1. Purpose
The purpose of this procedure is to document the role of the “Students Performing At Academic Risk” (SPARK) task force in providing students with academic support.

The SPARK task force is composed of representatives from Enrollment Services and from the Pre-Clinical Education Department. These individuals currently include the Assistant Dean for Student Assessment, the Vice President of Enrollment Services, and an Educational Specialist. These positions are in the position to monitor student performance and provide appropriate academic support as 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.

4. Definitions/Abbreviations
SPARK – Students Performing at Academic Risk

5. Procedural Steps
Year 1 and Year 2 Students

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 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 will monitor:

- Exam performance
- Course performance

Members of SPARK will meet with students:
- Scoring in the bottom 5-10% on an individual exam
- Year 2 students who are deemed at risk for poor performance on boards (class rank, performance on Q bank questions)

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 make recommendations for various resources that the student can utilize to improve their
academic status. The following are examples of resources that the SPARK task force may ask the student to utilize.

- Required to meet with 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
- Non-academic support, if needed

The student will be asked to develop a study plan and SPARK will continue to monitor their performance throughout the year.

Year 3 and Year 4 Students

During Years 3 and 4, the SPARK committee will continue to monitor student performance on licensing exams, COMAT exams and preceptor evaluations.

6. Reports/Charts/Forms/Attachments/Cross References
NONE

7. Maintenance
The procedures of the SPARK task force will be reviewed on an annual basis by the Chair of the committee in collaboration with the BCOM administration, in order to insure that policy and procedures are appropriate.

8. Signature

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<thead>
<tr>
<th>Signature on File</th>
<th>8/28/19</th>
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<tbody>
<tr>
<td>Cindy Funk, Ph.D.</td>
<td>Date</td>
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<tr>
<td>Assistant Dean of Student Assessment</td>
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9. Distribution List
Internal

10. Revision History
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<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>7/23/19</td>
<td>All</td>
<td>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)</td>
<td>7/23/19</td>
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