

SCHOOL OF OPTOMETRY POLICY**Date Revised:** 12/19/2025**Responsible Party:** Office of Student Affairs**Contact(s):** Delia Lewis, Assistant Director of Student Affairs

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.

UAB Optometry

- 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