

**SCHOOL OF OPTOMETRY POLICY**

**Date Revised:** 12/19/2025

**Responsible Party:** Office of Student Affairs

**Contact(s):** Delia Lewis, Assistant Director of Student Affairs

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## **Academic Support Services and Intervention Policy and Procedures**

### **Purpose**

To provide structured academic support and intervention for students experiencing academic challenges, particularly in quizzes, exams and clinical exams, through peer tutoring and coordinated faculty engagement.

### **Scope**

This policy applies to all students.

### **Academic Support Services/Tutor Lab**

- Peer tutoring services are available throughout the week during the fall, spring, and summer semesters.
- Tutoring sessions are coordinated by the Student Affairs Office and are designed to support students in all courses, both didactic and clinical.
- Students may voluntarily attend tutoring sessions or be referred by faculty or staff.

### **Structured Intervention Process**

#### **First Notification:**

- Upon notification from an instructor of a student's quiz or exam failure, the student will receive a letter from the Student Affairs Office.
- The letter/email will outline the instructor's concerns and recommend academic support services, including peer tutoring.

#### **Second Notification:**

- If a second quiz or exam failure is reported, the student will receive an email request for a personal meeting with a Student Affairs staff member.
- The meeting will explore potential solutions, including:
  - Enhanced tutoring support
  - Student counseling services
  - Student health resources
- The student's assigned faculty mentor will also be notified to provide additional guidance.

#### **Third Notification:**

- Upon a third notification of academic failure, a formal meeting will be scheduled with the Associate Dean of Student Affairs and/or the Director of Student Affairs.
- The meeting will assess the student's academic standing and determine a comprehensive support plan.

- Continued academic challenges will result in further academic review and intervention.

## **Responsibilities**

- Students are expected to actively participate in recommended support services.
- Faculty are encouraged to promptly report academic concerns to the Student Affairs Office.
- The Student Affairs Office monitor student academic progress