



McGill

School of  
Medicine

Undergraduate  
Medical Education

## **Policy: Assessment and Promotion Policy**

**Approved By:** MDCM Program Committee

**Approved On:** December 10, 2015

**Updated On:** August 28, 2023

**Next Planned Update:** Winter, 2026

**Purpose:** General policy on the assessment and promotion of students in the MDCM program

**Note:** This policy merged the following previously separate policies: Examinations and Assignments Policy, Formal Review of Student Assessment, Promotion Appeal: Appeals of Student Promotions Committee Decisions, Promotion Regulations, and Student Assessment Policy (UGME).



### **Preamble**

The Assessment and Promotion Policy describes the rules and regulations governing the assessment and promotion of MDCM Program students as well as Dentistry (DMD) Program students during the Fundamentals of Medicine and Dentistry (FMD) Component of the curriculum. The policy is applicable in addition to the [McGill University's Policy on Assessment of Student Learning<sup>1</sup>](#).

It is the responsibility of each student to read this document and be familiar with its content. In addition, it is the responsibility of faculty, residents, and others involved in the assessment of students to follow these guidelines with respect to assessment and promotion.

### **Definitions**

1. **Academic Year:** the academic year commences July 1 and finishes June 30. There is one promotion period per academic year, with the exception of year 2, which has two promotion periods. The MDCM academic year dates do not align with those of central McGill. On occasions where a student will be out of phase the academic year is considered to start when the student is promoted from one promotion period to the next.
2. **Assessment:** the process through which the progress and achievements of a student are measured or determined. Based on established criteria and standards, assessment provides ongoing feedback to the student about the quality and extent of their knowledge, understanding, performance, and determines assigned grades.
3. **Student:** any person registered in the MDCM Program for a course, courses, or research activities, whether or not they are a candidate for a degree, diploma, or certificate.
4. **Instructor:** the member of the academic staff responsible for instruction, the means of assessment, and the grades to be granted in a course.
5. **Course Requirement:** a course element required to successfully complete a course as outlined in each MDCM course outline unless an exemption is granted.
6. **Program Requirement:** a program element required to successfully complete the MDCM Program by graduation.
7. **Formative Assessment** (assessment for learning): an assessment that is used to guide learning (i.e., to provide feedback). It may or may not have high-stakes implications, that is, may or may not be applied towards pass/fail decisions.
8. **Summative Assessment** (assessment of learning): an assessment that comes after the learning

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<sup>1</sup> This policy will only come into effect in Fall 2024.



and seeks to make decisions regarding academic progress (i.e., for pass/fail judgements or selection purposes).

9. **Narrative Assessment:** a qualitative written description of a student's performance or achievement, including in non-cognitive domains such as professional behaviours.
10. **Feedback:** refers to the process whereby a person (a teacher, supervisor, peer or near peer) provides information to another person on aspects of their performance within specific contexts. The information is generally based on direct observation and is expected to be framed in a useful and constructive manner.
11. **Examination Period:** an examination period is defined as examinations held during a 1-week period.
12. **Examination Review:** a learning activity in which the student actively engages with an instructor to review an examination.
13. **Examination Viewing:** an activity in which the student views their own examination responses and results.
14. **Make-up Activity:** an activity required when the student has an incomplete course requirement and/or course assessment due to an absence or leave.
15. **Remedial Activity:** an activity required when the student fails a course requirement and/or course assessment that does not lead to a course failure.
16. **Supplemental Activity:** an activity required when the student fails a course.
17. **Academic Monitoring:** the academic status assigned to a student whose current academic performance may put them at risk of failing.
18. **Promotion Period:** part of the academic year that groups courses into an ensemble.
19. **Academic Probation:** an academic status assigned to a student who has failed a promotion period.
20. **Professionalism Probation:** the professionalism status assigned to a student who has not met the professionalism performance expectations in the MDCM Program.
21. **Good Standing:** refers to a student who is not on academic or professionalism probation.



## 1. Guiding Principles

- 1.1. Students in the MDCM Program are assessed formally and fairly in all required courses in accordance with [McGill University's Policy on Assessment of Student Learning](#), the [Code of Student Conduct and Disciplinary Procedures](#) and in accordance with the [Faculty of Medicine and Health Sciences Code of Conduct](#) and [UGME Policy on Student Professional Behaviours](#)
- 1.2. The MDCM Program has a social responsibility to ensure that all medical students meet the MDCM Program objectives and requirements to ensure public safety.
- 1.3. The MDCM Program recognizes that various assessment methods lead to a better appraisal of the students' performance.
- 1.4. The MDCM Program recognizes that the provision of valid and meaningful feedback in all courses and instructional sessions is necessary for learners' growth.
- 1.5. In addition to any specific regulations outlined below, all examinations and assignments are governed by the [McGill University Examination Regulations](#), where applicable, and by [McGill University's Policy on Assessment of Student Learning](#). Conduct related to examinations and assignments is governed by the [Code of Student Conduct and Disciplinary Procedures](#). Students are expected to be familiar with, and adhere to, these University regulations, policies, and codes.
- 1.6. Students are expected to maintain academic integrity in their completion of assessments and examinations, as outlined in the [Code of Student Conduct and Disciplinary Procedures](#) and the [UGME Policy on Student Professional Behaviour](#).
- 1.7. The definitions of plagiarism and cheating are described in the [Code of Student Conduct and Disciplinary Procedures](#). A student guide to avoiding plagiarism can be found [here](#).



## 2. Roles & Responsibilities

### 2.1. The MDCM Program Committee (PC):

- 2.1.1. oversees the standards set for promotion in the program.
- 2.1.2. reviews the Assessment and Promotion Policy at least every 3 years to align with changes to the MDCM Program.
- 2.1.3. monitors the quality of assessments and examinations.
- 2.1.4. approves, reviews, and monitors assessment methods (including grading schemas) for MDCM Courses (CACMS Element 8.3).

