

STATEMENT 1.3.7 – ACADEMIC CHALLENGES, REMEDIATION & APPEALS
Undergraduate Medical Education

PLEASE ALSO SEE:

Program Requirements of the MD Program (Senate Policy);
Statement 3.3.1 – Assessment of Student Learning in the MD Program

I. PURPOSE

This document communicates to students and faculty the process that governs all student remediation and appeals in the Doctor of Medicine program (MP Program) at the Schulich School of Medicine & Dentistry at Western University. This document will apply to all aspects of the remediation and appeal process in the MD Program as they relate to Senate approved [Program Requirements](#).

II. RECEIVING A GRADE OF “BORDERLINE” ON AN ASSESSMENT
(Students with Academic Challenges)

- a) Students who receive a *Borderline Grade* (an overall grade between 60% - 65% on any given assessment or course in the MD program), will have their academic profile reviewed under the Academic Challenges process.
- b) A borderline grade may indicate that a student is struggling with specific course content or with personal challenges.
 - a. The MD Program provides students with individual counselling, additional course work, instruction and/or assessment opportunities to facilitate student success.
- c) When a student receives a borderline grade in a didactic course for an assessment:
 - a. The Program Registrar will determine if review under the Academic Challenges Process is required (based on mode and weight of the assessment, circumstances that might have impacted the assessment outside of academic or personal challenges, etc.).
 - i. At the discretion of the Associate Dean, Undergraduate Medical Education (or designate):
 1. The Course Chair may be notified and asked to consider providing the student with a learning strategy either by email or in person. It is the responsibility of the student and Course Chair to review outcomes of the learning strategy as necessary.
 2. Learner Equity & Wellness may be notified should the student wish to meet confidentially with a counsellor.
 3. The student may be required to meet with the Associate Dean, UME or a designate in the event that they have multiple borderline grades across one or more courses.
 4. The student’s grade profile may be reviewed by Progression & Awards Committee.

II. RECEIVING A GRADE OF “BORDERLINE” ON A CLERKSHIP ROTATION (MEDS 5475) OR CLINICAL SCIENCE ELECTIVE (MEDS 5401) ASSESSMENT OR ASSIGNMENT

- a) When a student receives a borderline grade an assessment in a Clerkship or Clinical Science Electives:
 - a. The Coordinator, Clinical Education will determine if review under the Academic Challenges Process is required (based on mode and weight of the assessment, circumstances that might have impacted the assessment outside of academic or personal challenges, etc.).
 - i. At the discretion of the Rotation Director in consultation with the Chair, Clerkship and Electives Committee:
 - 1. The student will meet with the Rotation Director or Academic Director to develop a learning strategy and determine follow-up and/or feed forward requirements.
 - a. A record of the meeting, a copy of the learning strategy and requisite outcomes will be provided to the Chair, Clerkship & Electives Committee (London) or Clerkship Coordinator (Windsor) as well as the Associate Dean, UME.
 - 2. Learner Equity & Wellness may be notified should the student wish to meet confidentially with a counsellor.

III. RECEIVING A GRADE OF “FAIL” ON AN ASSESSMENT

- a. Should a student receive a grade of “Fail” on an assessment or course assignment, the Course Chair may elect to:
 - i. Uphold the grade of “Fail” on the assessment or course assignment, and thereby warrant an overall grade of “Fail” on the course, or:
 - ii. Provide remediation on the failed assessment or course assignment.
 - 1. Remediation of an assessment or course assignment may occur only once.
 - a. Successful remediation will result in a grade of “Pass” on the assessment with a maximum numerical grade of 60% assigned.
 - i. **At the discretion of the Course Chair in consultation with the Program Registrar, remediation in Year 1, Year 2 and Integration & Transition must include one or more of the following:**
 - 1. Development of remedial work that will be assessed by the Course Chair comparable to that of the failed assessment.
 - a. It is the responsibility of the Course Chair to report the assessment mode and outcomes of the remedial work to the Program Registrar (i.e.: pass/fail status of remediation).
 - 2. Meeting with the Associate Dean, UME or Associate Dean, Windsor Program (or designate) as appropriate to discuss root causes.
 - 3. Meeting between the student and a Counsellor in the Learner Equity & Wellness Office.
 - b. Unsuccessful remediation will result in a grade of “Fail” on the assessment or course assignment and thereby warrant an overall grade of “Fail” on the course or rotation.
 - c. Remediation may only be offered one time for any given assessment.

