

**CASE WESTERN RESERVE UNIVERSITY
MASTER OF SCIENCE IN ANESTHESIA PROGRAM**

Committee on Progress & Promotions

The purpose of the Committee on Progress & Promotions (CPP) is to review and evaluate the overall achievement of students' academic and clinical performance and professional behavior as related to promotion, graduation, retention, remediation, and dismissal. This committee, internal to the Master of Science in Anesthesia Program, is composed of Program faculty and key members of the network administration and clinical faculty. The internal CPP is overseen by the Executive Program Director, and its actions, policies, and procedures are guided by Case Western Reserve University and the School of Medicine.

Members: *[to be inserted by regional program location]*

Meetings: Two weeks prior to the end of both the fall and spring semesters in each academic year

The Committee on Progress & Promotions is charged with monitoring student academic performance during the program. The Committee is composed of the local Program Director and Medical Director and local faculty members, as well as the Executive Program and Medical Directors. The Committee's responsibility is to ensure that each student satisfactorily completes each required course in the curriculum, meets all requirements for promotion from year-to-year, and ultimately satisfies all the requirements for the Master of Science in Anesthesia degree prior to graduation. The Committee on Progress & Promotions reviews the academic progress and professional development of each student at regular intervals throughout each academic year. Grades, examination scores, narrative summaries and professional conduct and development are assessed to ensure the successful progress of each student. The Committee on Progress & Promotions has the primary responsibility for the following:

- Setting academic standards and requirements necessary for promotion and graduation
- Recommending qualified students for promotion
- Recommending award of the Master of Science in Anesthesia degree after careful review of academic records
- Setting requirements for remedial work or revised academic course load for students whose academic work is unsatisfactory
- Ensuring that each student demonstrates the academic competency and personal qualities of an anesthesiologist assistant
- Taking action on students whose academic work is consistently unsatisfactory or whose behavior casts grave doubts about their ability to function as an anesthesiologist assistant
- Proceeding with suspension or dismissal of students
- Reviewing the system of evaluation of student performance
- Rendering a decision on a student whose academic work is consistently unsatisfactory or whose behavior casts grave doubt in his/her ability to function as an anesthesiologist assistant

It is also the responsibility of the Program to ensure that graduates meet standards of professional conduct and responsibility. Students will be held accountable for their own actions and assessed, in part on their reliability, accountability, honesty, integrity, responsibility, and professional relationships with patients and families as well as their responsibility related to substance abuse.

The Committee on Progress & Promotions takes formal action on any student who demonstrates a deficiency of academic or clinical performance or where concerns arise about inappropriate, irresponsible, or unprofessional conduct. The student is notified in writing of the decision, including rationale for the decision, and action regarding recommendations or sanctions approved by the Committee on Progress & Promotions. Sanctions may include, but are not limited to, reprimand, warning, probation, suspension, dismissal and/or requirements to repeat courses, alter course loads, or retake examinations.

The local Program Director(s) shall be available to counsel students whose academic work has been deemed unsatisfactory. The local Program Director shall work with appropriate administrative personnel within the University to interpret the actions of the Committee on Progress & Promotions to the student, to inform students of written narrative comments by the faculty concerning unsatisfactory academic work, to review with a student, the steps in the Appeal process and to counsel students.