence Committee.

**Undergraduate Medical Education Advisory Board (UME AB)** is a committee constituted by the Vice Dean UME that is responsible for providing optional feedback on individual learning plans and mandatory feedback on remediation and probation plans.

**Vice Dean Undergraduate Medical Education (VD UME)** is the senior faculty officer responsible for the oversight of undergraduate medical education within the Schulich School of Medicine & Dentistry or their delegate.

### III. ASSESSMENT

The MD program has a curriculum plan that complies with CACMS accreditation standards and elements and addresses the CanMEDS roles and graduation competencies. The curriculum plan describes the Educational Experiences for Students and incorporates all required educational objectives and/or competencies.

Students are assessed both formally and informally on an ongoing basis at every level or stage of training. Assessments may be formative or summative to determine attainment of experience-specific objectives/learning outcomes and/or competencies in accordance with the requirements of the Curriculum Committee.

The Competence Committee will meet at least four times a year to review Student's progress in achieving the required competencies and/or objectives/learning outcomes.

Each Educational Experience has a curriculum plan that complies with the specific standards, educational objectives/learning outcomes and competencies of the MD program as approved by the Curriculum Committee.

At the beginning of each Educational Experience, the Student is provided with a syllabus that contains:

- i. Objectives/learning outcomes and/or competencies for the course
- ii. An orientation to the Educational Experience outline and expectations
- iii. A description of Educational Experience assessment tools, weighting and timing.

Students receive regular, timely feedback on their performance and progress in Educational Experiences. Feedback may use a variety of tools and criteria for assessment. These tools may include formal examinations (written, oral, clinical and/or national standard), direct observation and written assessments from observers during and after Educational Experiences, and Summative Assessments prepared by Academy Educators, Educational Experience Faculty and Clinical Supervisors. Students will be informed in advance in the syllabus of the methods of assessment and the Program's performance expectations. The results of these assessments form part of a Student's academic file and will be provided to Students in a timely manner.

1. Educational Experiences will have a course committee that oversees all decisions related to course learning and ongoing improvement ("Course Committee"). Course Committees make recommendations to the Academy Educator(s) for action and feeding forward to the Curriculum Committee, Competence Committee, or VD UME, where applicable. Faculty or preceptors should make every effort to provide ongoing, informal, verbal feedback to Students throughout the Educational Experience. Feedback should be specific to the Student and include both strengths and gaps, with advice and assistance/resources for improvement where applicable. Students are also responsible for actively seeking feedback from the appropriate Faculty member during Educational Experiences.
2. If student performance concerns are identified at any point during the Educational Experience, Faculty should bring them to the attention of the Student, the MD Program and the Director of the Academy of Educators promptly. This should be documented by the Faculty and UME in written correspondence to the Student and Competence Committee and entered in the Student's academic file.
3. There will be documented assessments for the Students' progression linked to required learning objectives/outcomes and competencies throughout Educational Experiences. Where appropriate, assessments will be provided, as outlined in the syllabus, on a regular basis. The number and timing of assessments will vary depending on the Educational Experience. Such assessment results will be shared with the Course Committee, the Student and the Competence Committee.

#### **IV. PROFESSIONAL CONDUCT**

1. Students are expected to adhere to the standards of ethical behaviour for the medical profession, Schulich and Western University as outlined or referred to in [the Code of Student Conduct](#), [CMA Code of Ethics and Professionalism | CMA](#) and any other applicable policies or statements (collectively, the "Policies").
2. Students' participation and performance in all Educational Experiences are expected to comply with these Policies. Behaviour which violates the Policies may result in remediation, probation, suspension or dismissal from the program.