IV. RECEIVING A GRADE OF “FAIL” ON A COURSE

- a. Progression in the MD Program is based on “Pass” or “Fail” and is decided by the Course Chair (and/or Course Committee) in consultation with the MD Program office.
 - i. A grade of “Fail” in a course may be for academic, attendance and/or professionalism issues.
 - ii. Student will be required to meet with Associate Dean, Undergraduate Medical Education (or designate).
- b. When a final grade of “Fail” is awarded in a course, the Progression & Awards Committee will meet to discuss the potential for remediation. Within two weeks of being notified of a Course failure, the Committee will meet to determine if remediation will be offered:
 - i. Remediation, should it be offered by the Committee, may contain (but is not limited to):
 - 1. Completion of additional course work concurrent with academic year programming.
 - 2. Completion of additional course work during a subsequent vacation period in the current academic year.
 - 3. Repeating the Course in its entirety.
 - 4. Repeating an academic year in its entirety.
 - 5. Completion of additional training with a third party provider recognized by and/or partnered with the MD program such as Western University, mentors, the Physician’s Health Program (PHP) of the Ontario Medical Association (OMA).
 - 6. Completion of any work and/or assessment seen fit by the Committee.
 - 7. A combination of any of the above.
 - ii. The Associate Dean, Undergraduate Medical Education, in consultation with the Course Chairs and those faculty associated with the students’ remediation process, is responsible for the assessment of completed remediation and the determination of a final course grade:
 - 1. Successful remediation of a failed course will result in a grade of “Supplemental Remedial Privileges” (SRP) on an academic transcript.
 - 2. Unsuccessful remediation of a failed course will result in a final grade of “Fail” on the academic transcript. The student will be required to withdraw from the program.
 - a. Remediation of a course failure is only offered once.
 - b. A limit on the number of instances in which a student may remediate multiple course failures is identified in the Senate Program Requirements.
 - c. If applicable, a student will receive a grade of Incomplete (INC) until the completion of remedial privileges, and the assignment of either “SRP” or “FAIL.”
- c. Grounds for Appealing a grade of “FAIL”
 - i. Should a student decline the opportunity for remediation, they may appeal the original grade of “Fail.” Should a student elect to appeal the grade beyond the level of appealing to the Course Chair, the original offer for remediation is rescinded and may not be offered again.
 - 1. To appeal a grade of “Fail” the student will be required to present written documentation to demonstrate one or more of the following:
 - a. Medical or compassionate circumstances
 - b. Extenuating circumstances beyond the appellant's control
 - c. Bias
 - d. Inaccuracy or unfairness in grading.
- d. Should a student receive a final grade of “Fail” after an unsuccessful attempt at remediation, they may appeal the grade of “Fail” on the remediation only. They may not appeal the original grade of “Fail” on the Course at this time.

- e. At no time may a student appeal a grade of “Supplemental Remedial Privileges” (SRP) as accepting remediation infers acceptance of the original grade of “Fail” on the course.
- f. Ignorance or misinterpretation of Senate and/or Program regulations and policies does not constitute grounds for an appeal.

V. APPEALING A GRADE OF “FAIL” ON A COURSE

- a. Should a student receive a grade of “Fail” and initiate the Appeals process, the student:
 - i. Will be encouraged to consult Learner Equity & Wellness;
 - ii. May invite a representative of Learner Equity & Wellness to attend any meetings relating to the Appeals process;
 - iii. Will speak for themselves at all times and be aware that a student representative may not speak on their behalf;
 - iv. Will not be permitted to attend any appeal session within the Schulich School of Medicine & Dentistry with legal counsel.