### 2.2. The Student Promotions Committee (SPC):

- 2.2.1. is a decision-making body, mandated by the Associate Dean, Undergraduate Medical Education to interpret and apply the program's Assessment and Promotion Policy, duly established by the PC.
- 2.2.2. is responsible for decisions with respect to the advancement and remediation of individual students which are made in accordance with the MDCM Program's promotion regulations (CACMS Element 9.9). The SPC is the only body that can decide on individual students' exemptions.
- 2.2.3. determines whether a student is eligible for promotion and graduation. This decision is not subject to approval by the PC.
- 2.2.4. has the right to dismiss any student considered unsuitable or non-competent for the practice of medicine or dentistry (for dentistry students, up to the end of the Fundamentals of Medicine and Dentistry component).
- 2.2.5. may review the entire record of any student in the MDCM Program at the request of the Associate Dean Undergraduate Medical Education ("UGME"), the Associate Dean Academic Affairs Faculty of Dental Medicine and Oral Health Sciences or the Chair of the SPC.



- 2.2.6. will review cases where a student does not comply with other policies that could lead to dismissal from the MDCM Program.

### **3. The Assessment Process**

#### **3.1. Student Assessment & Grades**

- 3.1.1. The MDCM Program functions on a pass/fail system.
- 3.1.2. The Course Requirements and Assessment (grading schema) for each course are outlined in detail in the course outlines on myCourses.
- 3.1.3. A student has the right to complete their graded written course work in either French or English (see: [McGill University Charter of Student Rights](#)), with an exception made in the event language proficiency is assessed. This includes the right to respond to short answer / free-text examination items in English or French.
- 3.1.4. Except where otherwise specified on myCourses, the passing grade for each course requirement and assessment, remedial activity, supplemental activity, and course where a numeric grade is recorded is 60%.
- 3.1.5. Numeric grades, where recorded, are used to monitor student progress (identifying and tracking students in academic difficulty), to provide feedback to the students on their progress through the program, and for internal purposes (e.g., scholarships, awards, and prizes).
- 3.1.6. Where numeric grades are recorded, the rounding up (or down) of grades to the nearest decimal is not permitted.
- 3.1.7. Any submitted written assignments or examinations may be put through a text-recognition software in order to monitor potential unauthorized content that leads to an unearned academic advantage.

#### **3.2. Formative Assessment**

- 3.2.1. Required courses of four weeks or more in length must include structured formative assessment with feedback to the learner.
- 3.2.2. This formal feedback generally occurs at around the mid-point of the course, allowing sufficient time for remediation.
- 3.2.3. For courses that are semester or year-long, formal feedback occurs approximately every eight weeks.



- 3.2.4. For courses less than four weeks long, alternate means by which a medical student can measure their academic progress are provided (e.g., through progress testing).
- 3.2.5. Where supervisor-student interaction permits, assessment must include a narrative description of student performance, including 'non-cognitive' achievement (CACMS Element 9.5). The MDCM Program Committee considers narrative assessment to be feasible under the following circumstances: when teacher-student interaction is of sufficient duration (i.e. when the same teacher meets the same student for a minimum of 4 sessions within the same course) and of sufficient depth (i.e. when the teacher: student ratio is no greater than 1: 20) with the exception of Clerkship clinical courses or Entrustable Professional Activities (EPA) where narrative assessment may be given after 1 session.

### 3.3. **Timeliness of Assessment**

- 3.3.1. Any assessment of students' achievement in each required course must be provided in a timely fashion.
- 3.3.2. Final grades will be available to all students no later than six weeks following course completion and upon the completion of the corresponding course evaluation by the student (CACMS Element 9.8).
- 3.3.3. For assessment forms in the clinical setting which uses a contributor/head "format", direct supervisors (Contributor Attending) are required to complete student assessments within two weeks of course completion. The Site Director (Head/Final Attending) is required to collect and collate assessments from all individual contributors and to submit final grades to the UGME office within four weeks of course completion.
- 3.3.4. For any final grade not submitted within the four-week mark, the staff of the UGME office will follow its standard operating procedures to ensure that the six-week deadline (CACMS Element 9.8)) is not breached, which includes following up with the Contributor Attending, Site Directors, and Course Directors.

## 4. **Examinations**

### 4.1. **Examination Regulations**

- 4.1.1. Examination regulations apply to all types of examinations during the MDCM Program. This includes but is not limited to laboratory examinations, examinations in the clinical setting, and examinations at the Simulation Centre.
- 4.1.2. All examination information is confidential. Any transmission of examination





information, either written or verbal, is prohibited. No one is permitted to make written notes or to record, in any way, the contents of an examination. Students must not procure, use, or attempt to use or distribute any improper or unauthorized materials. This includes core materials (e.g., names of patients) used in oral examinations or Structured Clinical Examinations (OSCEs).

- 4.1.3. A student may not miss an examination or assignment deadline without a justifiable reason and approval of the UGME Office. A student who is absent from an examination or who fails to submit an assignment by the stated deadline without approval of the UGME Office or the Assistant Dean, Student Affairs will receive a zero (0) grade.

#### 4.2. **Pre-Requisites to Examination**

- 4.2.1. It is the responsibility of the student to confirm the date, time, and place of the examination by checking examination schedules.
- 4.2.2. It is assumed that upon entering the examination room, it is the intent of the student to complete the examination. Students are warned that it is their personal responsibility to judge their own state of health before entering the examination room to assess whether they can complete the examination. Note that once a final examination is written, the student's earned grade will appear on the student's grade sheet on the One45 online system.
- 4.2.3. Students completing examinations must have with them their valid McGill student ID card ready for presentation upon entering the classroom and visible on the desk during the examination. If a student has lost their McGill ID, they will be asked to provide a government-issued ID with their full name written on it. Verification of their ID will be made at the time of the examination.

