



QUILLEN  
COLLEGE of MEDICINE  
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Student Performance Assessment Review  
Committee**

Policy Replaces a Previous Policy [Yes/No] (*this includes change in policy name*): **No**  
If so, list name of previous policy (*include policy number if different*):

Policy Number: **ADMIN-0919-9**

Originator Name and/or Committee (*if a committee, include name of chair*): **William Block, Jr., MD, MBA / Vice President for Clinical Affairs and Dean of Medicine**

Committees, Departments, or Individuals Responsible for Implementation: **Beth Anne Fox, MD, MPH / Vice Dean**

Original Approval Date and Who Approved by: **9/24/2019, Dr. William Block**

Revision Date(s) (*include a brief description*) and Who Approved by: **9/8/22, Policy Advisory Committee (changed recommend to require student to meet with Academic Support Counselor for first occurrence if course sectional exam is below 70, changed Dr. Daniels to Academic Support Counselor in policy, and changed who responsible for implementation from Dr. Olive to Dr. Fox.)**

Effective Date(s): **9/24/2019, 8/17/2020, 9/16/2022**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*):

**8/17/2020**

**10/18/2021 (reorganization of text into table for clarity and change of EAD to Vice Dean)**

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy [Yes/No]: **Yes**

LCME Element(s) Affiliated with Policy (*include Element number/name/statement*):

#### **11.1 Academic Advising**

**A medical school has an effective system of academic advising in place for medical students that integrates the efforts of faculty members, course and clerkship directors, and student affairs staff with its counseling and tutorial services and ensures that medical students can obtain academic counseling from individuals who have no role in making assessment or promotion decisions about them.**

*All policies will be reviewed every four years unless an earlier review is identified.*

#### **(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.

**Policy Name: Student Performance Assessment Review Committee**

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

All Quillen College of Medicine students.

**(C.) Policy Activities:**

**I. COMPOSITION**

**A. Committee Membership**

- Vice Dean for Academic Affairs (or designee), who shall be chair of the committee
- Associate Dean for Student Affairs, who will serve as chair in the Vice Dean's absence
- Academic Support Counselor
- Associate Registrar
- Pre-Clerkship 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.
  - a. The committee:
    - i. May require students to participate in meetings with course/clerkship directors; participate in tutoring; and/or participate in academic counseling.
    - ii. May require students to participate in a meeting with the Vice Dean for Academic Affairs and/or Associate Dean for Student Affairs.
    - iii. May refer issues to the Committee Supporting Student Health (CSSH) or the Honor Council, if appropriate.
    - iv. Will report to the Student Promotions Committee, describing its discussion, 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.
    - v. May report any findings related to curriculum issues to the Medical Student Education Committee (MSEC) for their review and consideration.
    - vi. May report to the Admissions Committee with any information related to predictors of student success or failure, based upon its evaluation of students.
    - vii. Will report to the Dean of Medicine as necessary.
    - viii. 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.

**Policy Name: Student Performance Assessment Review Committee**

**III. AGENDA**

- A. 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.
- B. Both course directors and SPARC have responsibilities for identifying students needing intervention as outlined in the following table:

<b>Course Sectional Exam <i>Between 70-75</i></b>		
	<b>Course Director Responsibility</b>	<b>SPARC Responsibility</b>
First occurrence	<ul style="list-style-type: none"> <li>• Notify SPARC of results.</li> <li>• Send template letter to student.</li> <li>• Require meeting with course director.</li> <li>• <b>Recommend</b> meeting with Academic Support Counselor.</li> </ul>	Review.
Second occurrence	<ul style="list-style-type: none"> <li>• Notify SPARC of results.</li> <li>• Send template letter to student.</li> <li>• Require meeting with course director.</li> <li>• <b>Require</b> meeting with Academic Support Counselor.</li> </ul>	Monitor to ensure compliance.
Subsequent occurrence but overall passing course score	<ul style="list-style-type: none"> <li>• Notify SPARC of results.</li> <li>• Send template letter to student.</li> <li>• <b>Encourage</b> student to continue meeting with course director and Academic Support Counselor.</li> </ul>	Monitor to ensure compliance.
Scores between 70-75 in multiple courses		Monitor to ensure compliance. If student has not met with the Academic Support Counselor, require to do so.
<b>Course Sectional Exam <i>Below 70</i></b>		
	<b>Course Director Responsibility</b>	<b>SPARC Responsibility</b>
First occurrence	<ul style="list-style-type: none"> <li>• Notify SPARC of results.</li> <li>• Send template letter to student.</li> <li>• Require meeting with course director.</li> <li>• <b>Require</b> meeting with Academic Support Counselor</li> </ul>	Monitor to ensure compliance.
Second occurrence	<ul style="list-style-type: none"> <li>• Notify SPARC of results.</li> <li>• Send template letter to student.</li> <li>• Require meeting with course director.</li> <li>• <b>Require</b> meeting with Academic Support Counselor.</li> </ul>	Monitor to ensure compliance.
Subsequent occurrence but overall passing course score	<ul style="list-style-type: none"> <li>• Notify SPARC of results.</li> <li>• Send template letter to student.</li> <li>• Require meeting with course director.</li> <li>• <b>Require</b> meeting with Academic Support Counselor.</li> </ul>	Monitor to ensure compliance.
Scores below 70 in multiple courses		Monitor to ensure compliance. If student has not met with Academic Support Counselor, require to do so.

**Policy Name: Student Performance Assessment Review Committee**

Overall failing scores in multiple courses		Determine further steps.
--	--	--------------------------

- C. The Academic Support Counselor, the Vice Dean for Academic Affairs, the Associate Dean for Student Affairs, and Pre-Clerkship 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 committee. The course director will report compliance for the required meeting back to the committee.
- D. 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.
- E. The Academic Support Counselor, the Vice Dean for Academic Affairs, the Associate Dean for Student Affairs, and Pre-Clerkship 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.
- F. Any student who fails an USMLE Step exam will be contacted by the Vice Dean for Academic Affairs to schedule a meeting immediately for formative feedback and will be **required** to seek academic counseling services from the Academic Support Counselor prior to the scheduled Step exam retake date.
- G. The Academic Support Counselor, the Associate Dean for Student Affairs, and Pre-Clerkship Medical Education Director are to be made aware of the requirement by being copied on the communication from the Vice Dean 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.
- H. Actions taken by the committee will be communicated back to the appropriate course/clerkship director.

Policy Review and/or Revision Completed By <i>(if applicable)</i>		Date(s)	
		Reviews	Revisions
X	Office of the Dean	9/24/2019	
X	Policy Advisory Committee		9/8/2022
X	Vice Dean for Academic Affairs	9/16/2022	
	Associate Dean for Accreditation Compliance		
X	Academic Affairs <i>(this includes the four-year reviews by administrative staff)</i>		8/17/2020; 10/18/2021; 9/19/2022

**Policy Name: Student Performance Assessment Review Committee**

	Student Affairs		
X	Medical Student Education Committee	10/15/2019	
	Student Promotions Committee		
	Faculty Advisory Council		
	Administrative Council		
X	M1/M2 Course Directors	10/21/2021	
	M3/M4 Clerkship/Course Directors		
	Student Groups/Organizations ( <i>describe</i> ):		
	Other ( <i>describe</i> ):		

<b>Notifications of New or Revised Policy (<i>if applicable</i>)</b>		<b>Date and Method of Notifications</b>
	Medical Students	
	Administrative Council	
	Faculty Advisory Council	
	All QCOM Faculty	
	All QCOM Staff	
	Admissions Office for Catalog	
X	Posted to Educational Policy Website	9/20/2022 - emailed to Aneida for posting

**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 Vice Dean for Academic Affairs, the Associate Dean for Student Affairs, and Pre-Clerkship 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](mailto: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 Vice Dean for Academic Affairs, the Associate Dean for Student Affairs, and Pre-Clerkship 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](mailto: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 exams in the same course. The Academic Support Counselor, the Vice Dean for Academic Affairs, the Associate Dean for Student Affairs, and Pre-Clerkship 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

**Policy Name: Student Performance Assessment Review Committee**

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 Pre-Clerkship 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](mailto:danielsj@etsu.edu). Dr. Daniels will report your compliance with seeking academic counseling to the Student Performance and Academic Review Committee.”