- b. Appealing a grade of “Fail” in Year 1, 2 and Integration & Transition (Year 4) to the **Course Chair**
 - i. A student will receive their assessment grade of “Fail” as assigned by the course.
 - ii. The Progression & Awards Committee will notify the student in writing within two weeks of the opportunity – should it exist – for remediation.
 - 1. The letter from the Progression & Awards Committee will indicate a deadline for receipt of a request for reconsideration by the Course Chair under the Appeals Process.
 - iii. A student has four (4) weeks to formally appeal a final grade of “Fail” to the Course Chair. This letter requesting reconsideration under the Appeals process must specify reasons for the appeal and be accompanied by supporting documentation (such as a report provided by a treating physician or related, regulated health care professional).
 - 1. Failure to submit an appeal before the deadline stated by the Progression & Awards Committee infers acceptance of the grade of “Fail” or the remediation plan should one be offered. Acceptance of the grade of “Fail” will require a student to withdraw from the program.
 - iv. The Course Chair may decide to seek an independent opinion(s) of the student course assessments in reviewing the request.
 - v. The Course Chair will render a written decision within three weeks of receiving the request for reconsideration.
 - 1. This decision will involve one of the following:
 - a. The Course Chair may reverse the student grade to “Pass.”
 - b. The Course Chair may uphold the grade of “Fail” pending remediation as outlined by the Progression & Awards Committee.
 - c. The Course Chair may uphold the grade of “Fail” without remediation as outlined by the Progression & Awards Committee.
 - 2. The letter from the Course Chair will indicate a deadline for receipt of a request for further reconsideration by the Appeals Committee under the Appeals Process.
 - vi. If the appeal is denied by the Course Chair, the student may:
 - 1. Accept the decision of the Course Chair and complete remediation if it was offered by the Progression & Awards Committee.
 - 2. Accept the decision of the Course Chair and withdraw from the Program.
 - 3. Write a letter of reconsideration to the Chair, Appeals Committee requesting a review under the appeals process (see below) with the understanding that any

remediation plan offered by the Progression & Awards Committee is now rescinded.

- c. Appealing a grade of “Fail” in Year 1, 2 and Integration & Transition (Year 4) to the **Appeals Committee**
 - i. A student has four weeks from the date of the Course Chair’s response to formally appeal a final grade of “Fail” to the Chair, Appeals Committee. The deadline for receipt of the request for reconsideration will be contained in the Course Chair’s response. The letter requesting reconsideration under the appeals process must specify reasons for the appeal and be accompanied by supporting documentation (such as a report provided by a treating physician or related, regulated health care professional).
 - 1. Failure to submit an appeal by the deadline stated in Course Chair’s letter infers acceptance of the grade of “Fail,” requiring the student to withdraw from the program.
 - ii. The Appeals Committee will meet within three weeks of receipt of the request for reconsideration to the Chair, Appeals Committee.
 - iii. The Appeals Committee will communicate their decision to the student in writing within two weeks of the meeting.
 - 1. This decision will involve one of the following:
 - a. The Appeals Committee may reverse the student grade to “Pass.”
 - b. The Appeals Committee may uphold the grade of “Fail.”
 - 2. The letter from the Appeals Committee will indicate a deadline for receipt of a request for further reconsideration by the Dean, Schulich School of Medicine & Dentistry, under the appeals process.
 - iv. If the appeal is denied by the Appeals Committee, the student may:
 - 1. Accept the decision of the Appeals Committee and withdraw from the program.
 - 2. Write a letter of reconsideration to the Dean, Schulich School of Medicine & Dentistry. The letter must specify reasons for the appeal and be accompanied by supporting documentation (such as a report provided by a treating physician or related, regulated health care professional).
 - a. Failure to submit an appeal by the deadline stated by the Appeals Committee infers acceptance of the grade of “Fail.” Acceptance of the grade of “Fail” will require a student to withdraw from the Program.
- d. Appealing a grade of “Fail” in Year 1, 2 and Integration & Transition (Year 4) to the **Dean**
 - i. A student has four weeks from the date of the Appeals Committee’s response to formally appeal a final grade of “Fail” to the Dean, Schulich School of Medicine & Dentistry. The deadline for receipt of the request for reconsideration will be contained in the Appeals Committee’s response. The letter requesting reconsideration under the appeals process must specify reasons for the appeal and be accompanied by supporting documentation (such as a report provided by a treating physician or related, regulated health care professional).
 - 1. Failure to submit an appeal by the deadline stated on Appeals Committee’s letter infers acceptance of the grade of “Fail,” requiring the student to withdraw from the Program.
 - ii. The Dean will be provided with a dossier of information, on the course, learner performance in this and other Program courses, health and wellness, other third party assessments and information, including that which was considered by the Appeals Committee, as well as their written decision.