#### 4.3. **Guidelines for Conduct during Examinations**

- 4.3.1. Students must be on time for their examinations.
- 4.3.2. Should students arrive less than one hour after the start of an examination, they will be allowed in but will not be granted additional time to write the examination.
- 4.3.3. Should students arrive more than one hour after the start of an examination, they will not be allowed to write the examination and will receive a grade of 0.
- 4.3.4. No students can leave the examination room during the first hour of the examination or during the last 15 minutes of the examination.





- 4.3.5. All communication devices must be deposited with the invigilators prior to the start of the examination.
- 4.3.6. Talk or any other form of communication, including electronic communication, between candidates is forbidden during an examination.
- 4.3.7. Every student must bring an appropriate personal electronic device (e.g., laptop computer) with a functioning power cord to all examinations and quizzes with the exception of the OSCE. Students who present for the examination without a suitable personal device will be unable to take the examination and receive a zero (0) grade. The UGME Office will not provide alternate arrangements for a student to take the examination if they arrive to the examination without a personal device or without a power cord for an undercharged personal device. Students may bring a mouse to the examination. Candidates must remain seated. A candidate needing to speak to the invigilator (e.g., to ask for additional supplies) should so indicate by raising their hand.
- 4.3.8. The personal electronic device (e.g., laptop) being used by the student for an online examination must be configured to prevent communication and access to material on the device during the examination. Students are required to download the Speedwell Safe Examination Browser app onto their personal device. This app stops a candidate from interacting with their computer operating system and other applications/programs during an examination.
- 4.3.9. Students must be accompanied to the washroom and cannot leave the examination room unescorted. The invigilator will verify if the washroom is free prior to allowing a student in.
- 4.3.10. Students are required to submit all examination materials at the end of the examination period. Completed work must be done in accordance with the examination instructions and must be handed in to the invigilator.
- 4.3.11. Personal dictionaries are not permitted; however, a French-English dictionary will be available at examinations upon request.
- 4.3.12. Any alleged breach of examination regulations during examinations or examination review sessions will be reported to the Chief Invigilator, and the Associate Dean, UGME; where applicable, the Associate Dean Academic, Faculty of Dental Medicine and Oral Health Sciences will also be notified. Such incidents will be entered on the student's record and will lead to an investigation under the [Code of Student Conduct and Disciplinary Procedures](#) where applicable. Examples of reportable incidents include: exhibiting suspicious, inappropriate or disruptive behaviour; communication or



consultation with others, the internet, or reference and study materials; and possession of an unauthorized electronic device. Such behaviour can be evidence of unprofessional conduct and, therefore, grounds for a finding of unsuitability to continue in the Program.

#### 4.4. **Guidelines for Conduct during Examination Viewings**

- 4.4.1. Students must be on time for their examination viewings.
- 4.4.2. Should students arrive less than fifteen minutes after the start of an examination viewing, they will be allowed in but will not be granted additional time to view the examination.
- 4.4.3. Should students arrive more than fifteen minutes after the start of an examination viewing, they will not be allowed to view the examination.
- 4.4.4. No students can leave the examination viewing room during the entirety of the viewing.
- 4.4.5. All communication devices must be deposited with the invigilators prior to the start of the examination viewing.
- 4.4.6. Talk or any other form of communication, including electronic communication, between candidates during an examination viewing is forbidden with the exception of FMD and Progress Test viewings where oral communication between students in the viewing room is permitted.
- 4.4.7. Every student must bring an appropriate personal electronic device (e.g., laptop computer) with a functioning power cord to all examination viewings. Students who present for the viewings without a suitable personal device will be unable to view their examination. The UGME Office will not provide alternate arrangements for a student to view their examination if they arrive to the viewings without a personal device or without a power cord for an undercharged personal device. Students may bring a mouse to the viewings. Candidates must remain seated. A candidate needing to speak to the Invigilator (e.g., to ask for additional supplies) should so indicate by raising their hand.
- 4.4.8. The personal electronic device (e.g., laptop) being used by the student for examination viewings must be configured to prevent communication and access to material on the device during the viewings. Students are required to download the Speedwell Safe Examination Browser app onto their personal device. This app stops a candidate from interacting with their computer operating system and other applications/programs during viewings.



4.4.9. Students must be accompanied to the washroom and cannot leave the examination viewing room unescorted. The invigilator will verify if the washroom is free prior to allowing a student in.

4.4.10. Students are required to submit all examination materials at the end of the examination viewings. Completed work must be done in accordance with the examination viewing instructions and must be handed in to the invigilator.

4.4.11. Personal dictionaries are not permitted; however, a French-English dictionary will be available at examination viewings upon request.

4.4.12. Any alleged breach of examination regulations during examination viewings will be reported to the Chief Invigilator, and the Associate Dean, UGME; where applicable, the Associate Dean Academic, Faculty of Dental Medicine and Oral Health Sciences will also be notified. Such incidents will be entered on the student's record and will lead to an investigation under the [Code of Student Conduct and Disciplinary Procedures](#) where applicable. Examples of reportable incidents include: exhibiting suspicious, inappropriate or disruptive behaviour; communication or consultation with others, the internet, or reference and study materials; and possession of an unauthorized electronic device. Such behaviour can be evidence of unprofessional conduct and, therefore, grounds for a finding of unsuitability to continue in the Program.

#### 4.5. **Examination or Assignment Deferrals**

4.5.1. Deferred examinations or extensions on course requirements (e.g., assignments) are granted at the discretion of the Associate Dean UGME or the Assistant Dean Student Affairs. Requests for deferred examinations or extensions will be considered on an individual basis. The student must make their request for a deferred examination prior to the scheduled examination. Supporting documents (e.g., physician's note) may be required, and may be verified by the Assistant Dean, Student Affairs.

