

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-267
ACADEMIC POLICY TITLE: Course Remediation for Professional Degree Programs	EFFECTIVE DATE: 6/3/2025
RESPONSIBLE DEPARTMENT: Office of the Registrar; COM, COP, BCOD	Approval Authority: Provost Responsible Office: Office of the Registrar

(A) PURPOSE

Northeast Ohio Medical University recognizes the curriculum required to successfully navigate professional school is very challenging. NEOMED faculty are dedicated to supporting student progress through the curriculum. To this end, opportunities for Remediation have been developed for the courses in the Professional Degree Programs. The purpose of this policy is to outline when remediation is allowed and, if allowed, how it occurs.

(B) SCOPE

Remediation is only available for the Professional Degree Programs.

(C) DEFINITIONS

- (1) “Academic Course” refers to any coursework for which a student may receive credit, depending on their level of performance, as signified by a Final Grade. An academic course may be made up of a series of modules, each having a distinct subunit of knowledge.
- (2) “CAPP” refers to the Committee on Academic and Professional Progress.
- (3) “Clinical Rotations” refer to a course of clinical medical training in a specialty that takes place in a variety of clinical and/or practical settings. Students are evaluated by preceptors resulting in a Final Grade.
- (4) “Faculty of Record” refers to the individual responsible for assigning the Final Grade of a course to the student’s permanent record, and who would be consulted in the event of a grade dispute (e.g., the course instructor or director; the clerkship, practical experience, or rotation instructor; or program director).
- (5) “Final Course Numeric Score” refers to the total score from a course and encompasses all weighted scores.
- (6) “Final Grade” refers to a grade assigned for credit-bearing courses of the University, such as Honors, Pass, Fail, or any other applicable final grade listed in the academic catalog/student handbook, The Compass.

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- (7) “Grade Change Form” refers to a form submitted by the Faculty of Record (or their designee) to officially update a student’s grade, most often following a Remediation attempt or to finish an “Incomplete grade.”
- (8) “Professional Degree Programs” refer to credit bearing degree programs at the professional level, where a credential is earned that prepares students for a specific profession in a regulated field such as medicine, pharmacy, or dentistry.
- (9) “Remediation” or “Remediate” refers to the opportunity to reverse a less-than-passing Final Grade in a Professional Degree Program course with academic work designated by the Faculty of Record (or their designee). This is accomplished through a series of planned educational interventions focused on a student who has not developed an appropriate baseline level of knowledge, skill, and/or competency as outlined in the course syllabus, with the intent to raise the student performance to an acceptable level as determined by the remediation plan.
- (10) “Remediation Requirements” refers to the threshold for what constitutes passing the Remediation.
- (11) “Remediation Plan” refers to the plan which outlines the agreed upon component(s) for a student to Remediate the course. The Remediation Plan must be submitted by the Faculty of Record (or their designee) within five (5) business days of the Final Grade being posted. A copy is automatically sent to the student, the Office of the Registrar, the Learning Center, and any other applicable departments who assist in the Remediation Plan.

(D) POLICY STATEMENT

- (1) To successfully progress in a Professional Degree Program students who achieve less-than-passing grades are required to perform Remediation (or repeat a course) to assure their level of knowledge, skills, and/or competency required in each course is met.
- (2) The Remediation policy should be referenced in every course syllabus that allows Remediation.

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- (3) Permission to Remediate a less-than-passing grade is granted by the Faculty of Record for the course, unless otherwise restricted by CAPP.
- (4) The Faculty of Record may choose not to offer a Remediation and can directly refer a student to CAPP.
- (5) A Remediation Plan is designed by the Faculty of Record for the course, when Remediation is available to a student.
- (6) Students will be allowed only one attempt to Remediate a course, unless granted an exception by CAPP. Failure of a Remediation will result in referral to CAPP for review and action.
- (7) The highest grade that can be earned through Remediation is the lowest possible passing grade. If the Remediation is successful, a passing grade is placed next to the failing grade on the transcript, according to the notations on the current transcript key in The Compass.
- (8) Students must pass all required courses in a cohort year, including those that required Remediation, to progress to the next cohort's academic year. (i.e. must pass all P1 required courses to progress to P2)
- (9) CAPP and Remediation(s)
 - (a) Professionalism, lack of mastery, or aggregate performance concerns may result in referral to CAPP. CAPP will then make a determination as to whether the student is eligible to remediate.
 - (b) CAPP may impose Remediation actions for unsatisfactory performance.
 - (c) If a remediation is scheduled prior to a CAPP meeting, the CAPP invite letter will state whether the student may attend the remediation exam prior to the CAPP meeting.

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(d) If aggregate/professionalism issues arise for a student who is referred to CAPP, any current remediation plans on file remain in effect, unless a CAPP result deems otherwise.

(10) Remediation Failure

- (a) An option for repeating Remediation may only be granted by CAPP.
- (b) Decisions regarding repeating Remediation will be based on a student’s overall aggregate performance up to that point.

(11) Remediation Deadlines

- (a) Any permitted Remediations must be completed no later than two (2) weeks prior to the first day of classes for the next cohort’s academic year that the student will progress into or repeat, whichever comes first.
- (b) Students should adhere to their date(s) for Remediation as outlined in the Remediation plan.
- (c) Professional Degree Programs will provide an annual list of Remediation exam dates by cohort, which will be available on the intranet for the Faculty of Record to reference.
 - (i) These dates are to be chosen annually by June 30th (the end of the fiscal year) for the upcoming academic year in collaboration with University-level offices under the Provost: Testing Services, the Learning Center, the Office of the Registrar, and Student Services for CAPP administrative support.