- iii. The Dean may decide to appoint an advisory body of senior educators to review the appeal.
- iv. The Dean, in consideration of the appeal, must meet with the Appellant.
- v. A decision of the Dean will be made and communicated to the student in writing within two weeks of the review.
 - 1. This decision will involve one of the following:
 - a. The Dean may reverse the student grade to "Pass."
 - b. The Dean may uphold the grade of "Fail" and request that the Progression & Awards Committee provide an alternate remediation plan.
 - c. The Dean may uphold the grade of "Fail."
- vi. If the appeal is denied by the Dean, the student may:
 - 1. Accept the new remediation plan, requested by the Dean, as established by the Progression & Awards Committee.
 - 2. Accept the decision of the Dean, decline the new offer of remediation, and withdraw from the program.
 - 3. Follow the process outlined and governed by the Senate Review Board Academic (SRBA).

VI. RECEIVING A GRADE OF "FAIL" ON A CLERKSHIP ROTATION ASSESSMENT (MEDS 5475) OR CLINICAL SCIENCE ELECTIVE (MEDS 5401) ASSESSMENT

- a. Should a student receive a grade of "Fail" on a Clerkship or Clinical Science Elective assessment the Rotation Director may elect to:
 - i. Uphold the grade of "Fail" on the assessment or assignment, and thereby warrant an overall grade of "Fail" on the Rotation, or:
 - ii. Provide remediation on the failed assessment or assignment.
 - 1. Remediation of an assessment or assignment may occur only once.
 - a. Successful remediation will result in a grade of "Pass" on the assessment or assignment.
 - i. **Remediation in Clerkship or Clinical Science Electives must include one more of the following:**
 - 1. Meeting with the Chair, Clerkship & Electives Committee (London) or Clerkship Coordinator (Windsor)
 - 2. Development of remedial work that will be assessed by the Rotation Director comparable to the failed assessment, which may include any of the following:
 - a. Repeat the clinical rotation
 - b. Re-assessment of deficient competencies in future clerkship rotations
 - c. Repeat end-of-rotation examination
 - d. Assignment completion
 - e. Other form of re-assessment as determined by the Rotation Director in consultation with the Chair.
 - 3. Participation in the Feed Forward Process
 - b. Unsuccessful remediation will result in a grade of "Fail" on the assessment and thereby warrant an overall grade of "Fail" on the Rotation.
 - c. Remediation may only be offered one time for any given assessment.

VII. RECEIVING A GRADE OF "FAIL" ON A CLERKSHIP ROTATION OR CLINICAL SCIENCE ELECTIVE

- a. Progression in the MD Program is based on “Pass” or “Fail” and is decided by the Rotation Director in consultation with the MD Program office.
 - i. A grade of “Fail” in a Rotation may be for academic or professionalism issues.
 - ii. A student who fails more than one rotation will not be offered remediation, as per Program Requirements, and will be asked to withdraw from the program.
- b. When a final grade of “Fail” is awarded on a Rotation, the Clerkship & Electives Committee will meet to discuss the potential for remediation. Within two weeks of being notified of a Rotation failure, the Committee will meet to determine if remediation will be offered:
 - i. Remediation, should it be offered by the Committee, may contain (but is not limited to):
 - 1. Completion of additional clinical learning concurrent with academic year programming.
 - 2. Completion of additional clinical learning during Integration & Transition.
 - 3. Completion of additional clinical learning after Integration & Transition.
 - 4. Repeating a Rotation in its entirety.
 - 5. Repeating an academic year in its entirety (Clerkship, Clinical Science Electives)
 - 6. Completion of additional training with a third party provider recognized by and/or partnered with the MD program such as Western University, mentors, the Physician’s Health Program (PHP) of the Ontario Medical Association (OMA).
 - 7. Completion of any work and/or assessment seen fit by the Committee.
 - 8. A combination of any of the above.
 - 9. It is understood that any and/or all of the above may result in a delay of graduation from the Program.
 - ii. The Associate Dean, Undergraduate Medical Education, in consultation with the Rotation Director, Clerkship Director and those faculty associated with the students’ remediation process, is responsible for the assessment of remediation and the determination of a final rotation grade:
 - 1. Successful remediation of a failed rotation will result in a grade of “Supplemental Remedial Privileges” (SRP) on an academic transcript.
 - 2. Unsuccessful remediation of a failed Rotation will result in a final grade of “Fail” on the academic transcript. Failure to successfully remediate a rotation is a failure of the Clerkship course and the student will be required to withdraw from the program.
 - a. Remediation of a Rotation failure is only offered once.
 - b. A limit on the number of instances in which a student may remediate multiple Rotation failures is identified in the Senate Program Requirements.
 - c. If applicable, the student will receive a grade of Incomplete (INC) until the completion of remedial privileges, and the assignment of either “SRP” or “FAIL.”
- c. Grounds for Appealing a grade of “FAIL”
 - i. Should a student decline the opportunity for remediation, they may appeal the original grade of “Fail.” Should a student elect to appeal the grade beyond the level of appealing to the Rotation Director, the original offer for remediation is rescinded and may not be offered again.
 - 1. To appeal a grade of “Fail” the student will be required to present written documentation to demonstrate one or more of the following:
 - a. Medical or compassionate circumstances
 - b. Extenuating circumstances beyond the appellant's control
 - c. Bias
 - d. Inaccuracy or unfairness in grading.

