

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Students Performing at Academic Risk Procedures	SOP #: SA.025.02
Effective Date	8/15/2018
Last Revision/Review	12/1/2020

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 Student Assessment, Student Affairs, and Pre-Clinical faculty. These individuals currently include the Assistant Dean for Student Assessment, two Educational Specialists and two faculty members. These committee members 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

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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.

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

Signature on File
Executive Director of Student Affairs

12.1.2020
Date

9. Distribution List

Internal

10. Revision History

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
7/23/19	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