3. A Student's professional conduct is assessed during all Educational Experiences and other program related activities and is a mandatory component of the MD Program progression.
4. Concerns about a Student's conduct within an Educational Experience should be reported to the Academy Educator(s) and the VD UME. A Student must successfully achieve the academic requirements and professionalism requirements in order to "Progress as Expected" in each Educational Experience. A Student will "Fail to Progress" should the Student receive a fail in professionalism as determined by the Competence Committee on the recommendation of the Course Committee.
5. A Student's unprofessional conduct during other MD program related activities shall be immediately reported to the VD UME, who shall review the Student's conduct. If the VD UME determines that the Student's conduct in other MD program related activity was unprofessional, the VD UME may require remediation or probation or suspend or dismiss the Student from the program.
6. Concerns about a Student's conduct outside of an Educational Experience or other program related activity may be reported in accordance with the Code of Student Conduct, the Gender-Based and Sexual Violence Policy or other applicable policies.

## **V. PROGRESSION**

1. The Competence Committee will determine that a Student progresses to the next stage or year of the MD Program curriculum if it is satisfied that the Student has achieved all the competencies and/or objectives for their current Educational Experience or stage/year. These assessments may be made either at regular meetings or at special meetings of the Competence Committee, including meetings held at a Student's expected transition time between stages/years of the MD Program.
2. The Competence Committee will meet a minimum of 4 times a year to review Students' progress in achieving the required Program competencies and/or objectives/learning outcomes. The Competence Committee will prepare a Summative Assessment of the Students' progress based on the evidence contained in each Student's assessment file. Students will receive a global rating of "Pass or Progressing as Expected", "Not Progressing as Expected", or "Fail or Failure to Progress". The decision will be shared with the Student generally within two (2) weeks.
3. If the Competence Committee determines that a Student's assessment is "Not Progressing as Expected" or "Failure to Progress", the VD UME or delegate shall communicate this decision in an in-person meeting with the Student and shall review with the Student the concerns identified by the Competence Committee. This meeting must be documented by an independent staff witness and attended by a LEO representative.

## **VI. INCOMPLETE EDUCATION EXPERIENCES**

1. It is expected that a Student obtain sufficient Educational Experiences to meet the stage or Program requirements for competencies and learning objectives as outlined in the syllabi and MD Program requirements and to allow Faculty an adequate opportunity to assess a Student's performance.
2. If a Student is absent for part of the Program or Educational Experience due to unexpected illness, leave (personal, medical, or academic), or as granted by the LEO, the Schulich MD Program Appeals Committee, Vice Dean UME, and/or the Competence Committee may determine that the Educational Experience of the Student was insufficient for the Student's attainment and assessment of the required competencies and curricular objectives. In such case, the Academy of Educators, the Course Committee, and Competence Committee after review by the UME AB, will set out the remediation plan for the Student's completion.
3. Remediation will be based on the performance of the Student, the nature of the leave, the Student's status within the curriculum and the continuity of the Student's program experience. The timing and duration of the remediation plan will be determined by the Competence Committee in consultation with applicable school leadership.

## **VII. SHARING OF PERFORMANCE DATA**

1. Assessment data of Student performance may be shared, as necessary, across the MD Program to support the Student's achievement of educational objectives.
2. Information on Student performance may also be shared with Postgraduate Medical Education programs or provincial regulatory bodies as outlined by regulations of the profession at graduation and may include remediation for professionalism or lack of academic progression. Students will be informed of any information sharing and have the opportunity to review any documents that will be shared.
3. Students will be encouraged at graduation to disclose important information that may impact their learning in Postgraduate Medical Education with their Program Director to ensure appropriate support for success is in place. Provincial regulatory agencies may require disclosure of whether a Student was in remediation or probation as part of licensure application.

## **VIII. LEARNING PLANS**

1. A Student may have a Learning Plan (LP) in response to a variety of issues that impact learning and progression across the Program. A plan may be created at entrance to the Program to meet identified accommodations or in response to a Student's need identified from assessment outcomes and feedback.



