



Academic Remediation & Incompletes in the Foundations Phase

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Policy Statement

This Policy details the steps that will be taken when a student's performance on a Foundations course requires additional demonstration of the learning objectives in order for the student to receive credit for the course.

The situations below outline where students will be required to further engage with the course in some manner.

1. Students have completed the course but did not achieve a passing grade (70% or more of the total points on the required elements) and therefore received a grade of **No Pass (N)**.
 - a. These students will require remediation. Depending on the amount of learning objectives missed, remediation could result in a student repeating the course.
 - b. An "N" grade will permanently show on a student's transcript, alongside the Pass, once achieved.
2. Students have not completed the course due to unexpected circumstances, but successfully passed more than 50% of the Assessment Grid in the syllabus and therefore received a grade of **Incomplete (I)**.
 - a. A grade of "I" (Incomplete) will be entered in the transcript and an Incomplete Contract will be established.
 - b. The "I" grade will be replaced with a final grade once the Incomplete Contract is resolved or the deadline has passed.
3. Students have left the course after 50% or more of the course days have passed (the midpoint between the first and last session of the course) and have not successfully completed 50% of the assessment grid:
 - a. A grade of "W" (Withdraw) will permanently appear on the transcript for the original semester in which the course was withdrawn; a grade of "P" (Pass) will appear on the transcript for the semester in which the course was subsequently passed.
 - b. The course will need to be repeated in its entirety.
4. Students have left the course when fewer than 50% of the course days have passed (the midpoint between the first and last session of the course):

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- a. The course will be dropped; no grade will be recorded on the transcript and no credit will be received.
- b. The course will need to be repeated in its entirety.

The process described below will be used to improve student performance and ensure that **all** students meet the learning objectives of the Foundations Phase.

Procedures

Remediation Policy

The course director will notify students by email of their need to remediate no later than 3 weeks after the final day of the course. This email will be copied to the relevant course directors, the Director of Foundations, the relevant Campus Manager, the student's Academic Advisor, and the Assistant Dean for Foundations curriculum.

The way in which a student remediates a course is determined by the course directors of the course in question, and tailored to meet the learning objectives the student missed.

Because the Serve curriculum content is designed to be highly integrated, it is important that students remediate courses in a timely manner in order to continue on with their entering class as they progress.

I. Remediating N Grades

Timeline

1. The course director will make every effort to notify the student of their need to remediate a course within a reasonable timeframe (typically no later than three weeks after the course has ended). **However, a grade must be posted no later than six weeks after the course has ended, in accordance with the *Grade Submission policy*.** The student is also welcome to contact the course directors as soon as they know they have received an N grade.
2. The student must contact the course directors of the course within **10 days** of receiving the notification of the need for remediation.
 - a. It is the responsibility of the student to communicate with and schedule remediation with the course directors.
 - b. If a student does not respond to the course director's communication, they will be referred to the Committee on Student Scholastic Standing (COSSS) for review of academic progress.
3. Remediation deadlines:
 - a. Remediation of **Fall I, Spring and Summer semester** courses must be completed by **August 7th**, prior to starting the Fall II semester.
 - b. Remediation of the **Fall II semester** courses must be completed **prior** to the student progressing to any clinical clerkships in the Clinical Immersion Phase.
 - c. Failure to meet these deadlines will result in the failure of the remediation plan and a referral to COSSS for review of academic progress.³

Remediation Process

1. The student must meet with the course directors of the course in which they need to remediate.

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- a. If the student fails to meet with the course directors to discuss remediation, they will be referred to the COSSS to determine next steps.
2. The course directors will determine how the student will remediate the course based on the learning objectives that were missed.
3. Once a remediation plan is created, the course directors will submit the plan to the student's Academic Advisor. The plan will outline the assignments needed to remediate and their due dates. There will be no extensions.
 - a. Once the student has completed the remediation plan, the course directors will notify the course manager, the student's Academic Advisor, Director of Foundations Curriculum, and Assistant Dean of Foundations Curriculum. The course manager will notify either the Registrar or Duluth Regional Campus manager to confirm remediation is complete and the student has passed.
 - b. If the student fails to meet the requirements of the remediation plan they will be placed on Academic Probation and the course directors will notify the student's Academic Advisor, the Director of Foundations, and Assistant Dean of Foundations Curriculum. The student will then be referred to COSSS to determine next steps.

