

**STUDENT ACADEMIC REVIEW COMMITTEE
(SARC)**

(hereafter referred to as “the Committee”)

TERMS OF REFERENCE

A. MEMBERSHIP

The Committee will be comprised of:

1. The Associate Dean of Undergraduate Medical Education (**UME**) (ex officio, non-voting) (hereafter referred to as “Associate Dean”); in the absence of the Associate Dean, an Assistant Dean for UME.
2. The Chair, who will be a member of the Cumming School of Medicine (CSM) Faculty (the Faculty) with prior experience on the Committee, appointed by the Dean.
3. Eight (8) faculty members elected by CSM Faculty Council. Candidates for election must have a minimum of 3 years experience in the Faculty and knowledge of administrative and educational aspects of academic medicine. At least 2 faculty members will be Clinical Appointees and at least 2 faculty members will be GFT. At least one faculty member will be a member of indigenous background (appointed by the Assistant Dean, Indigenous) and be in attendance ad hoc if required.
4. Two (2) UME Students, one each from the second and third year classes (elected by peers). A first-year Student will also be elected and attend meetings but will not become a voting member until after completion of their first academic (July-March) year. If an elected student is unable to attend two consecutive meetings, for any reason, the Calgary Medical Student Association (CMSA) leadership will have the option to elect a new Student to assume the role on the committee (who would be non-voting for one academic year) or to maintain the current elected member.
5. Two (2) Residents, preferably graduates of UME at the CSM, appointed by Post Graduate Medical Education (PGME).

B. TERMS IN OFFICE

1. The term of office of elected members is generally two years, renewable once.
2. A member who has served a total of four consecutive years must take an absence of one year from the Committee, unless that member assumes the role of Chair.
3. The Chair may serve a maximum of 2 terms as Chair (4 years). The Chair will take a minimum one year absence from the Committee at the conclusion of their term(s).
4. UME Students will generally sit on the Committee for 3 years, the first as non-voting members, and 2 years as voting members.

C. MANDATE

It is NOT part of the Committee's mandate to serve as an appeals committee. Students wishing to appeal a grade or evaluation should do so prior to an appearance before the Committee. Information on reappraisals and appeals can be found [here](#).

The Committee's role is to:

1. Act as the delegated body of the CSM Faculty Council in the review and ratification of Undergraduate Medical Student (Student) performance.
2. Make decisions concerning:
 - a. whether to accept transfer students;
 - b. Student applications to vary UME policies related returns from a Leave of Absence, extensions of clerkship, completing clerkship at another approved medical school, or other similar requests;
 - c. advancement of Students where there are concerns about knowledge, skill, or professional behaviour, that are not addressed by calendar regulations or University Policy.
3. Make recommendations to the Student Conduct Office, or the Dean, respecting sanctions for Student Non-Academic Misconduct and Student Academic Misconduct. The Committee will be guided by University of Calgary regulations and policies as well as the College of Physicians and Surgeons of Alberta (CPSA) Code of Conduct in considering the import of Misconduct and appropriate sanctions.