2. Considerations for LPs may include:
  - i. The Course Committee may require a LP for a Student at any stage of training if it decides that the Student is Not Progressing as Expected or the Student requires further development in a specific Educational Experience.
  - ii. The Program may consider implementation of a LP upon request from a Student who self-identifies as in need of accommodation and provides all necessary professional documentation that supports an accepted learning need.
3. A LP is developed by the Course Committee and may involve consultation with the Competence Committee, the UME AB, the VD UME, LEO and Western University resources. The Student will be an active partner in the LP development and implementation.
4. A LP may include additional time for completion; additional learning opportunities, coaching; counselling; or any other form of educational enrichment.
5. An LP will generally include the following information:
  - i. purpose of the LP, and the specific competencies/objectives/learning outcomes to be achieved;
  - ii. educational strategies/learning experiences;
  - iii. location and duration;
  - iv. assessment methods;
  - v. potential outcomes and consequences.
6. Students with an LP should receive regular, informal feedback throughout the implementation of the LP.
7. If the Competence Committee, in consultation with Course Committee and LP supervisor, decides that the Student has not met the objectives of the LP, it may require the Student to begin a remediation plan.
8. The actions to oversee and report on the LP from the Competence Committee set out in sections 1 to 7 above may be delegated to the Course Committee. The Competence Committee may make recommendations to the Course Committee relating to the need for an LP, the development of the LP, and its success markers.
9. Except in exceptional circumstances, as determined by the Competence Committee, a Student will have no more than one LP for each Educational Experience. The VD UME will be notified if a Student requires more than one LP during their learning in the MD Program.

**IX. REMIEDIATION**

1. Remediation in the MD Program at Schulich is a formal program designed to assist the Student in correcting identified gaps in academic, clinical and/or professional performance so that the Student can be successful in the Program. Unsatisfactory performance, failing to pass a summative assessment or any other identified academic challenge will be reviewed by the Competence Committee and the VD UME to determine whether remediation is required.
2. The Student will be advised of the support and resources available through LEO.
3. Except under exceptional circumstances as determined by the Competence Committee, a Student is required to complete a remediation plan if the Competence Committee issues a Summative Assessment Grade of “Failing to Progress” at a program decision point.
4. The Competence Committee may, in its discretion, require remediation in the following circumstances:
  - i. if the Competence Committee issues a Summative Assessment of “Not Progressing as Expected” or “Failure to Progress” and the assessment indicates that the Student has failed to consistently demonstrate achievement in one or more defined learning objectives/outcomes and/or competencies;
  - ii. if the Student has received a “Failure to Progress” or Unsatisfactory assessment on any other form of assessment;
  - iii. if significant concerns have been raised about the professional conduct of the Student and the conduct is deemed remediable; or
  - iv. substantial absence from the MD Program.
5. In making a decision, the Competence Committee shall consider the nature of the assessment and whether the deficiencies in the Student’s performance can be addressed through additional learning.
6. The remediation plan will be developed by the Academy Educator(s) and the Course Committee(s) with mandatory review by the Undergraduate Medical Education Advisory Board. The remediation plan must be approved by the Competence Committee before implementation. A remediation plan should generally be designed following a standard form/template available through the Undergraduate Medical Education Office. The Student must be given an opportunity to review and comment on the plan. The Student’s comments will be submitted with the remediation plan to the Competence Committee. Remediation plans should be finalized generally within four (4) weeks of the Competence Committee’s decision that remediation is required.
7. The remediation plan must include the following elements:
  - i. purpose of the remediation, and the specific competencies/objectives to be achieved;