4.5.2. If a Clerkship student has a scheduled vacation or away elective which is also registered in the Electives platform at the time of a Clerkship examination, they can exceptionally request an examination deferral 4 weeks prior to the date of the examination by emailing the Clerkship Component Officer.

4.5.3. When a deferred examination is approved, a student who has an approved absence from a final examination will have a new examination date scheduled by the UGME Office; when an in-course examination (e.g., midterm) is missed with the approval of the UGME Office, the weight of the examination will be transferred to the final examination.

4.5.4. A student cannot request a deferral for more than 2 examination periods in one



promotion period.

#### 4.6. Examination Safety Protocol during a Public Health Crisis

- 4.6.1. Examination regulations are subject to change based on temporary public health measures that may be implemented during a public health crisis such as a pandemic.

### 5. The Promotion Process

#### 5.1. Conditions for Maintaining Enrolment in the MDCM Program

- 5.1.1. A condition of enrolment in the Faculty of Medicine and Health Sciences at McGill University is that the student must be registered with the *Collège des Médecins du Québec* (CMQ). Failure to register with, or withdrawal of registration by, the CMQ means dismissal from the program.
- 5.1.2. Immunization is compulsory for Health Sciences students and must be completed before they begin the MDCM program and are permitted to have contact with patients. Students are required to comply with new vaccination recommendations as they come into effect. Students who have not met the immunization requirements by June 1 of the Year of entry into the MDCM Program or who do not have medical certification of a contraindication to vaccination, will not be permitted to register for the Program or begin classes. Students already in the MDCM Program who do not complete the requisite immunizations will be dismissed from the MDCM Program (see: [Immunization Policy](#)).
- 5.1.3. Students who are seropositive for Hepatitis B, C, or HIV, or who have any other blood-borne pathogens are obliged to follow the Blood-Borne Virus Infection Policy, as soon as they become aware of their serologic status. Failure to notify SERTIH, the Associate Dean, UGME or failure to comply with [SERTIH](#) requirements will result in a notation in the professionalism section of the Medical Student Performance Record ("MSPR") and/or other disciplinary measures (see: [Blood-Borne Virus Infections](#)).
- 5.1.4. Students at risk of being dismissed from the program for the reasons outlined in points 1.1 and 1.2 must meet with the SPC.
- 5.1.5. Students must maintain a full-time workload ([Workload Policy](#)) during their studies. There are no part-time courses within the MDCM Program. Part-time registration status is possible in the case of students entering the program with advanced standing (International Medical Graduate Students, Oral and Maxillofacial Students, DMD students entering the program after completion of one or 2 years of the DMD Program)



or students returning to the program after a long-term leave of absence which began part-way into a term. However, since courses are taken in block format, students must maintain a full-time workload during each block or promotion period.

### 5.2. Duration of the Program

- 5.2.1. The expected duration of the MDCM Program is 4 years. Students enrolled in the MDCM Program must complete their studies within 7 years. The expected duration of the MDCM-PhD Program is 8 years. Students enrolled in the joint MDCM-PhD Program must complete their studies within 10 years.

### 5.3. Course Requirements

- 5.3.1. The student's final grade for each course is recorded on the University Transcript as <S> *satisfactory* (pass) or <U> *unsatisfactory* (fail).
- 5.3.2. Any of the following will make a course incomplete:
- 5.3.2.1. missing more than 25% of any course requirement due to absences
  - 5.3.2.2. a deferred final examination
  - 5.3.2.3. an extension on a course requirement (e.g., an extended deadline for submitting an assignment) beyond the end of the course, or a leave starting during a course.
- 5.3.3. A <K> *incomplete* will be recorded on the University Transcript, and a date for the deferred examination and/or deadline extension will be communicated to the student. Failure to complete the course requirements by the extended deadline will result in a grade of KF, which is considered a *course failure* (see: [University eCalendar](#), Incomplete Courses)<sup>2</sup>.
- 5.3.4. A student must meet all course requirements in each promotion period to proceed to the next promotion period or to graduate. All activities required to complete a course, including deferred examinations, assignments with extensions, activities assigned by the course director due to missing more than 25% of a course requirement, remedial

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<sup>2</sup> For more information on McGill University's transcript, please consult the University's [transcript key](#).



activities and supplemental activities must be successfully completed (i.e., passed) before the student may begin any course or curricular activity in the subsequent promotion period or graduate.

5.3.5. A student is required to attend all mandatory academic activities and to abide by the [Short-Term Absences Policy](#). A student who misses a mandatory activity without an approved absence is considered to have an unauthorized absence.

5.3.6. A student who has failed one or more of the course requirements but who has not failed the course will have a <K> *incomplete* recorded on the University Transcript. A *remedial* activity will be required to pass the course.

5.3.6.1. Failure to complete the remedial activity by the deadline established by the UGME Office will result in a grade of KF, which is considered a *course failure* (see: [University eCalendar](#), Incomplete Courses).

5.3.6.2. Failure of a remedial activity constitutes a failure of the course. A <U> unsatisfactory will be recorded on the University Transcript and the course failure may be reported on the MSPR (i.e., Dean's Letter) (see: [Medical Student Performance Record](#)).

#### 5.4. Course Failures

5.4.1. A student who has failed one of the course requirements that leads directly to a course failure or more than one of the course requirements that leads to a course failure will have a <U> unsatisfactory recorded on the University Transcript and the course failure may be reported on the MSPR (see: [Medical Student Performance Record](#)). A student who has failed a course is not eligible to undertake remedial activities for that course. A supplemental activity will be required to pass the course. The student will be on Academic Monitoring in the MDCM Program.

