**DPT Program Corrective Action Plan**

**Formerly called *Remediation***

***Students and Faculty of the DPT Program:***

The following replaces the process indicated in the syllabus related to remediation. Effective Spring 2022, all cohorts, advisors and course coordinators will follow this process in the event a student does not achieve the minimum grade of a 70 on an examination or assignment.

**Process:**

1. Within 48 hours, the **STUDENT** must email the **course coordinator and the advisor** to identify their awareness of the failure to achieve minimum grade requirements on any assessment within the course (< 70%) or a “fail” for an OSCE.
	1. Failure to do so would result in a professional behaviors violation, and the advisor will need to address this violation with the student.
2. Within 3 days from the initial contact, the student will complete the **“Corrective Action Form”** and email it to the **advisor and course coordinator.**
3. The advisor reviews the **Corrective Action Form,**  and summarizes the student’s areas for improvement at the bottom of the **Corrective Action Form**. The advisor and the student will review the final form together *(via email, phone, in-person meeting, or virtual meeting)* and both individuals sign the form. The advisor places the form in the student’s individual advising folder on Egnyte labeled with *“[name] Remediation [course] and [year]*” (example: Green Remediation 758 22). Please, see the rationale below regarding why we are leaving it up to the advisor’s discretion.
	1. Sometimes, the situation may not need much attention (my sister got married, didn’t study, it’s on me) and therefore, the document represents this but is still added to their file.
	2. Sometimes, the student may be in perpetual cycles of failure and a meeting is not needed each time, the advisor does not have to do a formal meeting each time, but contact should occur. Checking in to see if recommended resources are being utilized is appropriate. This would be captured when the advisor writes their summary or comments on resources.
	3. Students have to fill out the remediation form **each time** they fail to meet the minimum requirement.
4. The course coordinator has the choice to follow up with content review as needed. The manner and the extent to which this content review occurs is up to each individual course coordinator. In the case of a practical or OSCE, the course coordinator will identify the process for content remediation specifically for that course in the course syllabus. This will likely include review of content and/or psychomotor skills. The course coordinator determines the number of attempts that are allowed to be successful.
5. The grade obtained for the assessment stands, even following completion of the corrective action plan and/or content remediation. In the case of an OSCE’s, the remediation goal is to shift from a “fail” to a “pass”.