- d. Should a student receive a final grade of “Fail” after an unsuccessful attempt at remediation, they may appeal the grade of “Fail” on the remediation only. They may not appeal the original grade of “Fail” on the Rotation at this time.
- e. At no time may a student appeal a grade of “Supplemental Remedial Privileges” (SRP) as accepting remediation infers acceptance of the original grade of “Fail” on the course.
- f. Ignorance or misinterpretation of Senate and/or Program regulations and policies does not constitute grounds for an appeal.

VIII. APPEALING A GRADE OF “FAIL” ON A ROTATION OR CLINICAL SCIENCE ELECTIVE

- a. Should a student receive a grade of “Fail” and initiate the Appeals process, the student:
 - i. Will be encouraged to consult Learner Equity & Wellness;
 - ii. May invite a representative of Learner Equity & Wellness to attend any meetings relating to the Appeals process;
 - iii. Will speak for themselves at all times and be aware that a student representative may not speak on their behalf;
 - iv. Will not be permitted to attend any appeal session within the Schulich School of Medicine & Dentistry with legal counsel.
- b. Appealing a grade of “Fail” on a Clerkship or Clinical Science Elective Rotation to the **Clerkship Director**
 - i. A student will receive their assessment grade of “Fail” as assigned by the Rotation Director.
 - ii. The Rotation Director will notify the student in writing within two weeks on the opportunity – should it exist – for remediation.
 - 1. The letter from the Rotation Director will indicate a deadline for receipt of a request for reconsideration by the Clerkship Director under the appeals process.
 - iii. A student has four weeks to formally appeal a grade of “Fail” to the Clerkship Director. The letter requesting reconsideration under the Appeals Process must specify reasons for the appeal and be accompanied by supporting documentation (such as a report provided by a treating physician or related, regulated health care professional).
 - 1. Failure to submit an appeal by the deadline stated by the Rotation Director infers acceptance of the grade of “Fail” or the remediation plan should one be offered. Acceptance of the grade of “Fail” will require a student to withdraw from the program.
 - iv. The Clerkship Director may decide to seek an independent opinion(s) of the student rotation assessments in reviewing the request.
 - v. The Clerkship Director will render a written decision within three weeks of receiving the request for reconsideration.
 - 1. This decision will involve one of the following:
 - a. The Clerkship Director may reverse the student grade to “Pass.”
 - b. The Clerkship Director may uphold the grade of “Fail” pending remediation as outlined by the Rotation Director.
 - c. The Clerkship Director may uphold the grade of “Fail” without remediation as outlined by the Rotation Director.
 - 2. The letter from the Clerkship Director will indicate a deadline for receipt for further reconsideration by the Appeals Committee under the appeals process.
 - vi. If the appeal is denied by the Clerkship Director, the student may:
 - 1. Accept the decision of the Clerkship Director and complete remediation if it is offered by the Clerkship & Electives Committee.