5.4.1.1. Failure of a supplemental activity constitutes a failure of a promotion period.

#### 5.5. Academic Monitoring

5.5.1. A student will be placed on academic monitoring for the following reasons:

5.5.1.1. One or more final examination failures within one promotion period.





5.5.1.2. One course failure during one promotion period.

5.5.2. Academic Monitoring means:

5.5.2.1. Student is required to meet with the Associate Dean, UGME and/or delegate.

5.5.2.2. Student may be required to complete a learning plan.

5.5.2.3. Student will remain on academic monitoring for the remainder of the affected promotion period.

5.5.2.4. Student on academic monitoring with a persistently weak performance may be referred to the SPC.

5.5.3. A student will be removed from academic monitoring if:

5.5.3.1. Student does not fail an additional examination within the next promotion period.

5.5.3.2. Student does not fail an additional course

### 5.6. **Promotion Period Failure & Academic Probation**

5.6.1. A student will fail a promotion period and be placed on academic probation for the following reasons:

5.6.1.1. Following a 2<sup>nd</sup> course failure during one promotion period.

5.6.1.2. Following a failure of supplemental activity required after a course failure.

5.6.2. A student on academic probation:

5.6.2.1. is required to meet with the SPC.

5.6.2.2. is not considered to be in good standing in the MDCM Program.

5.6.2.3. is required to meet on a regular basis with the Associate Dean UGME and/or delegate.

5.6.2.4. may be required to complete a specific learning plan to address one or more areas of weakness.





- 5.6.2.5. may be required to complete a specific performance criterion for subsequent promotion periods.
  - 5.6.2.6. may be required to take structured courses in lieu of electives.
  - 5.6.2.7. may be required to complete electives at defined sites.
  - 5.6.2.8. is not eligible for research bursaries or scholarships and awards, except for awards/scholarships related to personal “resilience”.
  - 5.6.2.9. in “joint” and/or “double” programs will have their status reassessed by the Director and/or committee responsible for those programs and by the Associate Dean UGME.
- 5.6.3. The SPC will determine whether the student will be required to repeat the promotion period. When a student is invited to meet the SPC because of academic probation, the following procedures are to be followed:
- 5.6.3.1. The student receives an official invitation letter that explains the purpose of the meeting and the SPC’s committee’s proceedings. The letter specifically refers to the sections of the Assessment and Promotion Policy that are pertinent to the issue being addressed and informs the student that they may be accompanied by an advisor. Such advisors must be students, and members of the McGill community, and must not be paid for their services. Students can access advisors via the [McGill Legal Information Clinic Student advocacy program](#). The role of the advisor is to help the student prepare and present their case.
  - 5.6.3.2. The SPC secretary prepares a document containing the student’s academic history, the SPC invitation letter, and all the email failure notifications sent to the student by the UGME team. This document is sent to the student and the committee members no less than 5 working days prior to the meeting. The student is also invited to submit documentation to support any arguments they will present at the meeting. This document must be received no less than 2 working days before the meeting and is also shared with the committee members.
  - 5.6.3.3. Prior to the meeting, the Chair asks members who are in conflict of interest to



recuse themselves. At the meeting, the Chair of the SPC welcomes the student, explains the proceedings, and then invites the student and the advisor to speak. SPC members can then ask questions. The student and the advisor are then excused, and the SPC members have an in-depth discussion. After discussion, members of the SPC will propose a motion which must be seconded before proceeding to a vote. Votes will be tabulated but not recorded. Members can abstain, vote for the motion, or vote against the motion. The Chair will determine whether the motion is carried or defeated. Proceedings of the meeting are not recorded, but decisions are officially transmitted in writing to the student. The student is also informed verbally by the SPC Administrative Officer as soon as feasible after the decision has been made. If the SPC judges that there were extenuating circumstances, they can allow the student exceptionally to complete supplemental activities that will allow them to continue in the MDCM program without repeating the promotion period providing that the supplemental activities are successfully completed. For the SPC, extenuating circumstances refers to events that may have interfered with a student's ability to perform in an exam as they would have under normal circumstances. The circumstances would have occurred close to the time of the exam and specifically interfered with performance on the exam that led to the course failure. In contrast, circumstances that persisted long enough to interfere with a student's ability to participate, learn, and integrate the material necessary to pass the course and fulfill the program's requirements will not be considered as extenuating circumstances. Even if the SPC judges that there were extenuating circumstances, the student will remain on probation for the following promotion period.

- 5.6.3.4. The SPC sends the student an official decision letter informing them of the SPC decision within 5 working days after the meeting is held. The letter is signed by the Chair of the SPC.
- 5.6.3.5. The SPC will review the academic record of students on academic probation at the end of the subsequent promotion period. After one of the regularly scheduled probation reviews, the SPC may decide to:
  - 5.6.3.5.1. lift probation.
  - 5.6.3.5.2. maintain probation.
  - 5.6.3.5.3. require a personalized/individualized learning plan.



5.6.3.5.4. require the repeat of a promotion period.

5.6.3.5.5. dismiss the student from the MDCM Program.

5.6.3.5.6. Place the student on academic monitoring.

5.6.4. Should a repeat promotion period be required, the student will be put on academic leave pending the start of the required repeat promotion period. This is due to the sequential nature of the curriculum. (see: [Short-Term Absences Policy](#) and [Medium & Long Term Leaves Policy](#)).

5.6.5. A student who fails a course during a repeat promotion period is not eligible to undertake a supplemental activity. Failure of any course, including longitudinal courses, during a repeat promotion period will result in automatic dismissal from the program.

5.6.6. A student may not repeat more than one promotion period in the curriculum. Failure of a second promotion period will result in automatic dismissal from the MDCM Program.