- ii. educational strategies/learning experiences
  - iii. designation of a supervisor (the “Remediation Supervisor”);
  - iv. location and duration;
  - v. assessment methods;
  - vi. potential outcomes and consequences; and
  - vii. necessity of feed forward communication.
8. A remediation plan may include new educational activities or a requirement to repeat Educational Experiences or Program-specific requirements. The educational activities may be clinical or non-clinical. A remediation program’s duration is at the discretion of the Competence Committee in consultation with the course committee.
  9. Prior to the commencement of the remediation, the remediation plan must be signed by an Academy Educator and the Student. The Academy Educator must meet with the Student to review the plan and document that the meeting occurred. The Student will be informed of the consequences of a successful or unsuccessful outcome and how a final decision will be made as to the success of the remediation. The Student is encouraged to consult with the LEO throughout the remediation process.
  10. The VD UME must be advised when a Student is required to complete a remediation plan and a copy of the remediation plan must be forwarded to the Undergraduate Medical Education Office and will be included in the Student’s academic file.
  11. A documented interim assessment is required for each educational activity during remediation. There must be documentation that this meeting occurred and forwarded to the Undergraduate Medical Education Office. A copy of the interim assessment must be provided to the Student.
  12. During the remediation, the Student must:
    - satisfactorily achieve the MD Program competencies and/or objectives required or alternatively there must be evidence satisfactory to the Remediation Supervisor and the Competence Committee that the Student has made sufficient progress in attaining the required competencies/learning outcomes; and
    - fully comply with all other academic expectations as outlined in the remediation plan and any other terms and conditions prescribed by the Competence Committee.
  13. Where remediation is required for a second time in the MD Program, the Student will be required to proceed directly to probation.
  14. Upon completion of the remediation period, the Remediation Supervisor shall make a recommendation to the Competence Committee on whether the Student successfully achieved the remediation goals. The Remediation Supervisor shall provide a copy of the recommendation to the Student. The Remediation

Supervisor will inform the Student and the Competence Committee of the recommendation in writing generally within two (2) weeks of the completion of the remediation.

15. If the Competence Committee determines that the remediation was successful, it will permit the Student to continue in the MD Program at a level to be determined by the VD UME and Competence Committee. Any required extension of training will be determined by the Competence Committee and the VD UME. According to MD Program regulations, a Student must complete all MD Program studies within six (6) years of registration in the MD Program (unless in a combined degree stream).
16. If the Competence Committee considers that any expected outcomes of remediation were not achieved, the Competence Committee will meet with the Student and the Remediation Supervisor to discuss results before deciding as to whether the remediation was successful. The Student may be accompanied by a colleague or other support person, however ordinarily any oral submissions or presentations must be made by the Student. If the Student disputes the accuracy or fairness of the assessments or raises extenuating or compassionate circumstances for consideration, the Competence Committee will consider the Student's oral and/or written submissions, review all the relevant documentation, and meet with such other individuals as it deems necessary before making a decision.
17. If the Competence Committee decides that the assessments were inaccurate or unfair, it may require that the assessments be corrected or repeated, or it may remove the assessments from the file and extend the remediation period to allow a further period of assessment. If the Competence Committee decides that there were extenuating circumstances that warrant an extension of remediation, it will allow the Student to undergo a further period of remediation. The terms of any extension and reassessment are at the discretion of the Competence Committee and must be reported to the VD UME.
18. If the Competence Committee determines that the remediation was unsuccessful, the Competence Committee may:
  - i. recommend to the VD UME the Student undergo probation;
  - ii. require the Student to repeat an Educational Experience or year of the MD Program; or
  - iii. recommend dismissal of the Student from the MD Program.
19. The Competence Committee must notify the Student and the VD UME of the Competence Committee's decision in writing with reasons generally within two (2) weeks of reaching a decision.
20. Any leave of absence request during remediation must be approved in writing prior to initiation or completion of the remediation, or the remediation may be

considered incomplete. Depending on the length of the absence, the remediation plan may be redesigned by the Remediation Supervisor and Course Committee upon the Student's return with review by the UME AB, and approval of the Competence Committee. The Student's input must be solicited. Any redesigned plan will consider the nature of the weaknesses or performance deficiencies, the performance of the student to date, and the need for continuity of Educational Experiences, with a copy filed with the Undergraduate Medical Education Office.

