

Year 3 Academic Standings Committee (ASC) Terms of Reference

Office of Accountability:	Associate Dean, MD Program, Faculty of Medicine & Dentistry (FoMD)
Office of Administrative Responsibility:	MD Program, Faculty of Medicine & Dentistry
Approver:	MD Program & Curriculum Committee
Scope:	Compliance with this policy extends to all members of the Faculty of Medicine & Dentistry.

1. PURPOSE:

Under the authority of the MD Program, Faculty of Medicine & Dentistry, the Year 3 Academic Standing Committee (ASC) is responsible for sending recommendations regarding academic standings and promotions to the Faculty Academic Standing and Promotion Committee (FASPC). This includes responsibility for the process of student assessments, assignment of grades and academic standings in all of the courses in Year 3 of the MD Program.

2. COMMITTEE COMPOSITION

2.1 Chair

- Assistant Dean, Academic

2.2 Standing (Voting) Members:

- All Year 3 Clerkship Coordinators
- Electives Coordinator
- Director, Clerkship
- Director, Longitudinal Themes
- Assistant Dean, Curriculum
- Year 3 Faculty Representative, NAMP

2.3 Appointed (Voting) Members:

- 2 MD Students - Edmonton site
- 1 MD Student - Grande Prairie site

2.4 Ex-Officio (Non-voting) members:

- Program Director, UME
- Manager, Medical Education Expansion, NAMP
- Admissions & Academic Records Coordinator
- Team Lead, Curriculum - Edmonton site
- Team Lead, Curriculum, Clerkship - Grande Prairie Site (NAMP)
- Director, Student Support - Edmonton site
- Lead, Learner Support - Grande Prairie site (NAMP)
- Assistant Dean, Assessment
- Associate Dean, MD Program

3. PROCEDURES

- 3.1 The student members will be appointed by their respective programs, and will not be from the year being considered. The term of student members will be one year.
- 3.2 The Chair votes only in the event of a tie.
- 3.3 Students who have failed a course or have had multiple attempts at assessment will be discussed at the committee.
- 3.4 Recommendations on student advancement will be made by majority vote, and will be forwarded to the Faculty Academic Standing and Promotion Committee for discussion and decision.
- 3.5 At the commencement of the meeting the Chair will review the [Conflict of Interest in Student Assessment Policy](#) with members. Members will review the slate of students for review prior to the meeting. If a conflict of interest exists with a student that member will recuse themselves for the discussion of that student.

4. MEETINGS

- 4.1 As required as determined by the Chair.
- 4.2 Quorum is 50% attendance of voting members, plus the Chair.
- 4.3 Members who cannot attend may send an alternate.

APPROVAL HISTORY

APPROVER	STATUS	DATE
	Effective	31 August 1998
MD Curriculum & Program Committee (MDCPC)	Approved	20 June 2022



UNIVERSITY OF ALBERTA

MD Curriculum & Program Committee (MDCPC)	Approved with changes to membership (to include NAMP representation) and update procedures related to Conflict of Interest.	20 February 2025
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