### 5.7. **Professionalism**

5.7.1. Professional conduct is an academic objective of the MDCM Program (see: [Program Learning Objectives](#), [Academic Integrity Policy](#) and [UGME Policy on Student Professional Behaviours](#), & [Faculty of Medicine and Health Sciences Code of Conduct](#)).

5.7.1.1. A major professionalism lapse as determined by SPC will result in a student being placed on Professionalism Probation and may result in suspension or dismissal from the MDCM Program.

5.7.2. The SPC will review the entire record of any student referred by the Associate Dean UGME for lapses in professional behaviour.

5.7.3. When a student is invited to meet the SPC because of a potential major lapse in professionalism, the following procedures are to be followed:

5.7.3.1. The student receives an official invitation letter that explains the purpose of the meeting and the SPC'S proceedings. The letter specifically refers to the sections of the Assessment and Promotion Policy that are pertinent to the issue being addressed and to the Policy on Student Professionalism Behaviors



and informs the student that they may be accompanied by an advisor. Such advisors must be students, and members of the McGill community, and must not be paid for their services. Students can access advisors via the [McGill Legal Information Clinic Student advocacy program](#). The role of the advisor is to help the student prepare and present their case.

- 5.7.3.2. The SPC secretary prepares a document containing the student's academic history, the SPC invitation letter and all documentation pertaining to the alleged potential major lapse in professionalism. This document is sent to the student and the committee members no less than 5 working days prior to the meeting. The student is also invited to submit documentation to support any arguments they will present at the meeting. This document must be received no less than 2 working days before the meeting and is also shared with the committee members.
- 5.7.3.3. Prior to the meeting the Chair asks members who are in conflict of interest to recuse themselves. At the meeting, the Chair of the committee welcomes the student, explains the proceedings, and then invites the student and the advisor to speak. Committee members can then ask questions. The student and the advisor are then excused, and the committee members have an in-depth discussion. After discussion, members of the SPC will propose a motion which must be seconded before proceeding to a vote. Votes will be tabulated but not recorded. Members can abstain, vote for the motion, or vote against the motion. The Chair will determine whether the motion is carried or defeated. Proceedings of the meeting are not recorded, but decisions are officially transmitted in writing to the student. The student is also informed verbally by the SPC Administrative Officer as soon as feasible after the decision has been made.
- 5.7.3.4. If the SPC judges that there has been a major professionalism lapse, the following SPC decisions are possible:
  - 5.7.3.4.1. The student is placed on probation status and the incident is reported in the Professional Attributes section of the MSPR.
  - 5.7.3.4.2. The student is placed on probation status and the incident is not reported in the MSPR.
  - 5.7.3.4.3. The student is placed on probation status, is suspended from the



program, and the incident is reported in the MSPR.

5.7.3.4.4. The student is placed on probation status, is suspended from the program, and the incident is not reported in the MSPR.

5.7.3.4.5. The student is dismissed from the MDCM program.

5.7.3.5. Unless the decision is to dismiss the student from the MDCM Program, the SPC may also require the student to follow a focused Learning Professionalism Plan that may include mentoring on ethical and professional issues pertinent to the practice of medicine, and other focused learning activities.

5.7.3.6. The probation status of students placed on probation for a major lapse in professionalism will be reviewed by the SPC at each subsequent promotion period. Probation may be lifted if the SPC considers that a student has satisfactorily completed the focused Learning Professionalism Plan.

5.7.3.7. The SPC sends the student an official decision letter within 5 working days after the meeting is held.

### 5.8. **Disciplinary Actions**

5.8.1. Students whose behaviour breaches the [Code of Student Conduct and Disciplinary Procedures](#) will be required to meet the Disciplinary Officer who will establish the consequences in accordance with the Code of Student Conduct and Disciplinary Procedures. The SPC will be informed of the conduct probation status of a student and if applicable when the status will be re-assessed. The Disciplinary Officer will also determine whether a disciplinary action will be recorded on the MSPR (see: [Medical Student Performance Record](#)).

### 5.9. **Suitability to Pursue Program**

5.9.1. The SPC will review the entire record of any student who because of an illness is unable to perform essential skills and attain the competencies required to meet the program's objectives. This could result in a voluntary or involuntary leave of absence. If the illness is irremediable and interferes with the student's ability to meet the program's objectives and requirements, the student may be required to withdraw from the program. The SPC will review the entire record of any student whose illness interferes with performance. This could result in a voluntary or involuntary leave of absence. If the illness is



irremediable and interferes with student ability to perform essential skills and meet the program's objectives (see: [Academic Standards and Essential Skills](#)), the student may be dismissed from the program.

## 6. The Appeal Process

### 6.1. Viewing Assessments & Grades

- 6.1.1. The student is encouraged to view their assessments and grades throughout the MDCM Program. Assessments and grades from all courses may be viewed [online](#) once the student has completed evaluations of the courses and teachers. Assessments and grades from all courses may be viewed in person by appointment with [Student Records](#).

### 6.2. Examination Challenges & Contesting Written Assignments

- 6.2.1. A student may challenge an MCQ examination question (i.e., item) that they believe to be unclear or unfair only while they are completing the examination or during the examination viewing if applicable. In order for an item challenge to be reviewed by the MDCM Program, the student must:
  - 6.2.1.1. Submit the item challenge during the examination or examination viewing directly in the Speedwell Safe Examination Browser app. And clearly indicate the basis for challenging the examination question. A question might be unclear because of use of abbreviations or acronyms that are not familiar to students, having an ambiguous question, or having ambiguous or vague response options to select from; A question might be unfair because it tests material that is not part of the learning objectives, teachers gave conflicting messages about the subject matter, or it is impossible to answer between the question or response options are incomplete or there are two equally correct response options. Challenges that do not meet the above criteria cannot be considered. Challenges that meet the above criteria will be reviewed by the Course Director following the examination. Decisions about challenges are not made during examinations or examination viewings.
- 6.2.2. Any student who wishes to have a third-party reread of an assignment or examination must contact the Course Director within ten (10) working days of receiving their grade.
  - 6.2.2.1. Any oral assignment or examination cannot be reread with the exception of any written portions included in the assignment or examination.