## X. PROBATION

1. Probation is like remediation, but with the requirement that the Student must demonstrate sufficient achievement and progression to be allowed to continue in the MD Program. Probation is an educational program consisting of educational activities during which the Student is expected to demonstrate achievement of, and/or satisfactory progression towards the identified educational outcomes and/or competencies.
2. A Student may be placed on probation:
  - i. where the Competence Committee has determined that remediation was unsuccessful, and recommended to the VD UME that the Student undergo probation;
  - ii. where remediation is required for a second time in the MD Program;
  - iii. for any reason pertaining to material lack of academic progress or unsatisfactory clinical skills;
  - iv. for any serious issues relating to professionalism; or
  - v. substantial absence from the MD Program.
3. The VD UME shall determine whether to place a Student on probation for the reasons in section 2 above. Before placing a Student on probation, the VD UME shall advise the Student in writing of the concerns under consideration and give the Student an opportunity to meet with the VD UME and provide oral submissions and documentation. The Student may be accompanied by a colleague or other support person, however, ordinarily any oral submissions or presentations must be made by the Student. The VD UME may also meet with the Competence Committee or such other individuals as the VD UME deems necessary prior to making a decision. If the VD UME decides to place the Student on probation, the VD UME must issue a written decision setting out the reasons for the decision
4. If a Student is placed on probation, the Student shall have a probation plan. All probation plans will be designed following a standard template available through the UME Office.
5. The probation plan must include the following elements:
  1. identification of the weaknesses and performance deficiencies to be addressed;
  2. educational strategies/learning experiences;
  3. designation of a probation supervisor (the "Probation Supervisor");
  4. location and duration;

5. assessment methods;
  6. potential outcomes and consequences and
  7. necessity of feed forward communication.
6. A probation plan will be developed by the relevant Academy Educators and Course Committee(s) with mandatory review by the UME AB, the LEO and the Student and approved by the Competence Committee. The Student must be given an opportunity to review and comment on the plan.
  7. Prior to the commencement of the probation, the probation plan must be signed by the VD UME and Student when the VD UME meets with the Student to review the plan.
  8. The UME office must be advised by the VD UME when a Student is placed on probation and a copy of the probation plan must be forwarded by the VD UME to the UME Office to be entered into the Student's academic file. The VD UME must also provide a copy of the probation plan to the LEO.
  9. A documented interim assessment by the Probation Supervisor is required during probation and any performance deficiencies identified at that time must be documented and discussed with the Student. There must be documentation that this meeting occurred in the Student's academic file. A copy of the assessment must be provided to the Student.
  10. A Summative Assessment must be completed at the completion of the probation plan by the Probation Supervisor. The Summative Assessment should be issued generally within two (2) weeks of completion and there must be an in-person discussion with the VD UME (or delegate) and Student if performance concerns were identified and written documentation forwarded to the UME Office
  11. The Student must:
    - i. achieve the outcomes required or alternatively there must be evidence satisfactory to the Competence Committee and the VD UME that the Student has made sufficient progress in addressing the objectives of the probation to be permitted to continue in the MD Program; and
    - ii. fully comply with all other academic expectations as outlined in the probation plan and any other terms and conditions prescribed by the VD UME.
  12. Upon completion of the probation period, the Probation Supervisor shall make a recommendation to the Competence Committee on whether the Student successfully achieved the probation goals and provide the committee with a copy of the Summative Assessment. The Probation Supervisor shall provide a copy of the recommendation to the Student. The Probation Supervisor will inform the Student and the Competence Committee of the recommendation in writing generally within two (2) weeks of the completion of the probation.
  13. If the Competence Committee determines that the probation program was

successful, the committee will notify the VD UME. The VD UME will notify the Student and applicable school officials and the Student will continue in the MD Program at a stage determined by the VD UME in consultation with the Competence Committee.

