Student Performance and Conduct Committee Procedures

**Functions of the Student Performance and Conduct Committee (SPCC):** The SPCC has three principal functions.
1. The SPCC is responsible for student promotions. Students who meet the standards of performance and conduct are recommended for promotion.
2. The SPCC is also responsible for consideration of students who have encountered difficulties in the areas of academic performance.
3. Further, the SPCC is responsible for consideration of students who have failed to meet the required standards of conduct (professionalism).

**The SPCC Committee:**

**Membership:** The voting and nonvoting members are outlined in the CMED Bylaws. Briefly, the SPCC is composed of 22 members: 16 voting members and 6 ex-officio non-voting members.

1. **Voting Members:**
   a. Four Foundational Science Faculty Members: two faculty members at the rank of assistant professor and two faculty members at the rank of associate professor or above
   b. Four Clinical Faculty Members
   c. Four Medical Students: one each from M1-M4, elected annually from the student body for a one-year term; may be elected to succeeding terms all four years
   d. One Resident Physician: appointed from the Resident group annual by the Dean for a one-year term
   e. Director of the Comprehensive Community Clerkship
   f. Two Representatives from the Distributed Campus: appointed by the Dean of Medicine

2. **Ex-Officio Non-Voting Members:**
   a. Assistant Dean/Student Affairs
   b. Associate Dean/Compliance, Evaluation, and Assessment
   c. Assistant Registrar/CMED
   d. Senior Associate Director/Financial Aid
   e. Director of Admissions
   f. University Representative from CMU Multicultural Affairs

**Chair of the SPCC:** The SPCC Chair is appointed by the Dean from the elected members, serves a two-year term, and may be reappointed for a second consecutive two-year term. Faculty members are elected from the Faculty of Medicine and serve a four-year term; and may be elected for a second consecutive two-year term before rotating off the SPCC.
Meeting Schedule: The SPCC has agreed to regularly meet on a monthly basis. Those meetings are held on Monday evenings. In addition, the SPCC Chair may call face-to-face or telecommunications meetings at any time to discuss matters that are urgent or time-sensitive.

Attendance Policy: Attendance at each meeting is required and, therefore, is recorded. Attendance at the SPCC meetings is expected. For excused absences, SPCC members must notify the SPCC Chair that they will be absent. If there are three unexcused absences, the committee member will no longer be able to serve on the SPCC.

Committee Seats: If, for any reason, an elected member or the SPCC Chair is not willing or is unable to serve on the SPCC, the Dean will appoint another member from the Faculty of Medicine, with appropriate rank, to fill the seat until the next scheduled election.

Absence of the Chair: The SPCC Chair may designate a voting member of the SPCC to serve in his/her absence. A Co-Chair may be elected by the voting members of the SPCC to assist the Chair in his/her duties.

Conflict of Interest: Before conducting business at each meeting of the SPCC, the SPCC Chair asks SPCC members if any have a conflict of interest with cases to be discussed. The SPCC Chair will excuse any member who has a real or perceived conflict of interest.

Confidentiality Assurance: Before conducting business at each meeting of the SPCC, the Chair reminds SPCC members of the need to maintain the confidentiality of all cases discussed at the SPCC meeting.

Quorum: A quorum is established by a simple majority of the voting members being in attendance either face-to-face or by telecommunications. Decisions of the SPCC are made by a simple majority vote of the voting members who are present.

Guests: Guests may be invited by the SPCC Chair, as deemed to be necessary for the proper conduct of business.

Process for Reporting Problems in Student Performance and Conduct to the Committee:

Reporting Student Promotions: For student promotions, the SPCC meets at the end of each academic year to consider the academic performance and conduct of each member of each class. Those students who have met the standards of performance and conduct are recommended for promotion. This recommendation of the SPCC is forwarded to the Dean of Medicine for his/her approval.

Reporting Problems with Student Academic or Professional Performance: A student may be referred, by the Coordinator of Programmatic Evaluation and Assessment or their designee, to the SPCC Chair for failure to meet the required standards of academic or
professional performance. The SPCC Chair will place the student’s case on the agenda for the next available SPCC meeting.

**Reporting Problems with Student Conduct:** A student may be referred to the SPCC Chair for failure to meet the required standards of conduct. Failure to meet the required standards would include, but are not limited to inappropriate professional behavior, unethical behavior, behavior that would endanger the safety or well-being of a patient, and failure to adhere to the codes, compact, and responsibilities as outlined in Section Two of the College of Medicine Student Handbook.

The SPCC Chair will evaluate the nature of the complaint. If the complaint of student misconduct is deemed to be sufficiently severe, the SPCC Chair will establish a subcommittee of three members of the SPCC to interview separately the complainant and the student in question to establish whether the complaint has merit.

The subcommittee will report to their findings to the SPCC Chair. If the complaint is judged by the subcommittee to have merit, the SPCC Chair places the complaint on the agenda for the next SPCC meeting.

**Process for Consideration of a Student Case:**

**SPCC Meeting with Student:**

Consideration of a student case by the SPCC occurs in the following manner.

1. If a student’s case is to appear on the agenda for an SPCC meeting, the student is contacted by the SPCC and informed that their presence will be required at the meeting. Failure to appear at the SPCC meeting is considered to represent unprofessional behavior.

