(A.) **Purpose of Policy**

The Student Performance Assessment Review Committee (SPARC) is charged with reviewing the progress of students throughout their medical school career to identify students with minor as well as major academic performance issues as early as possible in order to develop effective strategies to ensure student success.

(B.) **Scope of Policy:**

Applies to all medical students of the Quillen College of Medicine

(C.) **Activities of Policy:**

I. **COMPOSITION**

A. **Committee Membership**

- Executive Associate Dean for Academic and Faculty Affairs (EAD), (or designee) who shall be chair of the committee
- Associate Dean for Student Affairs, who will serve as chair in the EAD’s absence
- Academic Support Counselor
- Associate Registrar
- Clinical Medical Education Director, who will also serve as the recorder for the committee

B. **Conflict of Interest**

No member of the Student Performance Assessment Review Committee should provide health services to medical students. Any member with any conflict of interest concerning a student will recuse themselves from participating in any committee action related to the student.

II. **ROLES AND RESPONSIBILITIES**

A. The committee will meet monthly while classes are in regular session and at other times as needed to review the progress of students throughout their medical school career to identify students with minor as well as major academic performance issues as early as possible in order to develop effective strategies to ensure student success.

B. All decisions will be made by committee consensus of those present.

C. Upon review of the student’s performance, a determination will be made as to formative feedback and/or other action(s) necessary to enhance the student’s chances of success in the curriculum.
Policy Name:

The committee:
1. may require students to participate in meetings with course/clerkship directors; participate in tutoring; and/or participate in academic counseling.
2. may require students to participate in a meeting with the Executive Associate Dean and/or Associate Dean for Student Affairs.
3. may refer issues to the Committee Supporting Student Health (CSSH) or the Honor Council, if appropriate.
4. will report to the Student Promotions Committee, describing its discussions, deliberations and/or actions, when requested. The committee shall transmit a summary of all issues, including recommended or required actions and student compliance, which caused the student to be placed on the committee agenda.
5. may report any findings related to curriculum issues to the Medical Student Education Committee (MSEC) for their review and consideration.
6. may report to the Admissions Committee with any information related to predictors of student success or failure, based upon its evaluation of students.
7. will report to the Dean of Medicine as necessary.

Students demonstrating changes in behaviors which may be indicators of greater issues affecting a student's academic performance may also be reported to the committee. Such behaviors may include but are not limited to: class participation, completion of required assignments, and physical appearance.

III. AGENDA
Executive Associate Dean for Academic and Faculty Affairs (or designee) will be responsible for preparation of the agenda for regular and called meetings.

The agenda shall consist of review of prior meeting minutes, a call for self-disclosure by any member of the Student Performance Assessment Review Committee who has a conflict of interest concerning any student on the agenda; consideration of students' academic progress.

At the request of a course/clerkship director, course/clerkship faculty or other College of Medicine Administrator any other student will be discussed.

IV. PROCESS for Academic Advising:
Students may seek services from the Academic Support Counselor at any time with no referral required. These services will be provided confidentially to the student and will not be reported.

Any M1 or 2 student who scores at or below 75 on any course exam, including failing the exam, will be automatically referred to the Academic Support Counselor as follows:
• Following the first course sectional exam score at or below 75 the course director will contact the student and require a meeting with the course director be scheduled immediately for formative feedback and recommend the student seek academic counseling services from the Academic Support Counselor prior to the next scheduled course exam. (see Notification Template 1 in appendix)
  o The Academic Support Counselor, the Executive Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the recommendation by being copied on the communication from the course director to the student. This notification will result in the student being placed on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the recommendation for academic counseling back to the course director and the committee. The course director will report compliance for the required meeting back to the committee.
Policy Name:

- Following a second course sectional exam score at or below 75 in the same course, including failing the exam, the course director is to contact the student and require another meeting with the course director be scheduled immediately for formative feedback and require the student to seek academic counseling services from the Academic Support Counselor prior to the next scheduled course exam (see Notification Template 2 in appendix). Failure by the student to follow this recommendation will be reported via a Professionalism Report form.
  
  The Academic Support Counselor, the Executive Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the recommendation by being copied on the communication from the course director to the student. This notification will result in the student's continued placement on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the requirement for academic counseling back to the course director and the committee. The course director will report compliance for the required meeting back to the committee. Failure by the student to follow this requirements will be reported via a Professionalism Report form.

- Students with continued performance at or below 75 on course sectional exams, including failures, will remain on the Committee's agenda for continued monitoring and possible follow up actions or additional interventions.
  
  The Academic Support Counselor, the Executive Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the notification to the student by being copied on the communication from the course director to the student (see Notification Template 3 in appendix). This notification will result in the student's continued placement on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the requirement for academic counseling back to the course director and the committee. The course director will report compliance for the required meeting back to the committee. Failure by the student to follow this requirements will be reported via a Professionalism Report form.

- Any M3 student who fails an NBME end of clerkship exam or other end of clerkship exam will be required by the clerkship director to seek academic counseling services from the Academic Support Counselor prior to retaking the exam on the date identified by Academic Affairs.
  
  The Academic Support Counselor, the Executive Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the requirement by being copied on the communication from the clerkship director to the student (see Notification Template 4 in appendix). This notification will result in the student being placed on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the requirement for academic counseling back to the clerkship director and the committee.