D. PRINCIPLES AND PROCEDURES

1. In its consideration of the performance of Students, the Committee will recognize the importance of the principles of procedural fairness and natural justice. The Committee will recognize that Students are enrolled in a faculty that adheres to the values of the medical profession and that as members of the CPSA, they themselves must adhere to the Canadian Medical Association Code of Ethics and Professionalism. In its proceedings, the Committee will, to the extent possible, strive for thorough assessment of all relevant evidence, academic, professional, or otherwise. Committee members will conduct themselves in a respectful, fair, and unbiased manner towards all involved in Committee matters.
2. The investigation and management of a Student's alleged academic misconduct is the responsibility of the Dean as delineated by the Post-Secondary Learning Act Alberta and the University of Calgary Student Academic Misconduct Policy. This investigation and management shall be conducted according to the procedure set out in the University of Calgary Calendar, and following the University of Calgary's policies and procedures for Academic Misconduct. Student Non-Academic Misconduct is addressed through the University of Calgary calendar and the Student Non-Academic Misconduct Policy and Procedure. The Committee may be asked to provide expert guidance and recommendations on appropriate sanctions for Academic or Non-Academic Misconduct.
3. The Committee is the only body that may review a Student's overall performance. The Committee may review and consider a Student's entire file, including the complete documentation from any previous appearance in front of the Committee. The Committee may reference and rely on any information that is in the Student's file when assessing any new information presented to the Committee by any of the involved parties.
4. Where the Committee finds that a deficiency relates to professionalism, and the deficiency is repeated or continued by the same Student after having had an opportunity to consider the deficiency, gain insight, and make efforts to improve, that deficiency may be viewed as more egregious at subsequent Committee hearings, and may therefore result in more severe remediation requirements or sanction recommendations.
5. Where relevant, previous problems with academic performance, whether resolved or not, may be considered in the context of any new problems.
6. The Student shall be informed in writing at least one week before the date of a Committee meeting of the reason(s) for their required appearance before the Committee. The Student may elect to waive the one- week rule.

7. In addition, unless the Student agrees to waive the one-week notice at least one week before the date of an appearance before the Committee, the Student will meet with the Associate Dean (or designate). Students are welcome to bring an Advisor from Student Advocacy and Wellness Hub (SAWH), or other Advisor, to their meeting with the Associate Dean, provided they advise the Associate Dean in advance of who will be attending with them. The purpose of this meeting will be to discuss:
 - a. the reason for the Committee appearance;
 - b. the recommendation of the Associate Dean (or designate);
 - c. the process followed by the Committee;
 - d. when relevant, the option of an electronic appearance;
 - e. that the Student can view (as per UME policy on Student files) the Student package and Student file (both academic and non-academic) prior to the meeting;
 - f. that the Student may request that any committee member (including the Chair) recuse themselves if the Student can demonstrate reasonable potential for bias or a conflict of interest if the committee member is involved in deciding the matter. Students will be informed of the composition of the committee in advance of the hearing. The Student must submit the request for a committee member to recuse themselves in writing to the Committee Chair, with a clear justification for the request. Requests to remove the Committee Chair should be made to the CSM Senior Associate Dean, Education. The Student cannot request that members of the Committee recuse themselves solely on the basis that the Student has had a prior appearance before those Committee members, unless clear and convincing evidence can be demonstrated that the Committee member is prejudiced due to the Student's previous appearance;
 - g. that the Student may have legal counsel present in advisory capacity only;
 - h. that the Student should review the Committee's current Terms of Reference in preparation for the meeting, to be fully informed on all relevant policies and procedures;
 - i. that the Student's entire file, including the Committee Minutes and letter from any previous appearance, will be available for consideration by the Committee, and that the decisions of the Committee will be made in the context of all available information. The Student will be directed to the Committee's current Terms of Reference regarding other policies and procedures.
8. The Committee information package will include a statement from the Student. This statement must be submitted 2 business days before the meeting. The Committee Chair will inform the Student of this deadline. Failure to meet this deadline may lead to a postponement of the Student's appearance before the Committee.
9. Motions related to proceedings before the Committee are decided by a simple majority vote. The Chair shall vote only in the case of a tie. The Chair may vote for or against the motion, but may not abstain. If Committee members cannot attend a meeting, 'alternates' are not permissible unless quorum is not available.

If a quorum is not available for a Committee meeting, then "alternates" acceptable to the parties may be permissible in such circumstances. Students cannot serve as alternates.

In the absence of the Chair, the Committee will designate one of the Faculty Committee members to serve as Acting Chair.