14. If the Competence Committee in consultation with the VD UME considers that any expected outcomes were not achieved, the Competence Committee will give the Student an opportunity to meet and discuss results before making a decision as to whether the probation was successful. The Student may be accompanied by a colleague or other support person, however ordinarily any oral submissions or presentations must be made by the Student. If the Student disputes the accuracy or fairness of the assessments or raises extenuating or compassionate circumstances for consideration, the Competence Committee will consider the Student's oral and/or written submissions, review all the relevant documentation, and meet with such other individuals as they deem necessary before making a decision.
15. If the Competence Committee decides the assessments were inaccurate or unfair, they may require the assessments to be corrected or repeated or they may extend the probation period to allow a further period of assessment. If the Competence Committee decides that there are extenuating circumstances that warrant an extension of probation, they will allow the Student to undergo a further period of probation. The terms of any extension or re-assessment are at the discretion of the VD UME and must be reported to the Student, the Competence Committee, UME Office and any applicable school officials.
16. If the Competence Committee decides the probation was unsuccessful, the Student will be dismissed from the Program. The Competence Committee must notify the Student, the VD UME and the applicable school officials of their decision in writing with reasons, generally within two (2) weeks of reaching a decision.
17. Any leave of absence request during probation must be approved in writing by the VD UME. If the request is approved, the probation may be considered incomplete. Depending on the length of the absence, the probation plan may be redesigned upon the Student's return, in collaboration with the UME AB, the Probation Supervisor, Course Committee, and the Competence Committee and with input from the Student. Any redesigned plan will consider the nature of the probationary outcomes, the performance of the student to date, and the need for continuity of educational experiences. The revised plan must be approved by the VD UME, signed by the Student, and a copy filed with Office of Undergraduate Medical Education.

**XI. ACTIVITIES UNDERTAKEN PENDING COMMENCEMENT OF REMEDIATION OR PROBATION**

1. Pending commencement of remediation or probation, the VD UME, in consultation with the Chair of the Competence Committee, will determine whether a Student will be permitted to continue with regularly scheduled curriculum or whether alternative arrangements will be required, such as a leave of absence. The decision of the VD UME is final and will be communicated to the Student.

**XII. SUSPENSION/REMOVAL FROM STUDIES**

1. The VD UME may suspend a Student from the Program or remove the Student from specific Educational Experiences at any time if there are concerns about patient care or safety, safety of others or there are allegations of unprofessional conduct that require suspension. Such suspension may continue until the completion of the investigation of the allegation(s).
2. If a Student is suspended, the following will occur:
  - i. The VD UME will notify the Student and LEO in writing of the suspension or removal from educational experiences and meet with the Student in a documented meeting to review the reasons for the decision and allow the Student to respond. Where possible, any such meeting will be held within seven (7) days of the suspension. The Student may be accompanied by a colleague or other support person and/or a representative from the LEO.
  - ii. After considering any representations from the Student, the VD UME will decide if the suspension should continue pending completion of the investigation and shall inform the Student and LEO in writing of the decision.
  - iii. The UME Office will advise any hospital or clinical affiliates' administration, if necessary, when a Student is suspended.
  - iv. If a Student is suspended, the Student will be unable to continue their educational activities for the duration of the suspension
3. The Student has the right to appeal the suspension to the Schulich MD Program Appeals Committee.

**XIII. DISMISSAL**

1. A Student will be dismissed from the Program in any of the following circumstances
  - i. where remediation was unsuccessful and the Competence Committee has recommended dismissal;
  - ii. where the Competence Committee determines that a probation