2. Accept the decision of the Clerkship Director and withdraw from the Program.
 3. Write a letter of reconsideration to the Chair, Appeals Committee requesting a review under the appeals process (see below) with the understanding that any remediation plan offered by the Rotation Director is now rescinded.
- c. Appealing a grade of “Fail” on a Clerkship or Clinical Science Elective Rotation to the **Appeals Committee**
- i. A student has four weeks from the date of the Clerkship Director’s response to formally appeal a final grade of “Fail” to the Chair, Appeals Committee. The deadline for receipt of the request for reconsideration will be contained in the Clerkship Director’s response.
 - ii. The letter requesting reconsideration under the Appeals Process must specify reasons for the appeal and be accompanied by supporting documentation (such as a report provided by a treating physician or related, regulated health care professional).
 1. Failure to submit an appeal by the deadline stated on Clerkship Director’s letter infers acceptance of the grade of “Fail,” requiring the student to withdraw from the program.
 - iii. The Appeals Committee will meet within three weeks of receipt of the request for reconsideration to the Chair, Appeals Committee.
 - iv. The Appeals Committee will communicate their decision to the student in writing within two weeks of the meeting.
 1. This decision will involve one of the following:
 - a. The Appeals Committee may reverse the student grade to “Pass.”
 - b. The Appeals Committee may uphold the grade of “Fail.”
 2. The letter from the Appeals Committee will indicate a deadline for receipt of a request for further reconsideration by the Dean, Schulich School of Medicine & Dentistry, under the appeals process.
 - v. If the appeal is denied by the Appeals Committee, the student may:
 1. Accept the decision of the Appeals Committee and withdraw from the program.
 2. Write a letter of reconsideration to the Dean, Schulich School of Medicine & Dentistry. The letter must specify reasons for the appeal and be accompanied by supporting documentation (such as a letter from a physician).
 - a. Failure to submit an appeal by the deadline stated by the Appeals Committee infers acceptance of the grade of “Fail” Acceptance of the grade of “Fail” will require a student to withdraw from the program.
- d. Appealing a grade of “Fail” on a Clerkship or Clinical Science Electives Rotation to the **Dean**
- i. A student has four weeks from the date of the Appeals Committee’s response to formally appeal a final grade of “Fail” to the Dean, Schulich School of Medicine & Dentistry.
 - ii. The deadline for receipt of the request for reconsideration will be contained in the Appeals Committee’s response. The letter requesting reconsideration under the appeals process must specify reasons for the appeal and be accompanied by supporting documentation (such as a report provided by a treating physician or related, regulated health care professional).
 1. Failure to submit an appeal by the deadline stated on the Appeals Committee’s letter infers acceptance of the grade of “Fail,” requiring the student to withdraw from the program.
 - iii. The Dean will be provided with a dossier of information, on the course, learner performance in this and other Program courses, health and wellness, other third party

assessments and information, including that which was considered by the Appeals Committee, as well as their written decision.

- iv. The Dean may decide to appoint an advisory body of senior educators to review the appeal.
 - v. The Dean, in consideration of the appeal, must meet with the Appellant.
 - vi. A decision of the Dean will be made and communicated to the student in writing within two weeks of the review.
 - 1. This decision will involve one of the following:
 - a. The Dean may reverse the student grade to "Pass."
 - b. The Dean may uphold the grade of "Fail" and request the Clerkship & Electives Committee provide an alternate remediation plan.
 - c. The Dean may uphold the grade of "Fail."
 - vii. If the appeal is denied by the Dean, the student may:
 - 1. Accept the new remediation plan, requested by the Dean, as established by the Clerkship & Electives Committee.
 - 2. Accept the decision of the Dean, decline the new offer of remediation, and withdraw from the program.
 - 3. Follow the process outlined and governed by the Senate Review Board Academic (SRBA).
- e. Requirement to Withdraw
- i. The Registrar's Office will be notified simultaneously with the student when a "requirement to withdraw from the program" is issued to the student as per Western academic policy.
 - ii. If a student has received a letter asking them to withdraw, the student will have no official status in the Program and may not continue to participate in studies or clinical activities from that date even though a further appeal may be pending.
- f. Senate Review Board Academic (SRBA)
- i. The SRBA process is governed by the University Senate.
 - ii. Both parties agree to adhere to the SRBA decision.

IX. COSTS ASSOCIATED WITH REMEDIATION

- a. In all cases, any costs related to the remediation of an assessment, course, rotation, academic year, etc shall be incurred entirely by the student. This includes the costs associated with proctoring, the use of standardized patients, the renewal of content for unique assessments etc.
- b. The program will provide the total cost for remediation in the Letter of Remediation, if applicable.
- c. Remediation costs must be paid in full before a grade of fail will be changed and no later than the end of the academic during which remediation occurs (academic year, intersession, summer).