- 10.** Upon the consent (written or verbal) of the parties, the Committee may use electronic means to consider a matter and render a decision, or may make a decision based on written submissions only.
- 11.** The proceedings of the Committee will be held in strict confidence. A transcriptionist will be present to record the meeting proceedings, including all motions duly made, whether carried or defeated. The recordings will be securely kept in the UME office. *In camera* deliberations will not be included in the minutes.
- 12.** Vote counts will not be announced or recorded in the minutes. The Chair will announce only that the motion is passed or not passed.
- 13.** If new evidence or correction of inaccurate information emerges after the Committee proceedings, it may be considered by the University Appeals Committee, if the Student initiates an appeal. (<https://www.ucalgary.ca/secretariat/student-appeals>)
- 14.** The Chair will be responsible for notifying all parties concerned of the decisions made by the Committee.
- 15.** The Committee may, in its sole discretion, vary any UME policy if, in its opinion, the application of the policy would lead to unfairness. The Committee may vary the policy only to such extent that the unfairness is eliminated in the circumstances.
- 16.** Appearances before the Committee may be summarized in the Medical Student Performance Report (MSPR).
- 17.** Students appearing before the Committee for professionalism issues will be referred to the Continuing Competence/Health Monitoring program (focus being quality assurance/quality improvement) of the CPSA. Under special circumstances (e.g. concerns with a grave potential patient safety impact, Students not cooperating with a remediation plan or not addressing concerns as requested, or Students with continued concerns about professional conduct), the Committee Chair and/or Associate Dean will refer Students to the Professional Conduct (complaints) process of the CPSA.
- 18.** Students appearing before the Committee for consideration of adjustments to leave of absence policies, or conditions on return from a leave may be referred, at the Committee's

discretion, to the Continuing Competence/Health Monitoring program (focus being quality assurance/quality improvement) of the CPSA.

19. Students who are required to appear before the Committee for academic reasons will generally not be allowed to write a summative examination (including rewrites) until the Committee appearance is complete. This requirement may be waived by the Associate Dean or SARC Chair if, in their opinion, the student would be placed at a disadvantage as a result.
20. Students enrolled in the Leaders in Medicine (combined graduate-MD degree) are considered to be in a combined degree, meaning that they must complete both the MD and the graduate studies degree to be promoted to the MD convocation.

Please see section in the University Calendar for Academic Regulations pertaining to the completion of the curriculum.

E. MEETINGS

1. Meetings of the Committee will be booked a minimum of six times per year. At its discretion, the Committee may also request a follow-up appearance.
2. A quorum will consist of four (4) voting members (excluding the chair) at least 2 of whom are voting Faculty members.
3. The Manager of UME may be permitted to attend meetings of the Committee on an as needed basis to provide operational support (e.g. scheduling, timelines, academic updates). This individual will be non-voting and will not be involved in committee deliberations.
4. A Faculty Advisor from Student Advocacy and Wellness Hub (SAWH) will attend the meeting to support the Student.
5. Parties shall be entitled to have a Representative appear with them, including Legal counsel, in addition to the SAWH Advisor. A request for Legal Counsel, or any other Witness, Advisor (other than the SAWH Advisor), or Representative to appear before the Committee on the should be submitted in writing to the Chair at least five calendar days prior to the meeting. The Chair will determine if the Witness, Advisor, or Representative is appropriate and relevant to the matter to be examined. Students are encouraged to ask the Associate Dean for assistance, if needed, in identifying specific supports.

If the Student elects to be accompanied by Legal Counsel, then the Legal Counsel's role will

be restricted to acting as an advisor to the Student. Legal Counsel will not be allowed to participate in the meeting, beyond acting as an Advisor to the Student. More specifically, Legal Counsel will not be permitted to present to the Committee or question participants on the Student's behalf.

Witnesses, Advisors, or Representatives other than Legal Counsel who are granted the right to appear before the Committee will be allowed to make oral presentations to the Committee and may be subject to questioning by the Student and members of the Committee. Witnesses, Advisors, and Representatives appearing before the Committee will not be permitted to pose questions to other persons present at the meeting.

