

# Communications, Records and Approval

1. The chair of the CAPPs will be responsible for:
  1. Scheduling meetings
  2. Chairing the CAPPs meeting
  3. Ensuring that administrative staff keep accurate records of all meetings.
  4. Requesting relevant notes from the DES and DOS on the students to be discussed, for distribution to the members in advance of the meetings
  5. Distributing relevant notes and data
  6. communicate the outcome of each appeal in the form of a letter to the student, with copies to the appropriate senior Associate dean, dean of the School of Medicine, Registrar, Dean of Students).
2. The Chair of the CAPPs will send the minutes of the CAPPs and a list of recommendations to the dean of the school of Medicine within 2 days of the meeting
3. All decisions and recommendations made by the CAPPs will be kept on file in the CAPPs Office.