- program was unsuccessful; or
- iii. where the VD UME determines, pursuant to below, that the Student has failed to make satisfactory progress in the MD Program.
2. In addition, a Student may be dismissed from the MD Program where the VD UME finds that the Student has engaged in unprofessional conduct and/or jeopardized patient care or safety.
  3. Where remediation is unsuccessful or required more than twice and the Competence Committee is of the opinion that the Student has failed to make satisfactory progress in the Program, the Competence Committee may recommend to the VD UME that the Student be dismissed from the Program.
  4. Where probation is required more than once during the Program and the Competence Committee is of the opinion that the Student has failed to make satisfactory progress in the Program, the Competence Committee may recommend to the VD UME that the Student be dismissed from the Program.
  5. In considering this recommendation in section 2, 3 or 4, the VD UME shall provide the Student and LEO with a copy of the recommendation and shall ensure that the Student is informed of the reasons for the recommendation. The Student must be given an opportunity to meet with the VD UME and file written submissions. The Student may be accompanied by a colleague or other support person and a member of the Learner Experience Office at any meetings with the VD UME, however ordinarily any oral submissions or presentations must be made by the Student. The VD UME shall review all of the relevant documentation and shall meet with such other individuals as the VD UME deems necessary before making a decision. The VD UME shall issue a written decision with reasons to the Student and the Learner Experience Office.
  6. If the VD UME decides that the Student has not made satisfactory progress in the MD Program and that dismissal is warranted, the VD UME will dismiss the Student. If the VD UME decides that the Student has not made satisfactory progress and that dismissal is not warranted, the Student will complete a probationary period under such terms as the VD UME may require.
  7. Serious allegations of unprofessional conduct and/or concerns relating to patient care or safety involving the Student must be brought to the attention of the VD UME. The VD UME will ensure that the Student is informed of the allegations and is given an opportunity to meet with the VD UME and file written submissions. The Student may be accompanied by a colleague or other support person, however ordinarily any oral submissions or presentations must be made by the Student. The VD UME shall review the relevant documentation relating to the allegations and shall meet with such other individuals as deemed necessary before making a decision. The VD UME shall issue a written decision with reasons.

If the VD UME decides that the allegations are not substantiated, the Student is to continue in the MD Program. If the VD UME decides that there was unprofessional conduct and/or that patient care or safety was jeopardized, the VD UME may either dismiss the Student from the MD Program or permit the Student to continue provided that they successfully complete a period of remediation or probation.

#### **XIV. APPEAL PROCESS**

##### **A. PURPOSE**

This section outlines the appeal process in the MD Program for students to consult and follow when appealing academic decisions.

Timelines and processes of appeals align with Western University policy and processes as outlined in the Western Academic Calendar except as noted in section D.1, below. A Student has the right of appeal for certain decisions impacting their status in the MD Program. Such appeals may be to address decisions of academic or professionalism outcomes. An appeal must follow the guidelines below and must be initiated by the Student. For all issues with an appeal, a Student is encouraged to work with the LEO.

##### **Related Statements/Policies:**

- [Undergraduate Student Academic Appeals Policy \(UWO Senate\)](#)
- [MD Program Progression Policy \(UWO Senate\)](#)

##### **B. GENERAL**

1. A Student may appeal the following:
  - i. a Summative Assessment of “Failure to Progress” from an Educational Experience;
  - ii. a refusal by the Competence Committee to promote the Student to the next stage/year of the MD Program.
  - iii. a decision made to require the Student to undergo remediation or to place the Student on probation
  - iv. a decision that remediation or probation was not successful;
  - v. a decision to dismiss a Student because they have not made satisfactory progress or have engaged in unprofessional conduct and/or have jeopardized patient care or safety, safety of faculty, staff, learners, or other allied health professionals.

##### **C. APPEALS TO THE SCHULICH MD PROGRAM APPEALS COMMITTEE**

1. The Schulich MD Program Appeals Committee (“the Appeals Committee”) has been designated by the Dean to hear appeals related to the MD Program.
2. For the purposes of this section, the term “Respondent” shall refer to either the Competence Committee or the VD UME depending on who made the decision under appeal.

3. A Student wishing to appeal a decision must submit a written appeal to the Chair of the Appeals Committee within four (4) weeks of a Student's receipt of notification of:
  - i. a Summative Assessment of "Failure to Progress" from an Educational Experience;
  - ii. a refusal by the Competence Committee to promote the Student to the next stage/year of the MD Program.
  - iii. a decision made to require the Student to undergo remediation or probation;
  - iv. a decision that remediation or probation was not successful;
  - v. a decision to suspend or remove a student from duties; or
  - vi. a decision to dismiss a Student.
  
