

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Students Performing at Academic Risk Procedures</b>		<b>SOP #: SA.025.02</b>
Effective Date	08.15.2018	
Last Revision/Review	09.16.2022	

### **1. Purpose**

The purpose of this procedure is to outline and define the processes by which the role of the “Students Performing at Academic Risk” (SPARK) task force in providing year 1 and year 2 students with academic support. The SPARK task force is composed of representatives from Student Affairs and Pre-Clinical faculty. Students are encouraged to invite their faculty advisor to the meeting. Educational Specialists may invite the Course Director or another faculty representative to the SPARK meetings. The role of the committee members is to monitor student performance and provide appropriate academic support as needed.

One of the key roles of SPARK is to identify struggling students early and provide academic resources before a student fails a course. In order to provide the earliest form of academic intervention for our students, SPARK committee members will begin monitoring student performance during the first course of the first curricular year and continue monitoring academic performance in each course throughout the first and second years of curriculum. SPARK members will monitor:

- Exam performance
- Course performance

Members of SPARK will meet via Zoom with students who are:

- Scoring in the bottom 10% on an individual exam and/or quiz.
- Deemed at risk for potential failure in a course.
- Year 2 students who are deemed at risk for low performance on boards and/or board preparatory practice exams based on practice assessments (ex. COMSAE, POM practice assessments)

The purpose of meeting with identified students will be to assist the student in reflecting on their academic performance and identifying areas of academic weakness. The SPARK task force will recommend various resources the student can utilize to improve their academic status. SPARK meetings are mandatory for all students invited. The following are examples of resources that the SPARK task force may ask the student to utilize.

- Required to meet with their academic advisor
- Attend a session with the Educational Specialists
- Meet with Course Director and Content Faculty
- Attend an active-learning study group.
- Meet with tutors
- Attend all classes in person
- Non-academic support/resources, if needed

### **2. Related Policy/Authority**

Burrell College of Osteopathic Medicine; Student Handbook; Student Performance and Academic Standing, Section 26

### **3. Faculty/Staff Responsibilities**

SPARK members are responsible for carrying out the procedures documented here.

Via email, coordinate a Zoom meeting with students to discuss student performance regarding exams,

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quizzes, overall course performance, or potential Board failure risk, and provide appropriate academic support and resources as needed.

### **4. Definitions/Abbreviations**

SPARK – Students Performing at Academic Risk

### **5. Procedural Steps**

#### **1.1 Communication**

- a. Once grades are released to students, members of SPARK team will determine which students will be contacted for a meeting. Students will be notified via email, requesting a mandatory meeting via Zoom.
- b. The email provided to students will contain dates and times for scheduling the meeting, information regarding inviting their academic advisor to the meeting, and next steps to prepare for the meeting.
- c. Once a date and time has been coordinated, an outlook calendar invitation is sent to the student and faculty advisor (if requested).
- d. The SPARK committee member has the authority to invite the course director or faculty representative to the meetings.
- e. If a student fails to respond to the initial email sent by the member of SPARK, this will be indicated in Progress IQ.
- f. For students who are considered at risk but do not meet the criteria for an individual meeting, a letter will be sent in Progress IQ, informing the student of the College resources that are available to them.
- g. For all students who receive an invitation for a SPARK meeting or a letter notification in Progress IQ, the SPARK member will create a SPARK tag in the student's Progress IQ student profile.

#### **1.2 Documentation**

- a. In the initial SPARK meeting email request, students will be asked to complete the WARM note.
- b. At the conclusion of the SPARK meeting, the Education Specialist will enter summary notes to ProgressIQ. If the student failed to communicate with the SPARK team, it will be noted.
- c. The SPARK committee will continue to monitor the students performance throughout the year.

### **6. Reports/Charts/Forms/Attachments/Cross References**

NONE

### **7. Maintenance**

The procedures of the SPARK task force will be reviewed annually by the Assistant Vice President of Student Affairs in collaboration with the Burrell COM Administration to ensure that policy and procedures are appropriate.

### **8. Signature**

Approved by  
Department Head of Student Affairs

5.19.2023  
Date

### **9. Distribution List**

Internal

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7.23.2019	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE); Removal of Reference to Year 3 and 4 students (a separate SOP being developed)		7.23.19
12.01.2020		Updated committee membership to eliminate the office of enrollment.		12.1.2020
9.16.2022		Updated committee membership to eliminate Office of Assessment. SPARK meetings are mandatory for all students as of the 2022-2023 academic year.		9.16.022
5.9.2023		Updated Procedural Steps – added a new bullet. Made clear that all meetings are via Zoom. Added Procedural Steps (Communication). Reordered most of the Purpose.		5.19.2023