### 6.3. Contesting Clinical Assessment

#### **Initial Review of Assessment**

A student who is dissatisfied with an assessment or grade must request an initial (i.e., course-level) review of the assessment.

The procedure for an initial review is as follows:

- 6.3.1. For clinical courses with a Site Director, the student should discuss their concerns with the Site Director. For all other courses, or if discussion with the Site Director fails to achieve a satisfactory resolution, the student should discuss their concerns with the Course Director. For electives, the UGME Elective Director is considered to be the Course Director.
- 6.3.2. The Course Director (or Site Director) will review the issue with the student and provide information to clarify the assessment or grade. The Course Director (or Site Director) may obtain further information from other supervisors. If indicated, the Course Director (or Site Director) may revise narrative comments in light of the student's explanation.

If the student has met with the Course Director and a satisfactory resolution has not been achieved, the student may request a [Formal Review](#) of the assessment or grade.

#### **Formal Review of Assessment**

A student who remains dissatisfied after the initial review (i.e., discussion with the Course Director) may request a formal review of the assessment (i.e., at the level of the MDCM Program). A student may only request a formal review (appeal) for substantive reasons or following a course failure.

The procedure for a formal review is as follows:

- 6.3.3. A student's request for a formal review of an assessment or grade must be submitted in writing to the [Associate Dean UGME](#) within four (4) weeks of the assessment or grade being posted to the student's dossier. Exceptionally, for clinical Clerkship Courses, this request must be received within eight (8) weeks of the assessment or grade being posted to the student's dossier. The request must include a brief explanation of the basis or rationale for the appeal.
- 6.3.4. The Associate Dean UGME requests that the Component Director or Clinical Department Chair set up an ad hoc Student Assessment Review Committee (the "SAR Committee").





- 6.3.4.1. The SAR Committee will have no less than three and no more than five members, including the Chair.
- 6.3.4.2. All members will have experience in the teaching and assessment of students and will be free of [conflicts of interest](#).
- 6.3.4.3. The Chair must be from the appropriate Department/discipline and must not be the Course Director, Assistant Director or Site Director for the course.
- 6.3.4.4. At least one member will be from a department/discipline other than the one in question.
- 6.3.4.5. At the Associate Dean's request, the SPC may function as the SAR Committee. Generally, this is done only when necessary, in order to meet deadlines for promotion or graduation.
- 6.3.4.6. The SPC secretary acts as a technical advisor and secretary to the SAR Committee in an ex officio capacity.
- 6.3.5. The role of the SAR Committee is to make a judgment on the reasonableness of a student's assessment.
- 6.3.6. The parties for the formal review of student assessment are the student and the Course Director. The Course Director may delegate this responsibility to a course Site Director, Assistant Director or Site Lead.
- 6.3.7. The Chair of the SAR Committee will communicate to the parties the time and place of the SAR Committee meeting. There will be a minimum of five (5) working days' notice unless both parties agree to a more rapid meeting.
- 6.3.8. Both parties should submit to the Chair of the SAR Committee copies of any written documents to be circulated to the SAR Committee, at least two (2) working days prior to the meeting. No documents may be submitted by outside bodies.
- 6.3.9. Both parties may have an advisor present at the formal review.
  - 6.3.9.1. An advisor must be a member of the McGill community (e.g., a fellow student,



a faculty member, or a representative from the [McGill Student Advocacy Program](#)) and must not be paid for these services.

- 6.3.9.2. The advisor should advise and help the student and/or Course Director (or delegate) present their case. However, the committee must hear directly from the student and Course Director (or delegate) at the formal review. Witnesses may be called if needed. The Secretary must be informed of the names of any witnesses and advisors at least two (2) working days prior to the hearing.
- 6.3.10. No observers are permitted at the proceedings.
- 6.3.11. In the presence of both parties and the SAR Committee, the student will present their view of their performance and concerns about assessment for the course. The Course Director (or delegate) will then present a summary of the student's performance and an explanation for the assessment. The Chair may invite the advisor (s) to speak in support of either party.
- 6.3.12. The student, Course Director (or delegate) and advisors are then asked to leave the room while the SAR committee deliberates.
- 6.3.13. After deliberation, the assessment will remain unchanged if it is deemed to have been a reasonable assessment of the student's performance. Should the SAR Committee conclude that the assessment under review was not reasonable, the SAR Committee will provide a "de novo" assessment. In other words, the assessment may remain unchanged, be upgraded or be downgraded.
- 6.3.14. The parties are informed verbally by the Chair as soon as the decision has been made, and in writing within 5 working days, with a copy sent to the Associate Dean UGME.
- 6.3.15. The decision of the ad hoc SAR Committee is final.

#### 6.4. **Appeals of SPC Decisions**

- 6.4.1. Decisions of the MDCM Program's SPC are considered final and may only be appealed under the following circumstances:
  - 6.4.1.1. Dismissal of a student from the MDCM Program.