2. Confidentiality Assurance: For each student case, all members of the SPCC are asked if they agree to maintain confidentiality of all information discussed.

3. Conflict of Interest: For each student case, all members of the SPCC are asked if they have conflicts of interest. If so, they are excused for the duration of the consideration of that particular student case.

4. After dismissing members of the SPCC who have conflicts of interest, it is established that a quorum of the SPCC voting membership is present for each case to be discussed. If the quorum is lost for any particular student case, the case will not be discussed.

5. Once the quorum has been established, the student’s case is introduced and their complete academic, professionalism, and conduct record is discussed.

6. The student is invited to join the SPCC. The student is informed of the reason why they have been required to appear before the SPCC. They are informed of the possible outcomes that the SPCC may recommend.

7. The student is given the opportunity to present their side of the case. They are encouraged to present all factors that apply to the case.

8. After the student’s presentation of their side of the case, the SPCC members are invited to ask questions of the student.

9. After the SPCC members have asked their questions of the student, the student is given an opportunity to present any additional comments that they wish to make.
10. The student is then dismissed from the SPCC meeting.
11. The SPCC members discuss the student’s case. The members arrive, by simple
majority vote, at a recommendation of action for the student’s case.

**Report of the SPCC Meeting with the student:**

1. The SPCC recommendation of action is communicated to the student.
2. The student has 10 working days to accept or appeal the SPCC recommendation of
action by written communication with the SPCC Chair.
3. If the student accepts the SPCC recommendation of action, the recommendation of
action is forwarded to the Faculty Executive Committee for their concurrence.
4. If the student appeals the SPCC recommendation of action, an *Ad Hoc* Appeals
Committee is formed to consider the appeal.

**Formation of the Ad Hoc Appeals Committee:**

1. Upon receipt of an appeal request, the SPCC Chair establishes an *Ad Hoc* Appeals
Committee composed of 5 voting members: 3 faculty and 2 students.
2. Potential members of the *Ad Hoc* Appeals Committee are asked for their assurance
that they will keep all information relating to the case in confidence.
3. Potential members of the *Ad Hoc* Appeals Committee are questioned about possible
conflict of interest.
4. The SPCC Chair gives the charge to the *Ad Hoc* Appeals Committee. In this charge,
the SPCC Chair emphasizes that the *Ad Hoc* Appeal’s Committee is to consider the
student case afresh, without considering the decision of the SPCC.

**Ad Hoc Appeals Committee Meeting with Student:**

1. The student is contacted and informed that their presence will be required at the Ad
Hoc Appeals Committee (Appeals Committee) meeting. Failure to appear at the *Ad Hoc*
Appeals Committee meeting is considered to represent a discontinuation of the
appeal process.
2. At the *Ad Hoc* Appeals Committee meeting, the committee members are asked to re-
confirm that they agree to maintain confidentiality of all information discussed and
that they have no conflict of interest.
3. It is then established that a quorum of the Appeals Committee is present in person
or by telecommunication. A quorum is a simple majority of the members of the
Appeals Committee.
4. Once the quorum has been established, a representative of the College of Medicine
(usually the SPCC Chair) introduces the student’s complete academic,
professionalism, and conduct record.
5. The student and student representatives (advocates and witnesses) are invited to
join the *Ad Hoc* Appeals Committee.
6. The student advocates may be invited by the student to provide support to the
student. They are not entitled to speak on the student’s behalf. The witnesses may
be invited by the student and are entitled to speak on the student’s behalf.
However, they may not be present in a legal capacity.
7. The student is informed of the reason why they have been required to appear before
the Appeals Committee. The student is informed that, after hearing the student’s
case, the Appeals Committee will either recommend to uphold or to overturn the SPCC recommendation and make an alternate recommendation.

8. The representative of the College of Medicine summarizes the student’s record and the recommendation of the SPCC.

9. The student is given the opportunity to present their side of the case. They are encouraged to present all factors that apply to the case.

10. After the student’s presentation of their case, the members of the Appeals Committee are invited to ask questions of the student.

11. Student witnesses may speak on the student’s behalf.

12. After the Ad Hoc Appeals Committee members have asked their questions of the student, the student is given an opportunity to present any additional comments that they wish to make.

13. The student and the representative of the College of Medicine are then dismissed from the Ad Hoc Appeals Committee meeting.

14. The Ad Hoc Appeals Committee members discuss the student’s case. The members arrive, by simple majority vote, at a recommendation of action for the student’s case.

15. The Ad Hoc Appeals Committee chair reports the recommendation of the Appeals Committee to the SPCC Chair.

Report of the Appeals Committee:

1. The SPCC Chair reports the recommendation of the Ad Hoc Appeals Committee to the student.

2. The SPCC Chair reports the recommendation of the Ad Hoc Appeals Committee to the Faculty Executive Committee for their concurrence.

3. If the Faculty Executive Committee gives their concurrence, the recommended action is taken.

4. If the Faculty Executive Committee does not give their concurrence, they may ask the SPCC to reconsider the recommendation of action.

Possible Outcomes of SPCC Consideration of a Case:

Student Discipline Procedures: Refer to Student Promotion, Review, and Remediation Policy

Remediation/Promotion Procedures: Refer to Student Promotion, Review, and Remediation Policy

Student Dismissal Procedures: Refer to Student Promotion, Review, and Remediation Policy