5. Presentations to the Committee shall be limited to one (1) hour in duration on any one item of business. If the Student or their Advisor feels that this period will be insufficient, they are advised to submit a summary of their argument for prior circulation.
6. The Student may request that any individual provide written statements to the Chair on his/her behalf for the Committee's consideration.
7. The Associate Dean shall obtain, collate, and present the information from the Student's file they deem pertinent to the Committee meeting and, when applicable, will make recommendations to the Committee.

The Student will be informed of the Associate Dean's recommendation, if any, at least one-week prior to the Committee meeting, unless the Student chooses to waive the one-week rule. The Associate Dean is not required to make a recommendation in all cases.

8. Any documentation to be relied upon before the Committee shall be available to all parties in the Associate Dean's Office at least 2 business days in advance of the hearing. Documents made available less than 2 business days prior to a meeting may be considered by the Committee, with the permission of the Chair. The Associate Dean or Student may request a postponement to consider such documents.
9. Documents will be made available through electronic means, as long as the information so transmitted is password protected.
10. The parties may, with leave of the Chair, present at the hearing any other relevant documentation, not previously distributed, for consideration by the Committee.
11. Prior to the beginning of the formal meeting, the Chair will meet *in camera* with the Student, Faculty Advisor, and any other Witnesses, Representatives and Legal Counsel requested by the Student. During this meeting, and then again at the beginning of the

formal meeting (on the record), the Chair will clarify with the Student that:

- a. a court reporter will be present to record the meeting;
- b. the Student is aware of the reason for appearing before the Committee;
- c. the Student has had access to the Committee's Terms of Reference;
- d. the Student deems they have had adequate time to prepare for the meeting;
- e. the Student agrees with the composition of the Committee;
- f. the Student is aware of their right to Legal Counsel, in a strictly advisory role;
- g. the Student has been made aware of the appeal mechanisms available for any evaluation or grade to be presented to the Committee;
- h. the Student feels that all relevant information and/or extenuating circumstances have been included in their statement to the Committee; and
- i. The Student is aware of the Associate Dean's recommendations.

If the Student is not comfortable with any of 11 (a) – (i), the Chair may adjourn or adjust the meeting to ensure fairness. The Chair will discuss options to address any concerns respecting 11 (a)-(i) before any adjournment or adjustment.

12. The formal meeting will begin with the Associate Dean's presentation, which will be a summary of the case, and any recommendation(s). The Committee members may then question the Associate Dean. Following this, the Student and their Advisor (and any additional Witnesses, Representatives, excluding Legal Counsel) will in turn make a presentation to the Committee, and answer questions from the Committee members. The Student and their Advisor may provide additional information, or may provide arguments for or against the recommendation(s) made by the Associate Dean. At any time, the Committee members may question the Student, their Advisor, any additional Witnesses or Representatives and the Associate Dean.

The Student, Faculty Advisor, Witnesses or Representatives (including Legal Counsel) and the Associate Dean will be present during the entire formal meeting, but will be required to withdraw for the final deliberations and decision of the Committee. The parties may be asked to return as a group at the Committee's request.

13. The Chair will have the authority to call for the removal of Committee members or guests if they are deemed to be disruptive to the proper functioning of the Committee or are unable to fulfill their duties.
14. The Chair may verbally summarise the Committee's decisions to the Student, the Student's Advisors/Representatives, and the Associate Dean, immediately after the Committee reaches its decision. A written decision with reasons will follow within 5 business days.

15. Reasons for appearing before the Committee:

- a. return to the Program after a leave of absence greater than one (1) year;
- b. leave of absence request for outside pursuits;
- c. unsuccessful attempts of 2 courses in the first two years of Preclerkship;
- d. unsuccessful rewrite in Preclerkship;
- e. unsuccessful attempts in 2 final assessments during Clerkship;
- f. unsuccessful rewrite assessment in Clerkship;
- g. request for a transfer to the program;
- h. academic misconduct (for recommendations to the Dean's delegate);
- i. professionalism (including liaison with the University of Calgary Student Conduct office as appropriate);
- j. concerns identified by the Associate Dean regarding the Student's academic performance and/or academic progressions including multiple examination deferrals, incomplete courses, unprofessional behavior, notwithstanding that the Student may have received Satisfactory evaluations in all previous pre-clerkship courses; and,
- k. concerns and potential outcomes arising in situations where the Competency Committee is not able to recommend graduation, whether the committee has not reached consensus respecting the student's readiness, has decided that the student should not be recommended, or for any other reason.

