



SCHOOL of  
OSTEOPATHIC  
MEDICINE

**Policy Title:** Learner Retention  
**Functional Area:** ACADEMIC/ADMINISTRATIVE  
**COCA Element:** 9.2

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**Status:** FINAL  
**Effective:** 11/13/2020  
**Approved by:** Leadership Council  
**Policy Contact:** Associate Dean of Admissions and Student Affairs  
**Responsible Office:** Office of Admissions and Student Affairs  
**Last Reviewed/Updated:** 11/13/2020

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**Purpose:** The purpose of this policy is to identify key components of learner retention.

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**Description:** A significant function of key administrative and academic support offices is to support learner persistence through the UIWSOM's self-directed curriculum and to help guide professional formation. Collaborative efforts occur between support services including Academic Support, Counseling Services, Career Services, Financial Assistance, Health Services and Mission and Ministry. These efforts are supported by the work of committees including the Student Progress Committee (SPC), the DO Curriculum Committee (DOCC), and the Alternate Curriculum Committee (ACC).

- 1) Primary goal(s)
  - a) Support learner retention/persistence from matriculation through graduation and beyond.
- 2) Secondary goal(s)
  - a) Assist in the professional formation of UIWSOM learners.
- 3) Participants
  - a) UIWSOM learners
  - b) Director of Student Affairs
  - c) Student Affairs Coordinators
  - d) Career Counselor
  - e) Behavioral Health Counselors
  - f) Director of Enrollment Services (registration and financial assistance)
  - g) Director of Academic Success
  - h) UIWSOM Chaplain (Mission and Ministry)
  - i) SPC committee members
  - j) DOCC committee members
  - k) ACC committee members
  - l) Associate Dean of Admissions and Student Affairs
  - m) Associate Dean of Interprofessional Education
  - n) Associate Dean of Clinical Affairs
  - o) Assistant Dean of Strategic Initiatives
  - p) Chair, Clinical and Applied Sciences
  - q) Student Government Association (SGA)
  - r) Director of Health Services
  - s) Curriculum co-directors
  - t) COMSAE readiness team

u) COMLEX readiness team

4) Resources

- a) SharePoint (student records)
- b) Smartsheet (tracking)
- c) Spiritual programming and religious services
- d) Behavioral health one-on-one counseling services
- e) Career counseling appointments and group sessions
- f) Financial aid appointments and workshops
- g) Student organizations
- h) Parent Support Group
- i) PreCheck/Sentry (health records)
- j) UIW Health Services
- k) Wellfleet (student insurance)
- l) Big Interview platform (residency interviews)
- m) Careers in Medicine platform
- n) Publications and handouts
- o) Academic support (group and individual appointments)
- p) Kaplan board preparation and study planning
- q) Libguides
- r) eMedley
- s) New Student Orientation
- t) Unit 1 –introduction to the curriculum
- u) UIWSOM office space for mock interviewing
- v) Zoom meeting platform
- w) Reassessment
- x) Review and Reinforcement (R&R) sessions with faculty
- y) Pass/Fail grading policy

5) Guidelines

- a) Learners are required to attend New Student Orientation
- b) Learners are required to attend two financial aid activities
- c) SPC will meet with learners in academic jeopardy or having professionalism issues
- d) UIWSOM career counselor guides OMS IV through the ERAS and NRMP activities
- e) The DOCC and senior leadership approve policies related to retention
- f) The ACC provides learners having difficulty maintaining continuous enrollment for academic or personal issues a plan of action which may involve a leave of absence, additional board preparation, clinical rotation information, etc.
- g) Referrals to behavior health are consistently made as learners navigate through anxiety and uncertainty