



INSTITUTIONAL POLICY: E-19

Category:	Education
Subject:	Academically-at-Risk
Effective Date:	October 3, 1995
Last Revision Date:	August 28, 2012
Applicability:	Students

E 19-1. Authority

- 1.1 WV Code §18B-1-6
- 1.2 WV CSR §133-4

E 19-2. 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.

E 19-3. Academically-at-Risk Category 1

- 3.1 A student who fails a course exam or a first failure of any level of Comprehensive Osteopathic Medical Licensing Examinations (COMLEX) will be notified by the appropriate associate dean that he/she has been classified as Academically-at-Risk Category 1. This status is official notice that his/her 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 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 fact that a student has been designated as being at risk will not become part of the student's permanent record.

E 19-4. Academically-at-Risk Category 2

- 4.1 Students who have failed a course, clinical rotation, or an Objective Structured Clinical Examination require additional attention and are classified as Academically-at-Risk Category 2. Students who fail any level of COMLEX for the second time will also be classified as Academically-at-Risk Category 2. (See Institutional Policy E-23 Promotion

Requirement National Board Examination - Passage of COMLEX for the requirements for promotion as they relate to passage of COMLEX.)

- 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 lifted.
- 4.4 A student shall remain on Academically-at-Risk Category 2 status until such time as the Registrar notifies the Vice President for Academic Affairs and Dean of successful passage of the failed course(s) or COMLEX exam, or if repeating the year, until successful passage of the entire year. At that time, the student shall be removed from Academically-at-Risk Category 2 status by the Vice President for Academic Affairs and Dean and so notified. The fact that a student has been classified as being Academically-at-Risk will not become part of the student's permanent record.

E 19-5. Notifications

All notifications required by this policy must be communicated to the student in writing by letter sent certified mail and e-mail.