

Learner Remediation Committee (LRC) Charter

Table of Contents

I. Purpose.....	1
II. Authority.....	1
III. Composition	2
IV. Terms	2
V. Meetings	2
VI. Recusal and Conflicts of Interest.....	2
VII. Confidentiality	3
VIII. Key Timelines	3
IX. Relationship to Other Bodies	3
X. Documentation and Reporting.....	4
XI. Amendments and Review.....	4
XII. Governing Policies.....	4

I. Purpose

The Learner Remediation Committee (LRC) is a standing committee of the Zucker School of Medicine established to identify, and monitor students experiencing academic or professionalism difficulties. The LRC does not have the authority to recommend or impose adverse actions.

II. Authority

A. The LRC Has the Authority To:

1. Receive notification of all Credit Pending (CP) and Fail (F) grades upon grade release.
2. Develop remediation plans in coordination with appropriate stakeholders, such as course/clerkship directors.
3. Monitor remediation progress.
4. Manage the cases of students in Academic Warning, in accordance with the Policy on Academic Standing.
5. Develop and monitor Learner Remediation Plans for students on Academic Warning, or Academic Probation.
6. Manage documentation for cases sent to the SAC when adverse action triggers are met.
7. Coordinate academic and holistic support services for students in difficulty if necessary.
8. Develop or update Learner Remediation Plans for students who fail a USMLE Step examination.

B. The LRC Does Not Have the Authority To:

1. Recommend or impose adverse actions (e.g. Academic Probation, required course repetition, suspension, or dismissal).
2. Assign or change grades.
3. Override a course/clerkship director's academic judgment.
4. Grant exceptions to graduation, promotion, or USMLE requirements.
5. Hear or decide appeals of adverse actions or grade appeals.

III. Composition

1. **Chair:** Non-voting member appointed by the Vice Dean and Dean for Education.
2. **Faculty Members:** Four voting faculty members representing a breadth of disciplines and curricular phases, appointed by the Vice Dean and Dean for Education.
3. **Associate Dean for Student Affairs** (or designee): Voting member.
4. **Associate Dean for Medical Education, First 100 Weeks** (or designee): Voting / member.
5. **Associate Dean for the Advanced Clinical Experience, Second 100 Weeks** (or designee): Voting member.
6. **Director of Academic Success** (or equivalent): Voting member.
7. **Assistant Dean for Clinical Skills & Professionalism** (or equivalent): Voting member.
8. **Administrative Coordinator:** Non-voting staff member responsible for scheduling, record-keeping, and logistical support.

No individual may simultaneously serve as a voting member of both the LRC and the SAC.

IV. Terms

1. Faculty members serve staggered three-year terms with the option for one reappointment.
2. Ex-officio members serve by virtue of their position.
3. The Chair serves at the pleasure of the appointing authority.

V. Meetings

1. The LRC shall meet at minimum monthly during the academic year and more frequently as needed to meet policy timelines.
2. The Chair may convene special meetings for urgent matters.
3. A quorum consists of a majority of voting members. No binding determination may be made without a quorum.

VI. Recusal and Conflicts of Interest

Members must recuse themselves from discussion and determination regarding any student with whom they have a conflict of interest, as defined in the Policy on Educational Conflicts of Interest and Recusal. Recusals are documented in the meeting minutes.

VII. Confidentiality

All LRC proceedings, deliberations, records, and communications are confidential. Information regarding individual students is shared only with individuals who have a legitimate educational or administrative need to know. All records are maintained in compliance with FERPA and institutional records retention policies. Records will be fed forward to SAC if needed upon determination of Academic Probation or adverse action.

VIII. Key Timelines

Process	Timeline
Development of remediation plan	Within five (5) business days of eligibility determination
Assignment of Academic Warning (written notice to student)	Within five (5) business days of triggering event
Development of Learner Remediation Plan	Within five (5) business days of assignment or Vice Dean and Dean for Education decision
Referral documentation transmitted to SAC	Within three (3) business days of identification of trigger
USMLE failure — Academic Success Plan update	Within five (5) business days of notification

IX. Relationship to Other Bodies

Body	Relationship
SAC	When adverse action triggers are met, LRC prepares documentation for SAC. LRC Chair may present at SAC hearings to provide academic support history. No overlapping membership.
Appeals Committee	LRC has no role in appeals. May provide information if requested.
Course/Clerkship Directors	Upon notification to LRC of CP/F grades, directors implement remediation activities, evaluate remediation outcomes, and report results to LRC. LRC does not override directors' academic judgment.
Office of Student Affairs	Associate Dean for Student Affairs serves on LRC. LRC coordinates with Student Affairs to provide holistic support.

Body	Relationship
Vice Dean and Dean for Education	Vice Dean and Dean for Education renders decisions on adverse actions recommended by SAC. LRC implements academic support components of those decisions.
Curriculum Committee	LRC may provide aggregate, de-identified data to inform curricular review.

X. Documentation and Reporting

1. Minutes are prepared for every meeting and maintained in a secure, confidential file.
2. The LRC maintains a confidential internal academic file for each student subject to LRC review.
3. The LRC provides aggregate, de-identified summary reports to the appropriate stakeholders at least annually, including remediation outcomes, academic standing changes, referral patterns, and USMLE trends.

XI. Amendments and Review

1. This charter may be amended by the Vice Dean and Dean for Education upon recommendation of the LRC or any other stakeholder.
2. The LRC will review this charter at least every three (3) years or as needed in response to changes in governing policies, accreditation standards, or curricular structure.

XII. Governing Policies

This charter operationalizes the LRC's role as defined in the Grading Policy, Remediation Policy, and Policy on Academic Standing and Probation. In the event of any conflict between this charter and the governing policies, the governing policies shall control.