II. Incomplete Grades

Timeline

1. The course director will make every effort to notify the student of their need to complete a course within a reasonable timeframe (typically no later than three weeks after the course has ended). **However, a grade must be posted no later than six weeks after the course has ended, in accordance with the *Grade Submission* policy.** The student is also welcome to contact the course directors if they believe they are eligible for an Incomplete grade.
2. The Course Directors will notify the student of their need to complete a course no later than **3 weeks** after the course has ended.
3. The student must respond to the Course Directors within **10 days** of receiving notification of the need for completion.
 - a. It is the responsibility of the student to communicate and schedule with the Course Directors.
 - b. If a student does not respond to the Course Director's communication, they will receive an N grade, be subject to the remediation procedures outlined above, and may be referred to COSSS.
4. Deadlines for fulfilling Incomplete Contracts:
 - a. Incomplete contracts for **Fall I, Spring, and Summer semester** courses must be fulfilled by **August 7th**, at the latest; prior to starting the Fall II semester.
 - b. Incomplete contracts for **Fall II semester** courses must be fulfilled, at the latest, **prior** to the student progressing to any clinical clerkships in the Clinical Immersion Phase.

Process for Establishing Incomplete Contracts

1. The student must consult with the Course Directors of the course in which they have missing assignments.
 - a. If the student has not completed the course due to professionalism issues, they will be referred to the COSSS to determine next steps.

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- b. If the student fails to meet with the Course Directors to discuss the missing assignments, they will receive an N grade, be subject to the remediation procedures outlined above, and may be referred to COSSS.
2. The Course Directors will inform the student of the work to be completed in the course based on the learning objectives that were missed. This information is needed for the Incomplete Contract, which outlines the assignments to complete and their due dates. There will be no extensions.
3. The **student** must submit an online [Incomplete Contract](#), which will be routed to the Course Directors to verify/approve. An Incomplete Contract represents a formal agreement between the student and the Course Directors.
4. The Contract requirements will be routed to appropriate administrative offices, including the Academic Advising Office, Curriculum Office staff, and the Registrar (for inclusion in the student's academic file). This will occur **no later than seven weeks after the last day of the course**. A grade of "I" will be entered into the student's transcript until the Incomplete Contract has been resolved.
5. The student will also receive confirmation of the Incomplete Contract, including the assignments to complete. It is the student's responsibility to work with the Course Directors or Managers to schedule the work to be completed by the deadlines.
6. Once the student has met the conditions of the contract, or the deadline has been reached, the Course Director will submit the final grade to the Registrar.
 - a. **Outstanding Assignments Completed:** the course manager will notify the Registrar or Duluth Regional Campus manager to confirm the Incomplete Contract has been successfully resolved and the student has passed in order to update the student's academic record.
 - b. **Outstanding Assignments Not Completed:** If the student fails to meet the requirements of the Incomplete Contract by the stipulated deadline, the course manager will notify the Registrar or Duluth Regional Campus manager that the student has not passed. The student will receive an "N" grade, will be subject to the remediation procedures outlined above, and may be referred to COSSS.
 - c. In either instance, the student's academic advisor will be notified of the outcome of the Incomplete Contract.

III. Allowed number of attempts to remediate No Pass grades or resolve Incompletes

1. Students will have one remediation attempt or Incomplete Contract per course.
2. Students will be placed on Academic Probation and referred to COSSS in the following situations:³
 - a. Failing a second attempt of a Foundations Phase course.
 - b. Failing a second Foundations Phase course.
 - c. Being sanctioned for significant or persistent professionalism or behavioral violation(s).

Forms/Instructions

For additional details on Registrar-related policies and procedures, or to access forms, visit:
<https://med.umn.edu/registrar>.

Additional Contacts

UMMS Z-Link: https://z.umn.edu/Foundations_Remediation

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Role/Title	Name	Email
Registrar - Twin Cities, St. Cloud	Carly Siewert	medregistrar@umn.edu
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Definitions

Remediation

Remediation is the act or process of correcting or improving deficiencies in some component of the curriculum, based on defined performance measures. It involves actions taken to fill gaps in a student's knowledge or skills.

Incomplete

An Incomplete grade, noted as "I" on a transcript, is a temporary grade given to students who have completed most of the coursework but cannot finish due to extenuating circumstances (e.g., illness, family crisis, etc). It allows students additional time to complete their assignments before a final grade is assigned.

LCME Accreditation Relevance

9.9 Student Advancement and Appeal Process. “A medical school ensures that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A subset of medical students may have academic requirements in addition to the core standards if they are enrolled in a parallel curriculum. A medical school ensures that there is a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.”

History

Policy Created: August 2025

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