- Any student who fails an USMLE Step exam will be contacted by the Executive Associate Dean to schedule a meeting immediately for formative feedback and required to seek academic counseling services from the Academic Support Counselor prior to the scheduled Step exam retake date.
  
  The Academic Support Counselor, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the requirement by being copied on the communication from the EAD to the student. This notification will result in the student being placed on the committee agenda for monitoring. The Academic Support Counselor will report compliance with the requirement for academic counseling back to the committee.

- Actions taken by the committee will be communicated back to pertinent course/clerkship director.
**Policy Name:**

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): (List only if a name change is involved)</th>
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<tbody>
<tr>
<td>Name / Title:</td>
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**Review/Revision Completed by:**

- [ ] Office of the Dean
- [ ] Academic Affairs
- [ ] Student Affairs
- [ ] Medical Student Education Committee
- [ ] Student Promotions Committee
- [ ] Faculty Advisory Council
- [ ] Administrative Council
- [ ] M3/M4 Clerkship/Course Directors
- [ ] M1/M2 Course Directors
- [ ] Student Groups/Organizations (describe):

**Date**

- [ ]

- [ ]

**Notifications of New or Revised Policy**

<table>
<thead>
<tr>
<th>Method of Notifications and Date</th>
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<tbody>
<tr>
<td>Medical Students</td>
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<tr>
<td>All QCOM Faculty</td>
</tr>
<tr>
<td>All QCOM Staff</td>
</tr>
<tr>
<td>Admissions Office (catalog)</td>
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</table>
Policy Name:

Appendix: Notification Templates

Notification Template 1: To students who had marginal performance (75 or below) or unsatisfactory performance (failed) on one course sectional exam. The Academic Support Counselor, the Executive Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the recommendation by being copied on the communication from the course director to the student. This notification will result in the student being placed on the committee agenda for monitoring.

“This communication is to notify you of your performance on the most recent XXXX course sectional exam. You scored XXX on the exam which is considered (marginal if a very low pass or unsatisfactory if failed the exam) performance. This is not a cause for alarm at this time, but it is a matter of concern. Therefore, you are to contact me immediately to schedule a meeting to discuss your performance and I recommend you meet with our Academic Support Counselor, Dr. Jean Daniels, prior to the next scheduled course sectional exam to determine methodologies which may help you improve your academic performance. You may contact Dr. Daniels at 423-439-2408 or danielsj@etsu.edu”

Notification Template 2: To students who had marginal performance (75 or below) and/or unsatisfactory performance (failed) on a second sectional exam in the same course. The Academic Support Counselor, the Executive Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the recommendation by being copied on the communication from the course director to the student. This notification will result in the student remaining on the committee agenda for monitoring.

“This communication is to notify you of your performance on the most recent XXXX course sectional exam. You scored XXX on the exam which is considered (marginal if a very low pass or unsatisfactory if failed the exam) performance. Since this is the second occurrence of a marginal or failing score in this course your performance is a now concern. Therefore, you are to contact me immediately to schedule a meeting to discuss your performance and you are required to meet with our Academic Support Counselor, Dr. Jean Daniels, prior to the next scheduled course sectional exam to determine methodologies which may help you improve your academic performance. Contact Dr. Daniels at 423-439-2408 or danielsj@etsu.edu Dr. Daniels will report your compliance with seeking academic counseling to the Student Performance and Academic Review Committee.”

Notification Template 3: To students who had continued marginal performance (75 or below) and/or unsatisfactory performance (failed) on more than two sectional exam in the same course. The Academic Support Counselor, the Executive Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the occurrence by being copied on the communication from the course director to the student. This notification will result in the student remaining on the committee agenda for monitoring.

“This communication is to notify you of your performance on the most recent XXXX course sectional exam. You scored XXX on the exam which is considered (marginal if a very low pass or unsatisfactory if failed the exam) performance. Since this is a repeat occurrence of a marginal score or unsatisfactory performance in this course you will remain in the Student Performance Assessment Review Committee agenda for continued monitoring and possible follow up actions or additional interventions. You are also required to continue to meet with our Academic
Support Counselor, Dr. Jean Daniels. Dr. Daniels will report your compliance with seeking academic counseling to the Student Performance and Academic Review Committee.

**Notification Template 4:** To students who failed an NBME or Aquifer end of clerkship exam. The Academic Support Counselor, the Associate Dean for Student Affairs, and Clinical Medical Education Director are to be made aware of the requirement by being copied on the communication from the clerkship director to the student. This notification will result in the student being placed on the committee agenda for monitoring.

“This communication is to notify you of your performance on the NBME/Aquifer exam for XX clerkship exam. You scored XXX (raw score) on the exam which is at or below the 5th percentile of XX which is below the minimum acceptable standard. Therefore, you are **required** to meet with our Academic Support Counselor, Dr. Jean Daniels, prior to the scheduled exam retake date to determine methodologies which may help you improve your academic performance. Contact Dr. Daniels at 423-439-2408 or danielsj@etsu.edu Dr. Daniels will report your compliance with seeking academic counseling to the Student Performance and Academic Review Committee.”