

# Procedures

## a. Schedule of Meetings:

1. Meetings of the CAPPs will be called at the end of each academic term.
2. Meetings will be held during the term for appeals related to dismissal due to unprofessional behavior as needed.
3. Each committee meeting will be chaired by the dean for academic affairs.
4. CEAD representative will present the data for each student during the meeting
5. Voting
  1. Voting members are the appointed faculty members designated to vote.
  2. Quorum: A quorum will be half plus one or greater of the voting members.
  3. Recommendations will be passed by 2/3 majority.

## b. CAPPs Procedures

1. The mission of the CAPPs is to make fair and objective decisions on individual student appeals.
2. Although the School of Medicine is committed to providing students with remediation and support needed to facilitate student success, the CAPPs is obligated to take into account not only the individual student's appeal but also key considerations such as program requirements and standards as well as student's performance history, timeline, and academic risk factors.
3. The dean of academic affairs supervises the CAPPs Office and oversees all CAPPs activities. CAPPs Office representatives will record meeting minutes, manage the voting process, and document voting results and decisions.
4. CAPPs membership is as described above.
5. The Dean of Academic affairs will chair all CAPPs meetings.
6. CAPPs voting members will discuss and consider each student's case individually, taking into account not only the individual student's appeal but also key considerations (e.g., program requirements and standards, the student's performance history, timeline, and academic risk factors).
7. The CAPPs members will review performance reports and read all appeal documents provided by the CAPPs office and make determinations on whether to accept the appeal or uphold the recommendation for dismissal.
8. Voting members will cast their votes using a secret ballot. Results will be tallied by the CAPPs office representative(s) and reported at the meeting.
  1. In the event there is a tie, the Chair will cast a vote.
9. Should a student's appeal be rejected and the recommendation for dismissal upheld, this will be documented at the meeting.
10. Following the announcement of a vote to accept a student's appeal, the CAPPs will determine the conditions a student must meet to progress in the MD program.
11. The CAPPs office will communicate the outcome of each appeal in the form of a letter to the student, with copies to the senior associate dean of basic sciences or senior associate dean for clinical studies, dean of the School of Medicine, Registrar, Director Financial Aid Office, dean of Students (DOS) and the Chair of the Department of Educational Services (DES).
12. The letter to students with an accepted appeal will detail the conditions as specified by the CAPPs. Students must respond to this communication to indicate their acceptance of these conditions. A student who does not accept the CAPPs conditions, has the option to withdraw from the MD program within a specified timeframe. The letter to students with a rejected appeal will provide each student the option to withdraw from the MD program within a specified timeframe. If a student does not withdraw within the specified timeframe, the student will be dismissed.
13. The DOS will follow up with students who do not submit an appeal or who do not respond to the CAPPs offer to accept conditions or withdraw. The DOS will report the outcome of this follow up to the CAPPs Office.

14. The decisions of the Basic Science and Clinical CAPPs are final. The School has no further provision for appeal.

#### CAPPs Review of Appeals of Dismissals Recommended Due to Unprofessional Behavior

Students may be recommended for dismissal due to unprofessional behavior at any point during the academic term. The CAPPs Office will coordinate activities related to student appeals. The same process as for academic appeals will be followed.