

Communications, Records and Approval

1. The chair of the APRC will be responsible for ensuring that administrative staff keep accurate records of all meetings and notify relevant offices (OUR, DOS, AADS, DES, OCG, Clerkship Placement, and CAPPs) recommendations/determinations resulting from meetings.
2. The Chair of the APRC will send recommendations to the Sr. Associate Dean.
3. The Chair of the APRC will send a summary every 4 months to the dean of the School of Medicine detailing the meeting dates and list of students recommended or refused recommendation for a diploma.
4. All decisions and recommendations made by the APRC will be held on file in the Office of the dean of the School of Medicine.