- 6.4.1.2. Perceived procedural error at the SPC level.
  - 6.4.1.3. Decision constitutes a breach of the regulations or policies of the University or the Faculty of Medicine and Health Sciences.
  - 6.4.1.4. Bias at the SPC level; or
  - 6.4.1.5. New evidence that was not available at the time of the SPC meeting.
- 6.4.2. The student has fourteen (14) working days from the day they receive the SPC decision letter in which to appeal the decision. The following procedures are to be followed:
- 6.4.2.1. The student files a letter of appeal to the Dean, Faculty of Medicine and Health Sciences.
  - 6.4.2.2. The Dean remits the appeal to the Administrative Officer (Office of the Dean) who will then appoint an ad hoc Promotions Review Committee (PRC). The PRC consists of five senior members of the Faculty's academic community who have had no previous knowledge of the student or the case under appeal. Those selected will have an appropriate background and knowledge to bring to the PRC. One member will be designated as Chair. One representative from the Collège des médecins du Québec or from the Ordre des Dentistes du Québec may be substituted for an academic member.
- 6.4.3. The Administrative Officer (Office of the Dean) will communicate to the parties the names of the PRC members, the time and place of the hearing, etc. In order to give the student time to prepare for the meeting, there will be a minimum two-week notice period. The hearing can be scheduled earlier if the student so requests it, or otherwise agrees in advance to the shorter notice period.
- 6.4.4. The Administrative Officer (Office of the Dean) will call for a detailed dossier from each party that will be circulated to the PRC and all parties prior to the meeting. The dossiers should be made available to the PRC at least two (2) working days prior to the meeting so they have time to become acquainted with the issues.
- 6.4.5. The Associate Dean UGME, or designate, presents the Faculty's evidence in written form and/or verbally to the PRC, after which the student is invited to present.



- 6.4.6. Both parties (the student and the Associate Dean) may be accompanied by an advisor if they so wish. Such advisors must be members of the McGill community and must not be paid for these services (e.g., students can contact the [Legal Information Clinic at McGill](#)). The role of the advisor is to advise and help the student and/or Associate Dean present their case. It is important for the PRC to hear directly from the student and the Associate Dean. The advisor (s) will speak at the invitation of the PRC Chair. Witnesses may be called if needed. The Administrative Officer (Office of the Dean) must be informed of the names of any witnesses and advisors at least two (2) working days prior to the hearing.
- 6.4.7. The PRC listens to all evidence and may ask questions of the student and/or advisor; and of the Associate Dean and/or advisor. The parties may also question each other in order to clarify points.
- 6.4.8. The Administrative Officer (Office of the Dean) acts as a technical advisor and secretary to the PRC in an ex officio capacity. Any notes from the meeting are for the use of the Committee in arriving at their decision and are destroyed after they have completed their deliberations.
- 6.4.9. When both parties feel that all the information pertaining to the case has been presented, the Chair will ask both to retire and the PRC meets further to make a decision on the matter. All members of the PRC, including the Chair, may vote. Decisions are by simple majority.
- 6.4.10. The PRC may uphold or overturn the decision of the SPC. This decision is binding upon the Dean and the SPC, though subject to appeal at the level of the University Senate as per the Handbook on Students Rights and Responsibilities. If the decision is overturned, the PRC may choose to offer recommendations on a course of action to be considered by the SPC.
- 6.4.11. Both parties are informed verbally by the Administrative Officer (Office of the Dean) as soon as feasible after the decision has been made, and in writing within five (5) working days, with a copy sent to the SPC.

Promotion Period	Content	Notes
I (Year 1)	<b>Fundamentals of Medicine and Dentistry (FMD-1):</b> Molecules to Global Health, Respiration, Circulation, Renal, Digestion and Metabolism, Defense, Infection,	1



	<p>Movement, Reflection and Evaluation (R&amp;E), Longitudinal Family Medicine Experience (LFME), Research Fundamentals (RF) 1</p> <p><b>Physicianship:</b> Clinical Method 1, Physician or Dentistry Apprenticeship 1, Roles in Interprofessional Teams, Communication in Interprofessional Teams</p>	
II (Year 2)	<p><b>Fundamentals of Medicine and Dentistry (FMD-2):</b> Reproduction &amp; Sexuality, Human Behaviour, Reflection and Evaluation (R&amp;E), Research Fundamentals (RF) 2</p> <p><b>Physicianship:</b> Clinical Method 2, Physician or Dentistry Apprenticeship 2, Community Health Alliance Project (CHAP)</p>	1
III (Year 2)	<p><b>Transition to Clinical Practice (TCP):</b> TCP Anesthesia, TCP Family Medicine, TCP Integrated Assessment, TCP Internal Medicine, TCP Neurology, TCP Ophthalmology, TCP Pediatrics, TCP Radiology, TCP Surgery, Transition to Clerkship (TTC)</p> <p><b>Physicianship:</b> Medical Ethics and Health Law, Mindful Medical Practice, Community Health Alliance Project (CHAP), Physician Apprenticeship 2, Patient Centered Care in Action</p>	1
IV (Year 3)	<p><b>Clerkship*:</b> Elective, Family Medicine Clerkship, Internal Medicine Clerkship, Obstetrics &amp; Gynecology Clerkship, Pediatrics Clerkship, Psychiatry Clerkship, Surgery Clerkship, Clerkship Integrated Assessment 1 Course</p> <p><b>Physicianship:</b> Formation of the Professional and Healer, Physician Apprenticeship 3</p> <p>*Under specific circumstances, certain Clerkship clinical courses may be done in Year 4 instead of Year 3 upon approval by the Associate Dean with notification to the SPC.</p>	1, 2
V (Year 4)	<p><b>Clerkship*:</b> Electives; Emergency Medicine Clerkship; Geriatric Medicine Clerkship; Public Health and Preventive Medicine (PHPM) Clerkship; Putting It All Together: Basic Science, Medicine and Society (PIAT); Transition to Residency (TTR); Clerkship Integrated Assessment 2 Course</p> <p><b>Physicianship:</b> Physician Apprenticeship 4</p> <p>*Under specific circumstances, certain Clerkship clinical courses may be done in Year 3 instead of Year 4 upon approval by the Associate Dean with notification to the SPC.</p>	1, 2



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