Please see Appendix B for further details.

16. Committee Recommendations:

After reviewing all available information and hearing statements by all parties (including exceptional circumstances), the Committee may recommend that the Student be:

- i. allowed to proceed with the Program;
- ii. required to undertake a period of specific remedial studies;
- i. allowed to restart a year of the curriculum (the term "restart" implies a start with no academic or professional concerns);
- ii. required to repeat an entire year of the curriculum;
- iii. allowed or required to take a leave of absence with conditions for return;
- iv. required to withdraw from the Program;
- v. allowed to proceed to graduation if all other courses are completed; and
- vi. required to participate in MDCN 500 COURSE for Students returning from a leave of absence, transferring from another university, or in other circumstances at the discretion of the Committee, the Committee will consider recommendations from the Associate Dean, in collaboration with the appropriate Assistant Dean(s) UME, regarding the length and content of MDCN 500 course enrollment.

A Student who is allowed by the Committee to proceed with the Program will be required to appear before the Committee in the case of any further unsatisfactory evaluations of knowledge or clinical skills, and/or any instances of unprofessional behaviour during the year of the curriculum in which they have been allowed to proceed.

A Student who repeats a year is subject to the same requirements as other members of their new class; that is, the Student does not receive credit for courses already satisfactorily completed in that year of the curriculum and shall pay the appropriate tuition and fees for that year.

At the time of graduation, the Committee will receive graduation recommendations from the Associate Dean, who in turn receives recommendations from the UME Competency Committee. The UME Competency Committee reviews all available student assessment information from the UME curriculum and determine which students are ready for reactive supervision when performing each of the Association of Faculties of Medicine of Canada (AFMC) core entrustable professional activities (EPAs) of a graduating medical student.

F. APPEALS

A Student shall have the right to appeal the Committee's decision to the Faculty Appeals Committee, UME, of the CSM, in accordance with appeal policies and rules of procedure established by the Faculty Appeals Committee.

APPENDIX A – CLERKSHIP REQUIREMENTS

Anesthesia	2 weeks
Emergency Medicine	2 weeks
Family Medicine (2 x 4 weeks)	8 weeks
Internal Medicine - (2 x 4 weeks)	8 weeks
Obstetrics & Gynecology (4 + 2 weeks)	6 weeks
Paediatrics (4 + 2 weeks)	6 weeks
Psychiatry (4 + 2 weeks)	6 weeks
Surgery (4 + 2 weeks)	6 weeks
Electives/IPE/CEL	16 weeks
Course 8: Comprehensive Clinical Skills for Clerkship (longitudinal over 44 weeks)	
	60 weeks
Break	1 week
Winter Break	2 weeks*
CaRMS Interview Period	3 weeks
MCC Review/Clerkship OSCE	2 weeks
Total	68 weeks
University of Calgary Longitudinal Integrated Clerkship (UCLIC)	32 weeks
Internal Medicine (Calgary)	4 weeks
Paediatrics (Calgary)	4 weeks
Surgery (Calgary)	4 weeks
Electives/IPE/CEL	16 weeks
Course 8: Comprehensive Clinical Skills for Clerkship (UCLIC students must attend all sessions offered to them)	
	60 weeks
Break	1 week
Winter Break	2 weeks*
CaRMS Interview Period	3 weeks
MCC Review/Clerkship OSCE	2 weeks
Total	68 weeks

*2 weeks is the usual time scheduled. This may be extended to 3 weeks due to STAT holiday schedules and clinical service limitations on occasional years.

