

STUDENT PERFORMANCE COMMITTEE (SPC) PREPARATION

Students are asked to meet with the SPC for various reasons. Most are curricular and some are co-curricular. All of these meetings are opportunities for learning as SPC not only serves to make disciplinary decisions but also counsels and advises students.

Curricular Learning Opportunities:

All students who do not pass a course are required to go through the SPC process. However when a student who has passed all previous courses of the academic year, does not pass a course, then that student is required to meet with representatives from the Office of Student Affairs, the Office of Academic Affairs and their advisor at a meeting set up by OSA. The student is put on Academic Probation, which is described below. There is no voting involved and the student can expect to remediate that course at the end of the academic year, unless she/he does not pass another course before the academic year is completed. Students who have not passed other courses during that academic year are required to meet with the SPC committee. The SPC will hear the student's testimony, his/her advisor's testimony and after verifying all relevant information will make a recommendation to the Dean. The Dean makes the final decision on each case.

Students who do not pass their COMLEX board exams after the second attempt, are also required to meet with the SPC who will vote to recommend if/when the student can attempt the board exam for the third time. The Dean makes the final decision on each case.

Co-curricular learning opportunities:

Students are also required to meet with SPC for co-curricular learning opportunities. These are choices that students make that are integral to their preparation to be compassionate and professional physicians but are not part of the grading system. Some examples: unexcused absences, misconduct of any kind etc.

The SPC process:

As soon as a student's final course grade is released and it is found to be <70%, he/she is placed on Academic Probation. The student is then placed on the next available SPC agenda.

- If this is the first-time for the student, then OSA will set up a meeting for the student (using the student's academic calendar) with OAA and OSA representatives. The

student and his/her advisor will receive an email letting them know about the details of this meeting. This meeting is to offer advice to the student on academic preparation, personal wellness such that he/she may successfully pass all other courses, especially in that academic year. At the meeting, details of 'Academic Probation' will be explained to the student. Details of these meetings are sent to the Dean.

- If the student has not been successful at a COMLEX board exam on the second attempt, he/she will be placed on Academic Suspension and asked to meet with the SPC. The Director of Student Affairs will offer to meet/speak with the student to help the student prepare for the SPC meeting. The student will be informed about a date/time set for the SPC meeting.
- If the student has not passed a course for the second time in a given year, he/she will be asked to meet with the SPC. The Director of Student Affairs will offer to meet/speak with the student to help the student prepare for the SPC meeting. The student will be informed about a date/time set for the SPC meeting.
- In the matter of co-curricular learning opportunities (professionalism issues), the student will be asked to meet with the SPC. The Director of Student Affairs will offer to meet/speak with the student to help the student prepare for the SPC meeting and collect all information regarding that event(s). The student will be informed about a date/time set for the SPC meeting.

Preparing for SPC:

1. Attend all SPC-related meetings. If you cannot be present at the meeting let OSA know as soon as possible.
2. Engage in a critical reflection of the events that led upto the reason you are being asked to meet with SPC/OAA-OSA. You will be asked to provide your perspective/context and what you have learned about your experience. Create a list of talking points to help you during the meeting. Take responsibility of your choices and the outcomes, and list steps you will take to change those outcomes from happening again.
3. Meet with your advisor to request advice and share your talking points/context as soon as you receive the notice to appear.
4. Arrive at least 10 minutes early.
5. Wear your ECM attire to the SPC meeting.

6. Connect with OSA, OAA and the Office of Clinical Education to clarify any questions that you may have about how your status affects your grades, student records, rotation schedules etc.

Academic Probation: (pg. 43 of the Catalog)

1. If you are in any type of leadership position at Western University, you must step down from that position until your probation is removed. Some examples of leadership positions include, but are not limited to: class officer, club officer, house lead, NMM/OMM TA, tutor and student ambassador. However, you may participate in club activities on a limited basis.
2. You may not be involved with work study or research.
3. It is mandatory that you maintain regular contact with your academic advisor, at least on a monthly basis. The SPC will contact your faculty advisor to confirm that you have met regularly.
4. It is mandatory that you contact the LEAD office at least four (4) times during this academic year for assistance.
5. Please take advantage of any and all resources that are available to help ensure your success as a student here. Some of these resources include: COMP Office of Student Affairs, PacifiCare Counseling Services, CDHP, your faculty advisor and faculty instructors.
6. Towards the end of the academic year your academic record will be reviewed by the committee, and at that time it will be determined if you will be allowed to remediate the failed course by examination. You will be given plenty of notice to allow you the time to be in contact with the course director and faculty before the examination.

Academic Suspension (pg. 44 of the Catalog)

Students placed on academic suspension cannot engage in any curricular activities through such time as they approved to resume their studies. Throughout the time the student is on academic suspension, he or she is also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated.