Remediating a Failed Course –Years 1 and 2		SOP #: AA.024.00
Effective Date	11/27/2018	
Last Revision/Review	8/18/2022	

1. Purpose

This SOP describes the procedures for course remediation in the event that a student failing a Year 1 or Year 2 course.

2. Related Policy/Authority

Burrell College of Osteopathic Medicine; Student Handbook; Course Remediation

3. Faculty/Staff Responsibilities

Academic Affairs Department/Course Directors

--track students who need to remediate a course

--provide academic support to student during remediation

Course Directors

--provide academic support to student during remediation

--develop remediation exam which appropriately reflects the course materials taught.

Testing Center

-- develop and deliver remediation exams

4. Definitions/Abbreviations

5. Procedural Steps

1. Students who fail a course in any given term are required to successfully remediate that failed course at the end of the term before being allowed to advance to the next academic term, as cited in the Burrell COM Student Handbook at the following link (https://burrell.edu/student-handbook_catalog/).

2. The Student Performance Committee will recommend whether a student who has failed a course will be allowed an opportunity to remediate (See SPC policy and procedures).

3. The Department Head of Evaluation and Assessment will generate and maintain the list of students approved to remediate a course. This file is to be maintained in a secure folder under "Student Performance Committee".

4. The Department Head of Evaluation and Assessment will communicate with Course Directors, concerning notification of students who need to remediate a particular course.

5. Course Directors will develop a plan for assessment of a course failure that comprehensively evaluates student knowledge of concepts presented in the course. The type of assessment delivered will be at the discretion of the course director.

--An ExamSoft-based exam, if used, will be approximately 50-150 questions (at the discretion of the course director.)

--Course directors can utilize other, non-ExamSoft, means of assessments for remediating a failed course. These may include the following formats: essay exam with rubric, oral exam with rubric, competency-based instrument, or NBOME/NBME format).

NOTE: Course Directors must notify the Office of Evaluation and Assessment if the intended mechanism of remediation to ensure that the format is appropriate, valid, and feasible.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

The policy will be maintained by the office of Academic Affairs and reviewed by Curriculum Committee as needed.

8. Signature

Approved by	8/18/2022
Department Head of Evaluation and Assessment	Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
7/23/19		Update to change from Academic Affairs to Pre-Clinical Education;		7/23/19
10/28/21		Update to change from Student Assessment to Evaluation and Assessment		