4. A Student may appeal to the Appeals Committee on the following grounds:
  - i. that the Respondent did not take into consideration relevant information when they made their decision;
  - ii. that the decision of the Respondent cannot be supported on the information that was before them when they made the decision;
  - iii. that in making the decision, the Respondent failed to follow this Policy and that such failure could reasonably be seen to cast doubt on the correctness of that decision; or
  - iv. compassionate or extenuating circumstances.
  
5. An appeal must be submitted to the Chair of the Appeals Committee through the UME Office and include the following:
  - i. a copy of the decision being appealed;
  - ii. the grounds of appeal and remedy sought;
  - iii. a full statement supporting the grounds of appeal; and
  - iv. any relevant documentation that may inform the decision.
  
6. Where circumstances warrant, the deadlines for filing an appeal or response may be extended at the discretion of the Chair of the Appeals Committee.
  
7. The UME Office shall forward copies of the Student's appeal documentation to the Respondent who shall file a concise written reply with relevant documentation with the UME Office within two weeks of the filing of the appeal. A copy of the reply shall be provided to the Student.
  
8. The Appeals Committee shall determine its own procedures for hearing an appeal and the Chair of the Appeals Committee may make such rules and orders as they deem necessary and proper to ensure a fair and expeditious proceeding. The Student shall be informed of the procedures that will be followed. The Appeals Committee shall proceed fairly in its disposition of the appeal, ensuring that both the Student and the Respondent are aware of the evidence to be considered. The Appeals Committee will invite the Student, the Respondent and other relevant individuals to meet with the Appeals Committee or it may make its decision solely based on the documentation filed by the Student and the Respondent and any additional documentation as it may require. If the Student is invited to a meeting, they are encouraged to have a representative of the LEO and may be accompanied by a colleague or other support person, however ordinarily any oral submissions or presentations must be made by the Student.
  
9. If the Appeals Committee determines:

- vii. that the Respondent did not take into consideration relevant information when they made their decision;
  - viii. that the decision of the Respondent cannot be supported on the information that was before them;
  - ix. that the Respondent failed to follow the procedures in this Policy and such failure could reasonably be seen to cast doubt on the correctness of its decision,
  - x. that there are compassionate or extenuating circumstances, then:
10. The Appeals Committee shall provide written reasons for its determination ordinarily within two weeks and shall refer the matter back to the Respondent for reconsideration and may direct a further assessment of the Student or their course work, the terms of any such assessment to be determined by the Respondent, having regard to the reasons of the Appeals Committee. The Appeals Committee may, in addition to referring the matter back to the Respondent, direct that a grade, an assessment or assessments be removed from the Student's file. A copy of the decision shall be filed by the Appeals Committee with the VD UME, UME Office, and LEO.
11. If the Appeals Committee determines that the decision of the Respondent should be upheld, it shall provide written reasons for its determination to the Student ordinarily within 2 weeks of its meeting and advise the Student of a further limited right to appeal to the Senate Review Board Academic ("SRBA"). A copy of the decision shall be filed by the Appeals Committee with the VD UME, UME Office, and Learner Experience Office.

#### **D. APPEAL TO THE SENATE REVIEW BOARD ACADEMIC**

1. A Student may appeal the decision of the Appeals Committee to the Senate Review Board Academic (SRBA). All appeals shall be in accordance with the [Undergraduate Student Academic Appeals Policy \(UWO Senate\)](#) except that a Student should follow the pre-SRBA procedures set out in this Policy in lieu of those set out in the Undergraduate Student Academic Appeals Policy. An appeal shall be filed with the SRBA within six (6) weeks of the decision of the Appeal Committee. Applications for a hearing by the SRBA and further details on hearing procedures may be obtained from the University Secretariat, Room 4101, Stevenson Hall.