APPENDIX B

Issue	SARC Appearance required	Decision by
LOA – Medical/personal	No	Associate Dean
LOA – completion of other studies at the University of Calgary (e.g., LIM, Precision Health Program)	No	Associate Dean
LOA – outside pursuits	Yes	SARC
Transfer to Program	Yes	SARC
Academic Misconduct	Yes (for recommendation to the Dean’s delegate)	Dean’s delegate
Professionalism	Yes (for recommendation to University of Calgary Professionalism Committee)	University of Calgary Professionalism Committee
Return to Program (<1 Year)	No (unless requested by Associate Dean)	Associate Dean
Return to Program (>1 Year)	Yes	SARC
Preclerkship Repeat (Unsatisfactory overall in 2 courses in a given year)	No	Academic Regulation
Preclerkship (Unsatisfactory overall on a course rewrite)	No	Academic Regulation
Preclerkship (Unsatisfactory overall on 2 courses over 2 years)	Yes	SARC
Clerkship Repeat (Unsatisfactory overall on 2 courses in a given year)	Yes	SARC
Clerkship (Unsatisfactory overall on a course rewrite)	Yes	SARC
Extended Clerkship (Post CaRMs Match)	No	Associate Dean (Rules for extension must be met)
Promotions	No	Academic Regulation
Academic Progression/Student Performance	Yes	SARC
Graduation	Yes*	SARC

*Students will only appear before SARC if the Competency Committee recommends against graduation or cannot provide a recommendation to the Associate Dean. Otherwise, the decision will be made by the Associate Dean.

APPENDIX C – RESOURCE LINKS

Calendar Regulations	Regulation	https://www.ucalgary.ca/pubs/calendar/current/md-5-6.html
Competency Committee	Terms of Reference	https://cumming.ucalgary.ca/sites/default/files/teams/4/TORs/CC/Competency%20Committee%20TOR.pdf
CSM UME Reappraisal of Graded Term Work	Policy	https://cumming.ucalgary.ca/sites/default/files/teams/4/Policies/C/CSM%20-%20UME%20-%20Reappraisal%20Policy_Departmental%20Policy_Appendix%20A_Appendix%20B.pdf
Extended Clerkship Policy	Policy	https://cumming.ucalgary.ca/sites/default/files/teams/4/Policies/E/Extended%20Clerkship%20Policy_April%2013%2C%202022.pdf
CSM UME Faculty Academic Assessment and Graded Term Work	Procedure	https://cumming.ucalgary.ca/sites/default/files/teams/4/Policies/C/CSM%20UME%20Academic%20Assessment%20and%20Graded%20Term%20Work%20Procedures_January%2031%2C%202020.pdf
Leave of Absence Policy	Policy	https://cumming.ucalgary.ca/sites/default/files/teams/4/Policies/L/Leave%20of%20Absence%20Time%20Away%20Policy%20April%2030%202019%20-%20NT.pdf
Promotion & Graduation	Policy	https://cumming.ucalgary.ca/sites/default/files/teams/4/Policies/P/Promotion%20and%20Graduation%20Standards_Feb%2011%202021.pdf
Student Non-Academic Misconduct Policy	Policy	https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Non-Academic-Misconduct-Policy.pdf
Student Misconduct & Academic Appeals Policy	Policy	https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Misconduct-and-Academic-Appeals-Policy.pdf
Transfer to Program Policy	Policy	https://cumming.ucalgary.ca/sites/default/files/teams/4/Policies/M/Medical%20School%20Transfers%20-%20Updated%20June%2013%2C%202016.pdf
University Appeals Committee	Procedure	https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-University-Appeals-Committee-Procedure.pdf
University Appeals Tribunal	Procedure	https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-University-Appeals-Tribunal-Procedure.pdf

APPROVALS AND REVISIONS HISTORY

Created & Approved by Faculty Council: April 7, 2006

Revised by Associate Dean, UME: June 15, 2022

Approved Revisions by Strategic Education Council (SEC): June 27, 2022