



INSTITUTIONAL POLICY: DO-08

Category:	Doctor of Osteopathic Medicine Program
Subject:	Academically-at-Risk
Effective Date:	June 21, 2023
Updated:	N/A
Applicability:	D.O. Students

DO 08-1. Authority

W. Va. Code § 18B-1-6

DO 08-2. Purpose

Early identification of and appropriate intervention for students with potential academic problems is an important part of WVSOM's program. Such students will be classified as Academically-at-Risk Category 1 or Category 2.

DO 08-3. Academically-at-Risk Category 1

- 3.1 Students who fail a course exam or any level of Comprehensive Osteopathic Medical Licensing Examinations (COMLEX) for the first time will be classified as Academically-at-Risk Category 1 and notified by the appropriate associate dean. This status is official notice that the student's performance requires attention and effort to avoid future academic difficulty.
- 3.2 In an effort to strengthen the performance of an Academically-at-Risk Category 1 student, that student may be required to meet with the appropriate associate dean to discuss the potential for and consequences of course failure. In addition, the student may be required to meet with a WVSOM academic learning specialist and others for assessment and counseling.
- 3.3 When an Academically-at-Risk Category 1 student successfully passes the course in which he/she failed an exam, the student will no longer be designated as at risk and will be notified by the appropriate associate dean. The student's at risk classification will not become part of the student's permanent record.

DO 08-4. Academically-at-Risk Category 2

- 4.1 Students who fail a course or clinical rotation require additional attention and will be classified as Academically-at-Risk Category 2. Students who fail any level of COMLEX or Objective Structured Clinical Examination (OSCE) for the second time will also be classified as Academically-at-Risk Category 2.

- 4.2 Following notification by the Registrar that a student has received a failing grade, the Vice President for Academic Affairs and Dean will classify a student as Academically-at-Risk Category 2 and notify the student citing the reason(s) for this classification.
- 4.3 Once classified as Academically-at-Risk Category 2 a student:
 - 4.3.1 Must comply with a written learning plan designed by the appropriate associate dean;
 - 4.3.2 Cannot hold elected or appointed student office at any level and must resign such office upon being notified of being classified Academically-at-Risk Category 2; and
 - 4.3.3 Will not receive funds or approval for participation in activities outside of the school until Academically-at-Risk Category 2 status has been removed.
- 4.4 A student shall remain classified as Academically-at-Risk Category 2 until such time as the Registrar notifies the Vice President for Academic Affairs and Dean of successful passage of the failed course, clinical rotation, COMLEX, or OSCE, or if repeating the year, until successful passage of the entire year. At that time, the student's classification as Academically-at-Risk Category 2 shall be removed by the Vice President for Academic Affairs and Dean and so notified. The student's at risk classification will not become part of the student's permanent record.

DO 08-5. Notifications

All notifications required by this policy shall be communicated to the student in writing by letter sent certified mail to the student's current mailing address on file with the Registrar or hand delivered to the student, and by e-mail to the student's WVSOM e-mail address. It is the responsibility of the student to ensure that the current mailing address on file is up-to-date and to check his or her WVSOM e-mail account in a timely manner (at least every 2 business days). Failure to receive correspondence due to noncompliance with the above is the responsibility of the student.

DO 08-6. References

- 6.1 Institutional Policy DO-14: Promotion Requirement National Board Examination - Passage of COMLEX
- 6.2 Institutional Policy DO-15: Promotion Requirement - Objective Structured Clinical Examinations (OSCEs)