



## Committee on Progress and Promotions

The purpose of the Committee on Progress and Promotions, or 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.

The committee is internal to the Master of Science in Anesthesia Program, and is comprised of the local program director, medical director, and faculty members as well as the executive program director and executive medical director. Network administration and clinical faculty may participate in the committee if necessary. The actions, policies, and procedures are guided by Case Western Reserve University and the School of Medicine.

**Members:** [to be inserted by local program]

**Meetings:** Two weeks prior to the end of both the fall and spring semesters annually

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. CPP 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.

CPP has the primarily responsible for:

- 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 a certified anesthesiologist assistant.
- Taking action on students whose academic work is consistently unsatisfactory or whose behavior cast 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 or her ability to function as a certified anesthesiologist assistant.

It is also the responsibility of the Program to ensure that graduates meet standards of professional conduct. 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 as it relates to substance abuse.

## Formal Action and Remediation

CPP 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 CPP. Sanctions may include but are not limited to: reprimand, warning, probation, suspension, dismissal, required repetition of courses, altered course loads, and required repetition of examinations.

The local program director shall be available to counsel students whose academic work has been deemed unsatisfactory. The local program director shall work with appropriate administrative personnel within Case Western Reserve University to interpret CPP's actions to the student, to inform the student of written narrative comments by the faculty concerning unsatisfactory academic work, to review the steps in the appeal process with the student, and to generally counsel the student.