

Student Progress & Promotions Committee (SPPC) Procedures

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Preamble

This document outlines the procedures by which the Student Progress and Promotions Committee shall operate. It implements the requirements set forth in the policies of Carle Illinois College of Medicine for students enrolled in the MD program. These procedures have been reviewed by UIUC legal counsel, the Office for Student Conflict Resolution, CIMED Academic Affairs, CIMED Student Affairs, and the CIMED faculty and students that comprise the membership of the committee. In addition, the CIMED Student Government was provided the document March 2026 and offered no additional comment. The document shall serve as a resource for the committee members, students, advisors, faculty, and staff.

Supported Policies

- [APS-1](#) – Disciplinary Action and Dismissal
- [APS-4](#) – Statement on Student Professionalism
- [APS-5](#) – Reporting Student Professionalism
- [APS-6/APS-6.1](#) – Medical Student Promotion and Graduation Requirements
- [APS-9](#) – Leave of Absence
- [APS-14](#) – Medical Student Academic Appeals, Grievances, and Petitions
- [APS-17](#) – Reassessment and Remediation
- [APS-27](#) – Good Standing
- [APS-31](#) – USMLE Step 1 and 2 Examinations
- [APS-33](#) – MD Degree Time Limitations
- APS-xx – SPPC Hearing policy

If the procedures listed herein are not clear or in conflict with any policy, the language within the policy in question will supersede the procedure listed within this document.

Acronyms

- CIMED – Carle Illinois College of Medicine
- UIUC – University of Illinois Urbana-Champaign
- SPPC – Student Progress and Promotions Committee, a faculty committee at Carle Illinois
- LES – Learning Environment Subcommittee, a subcommittee of the Curriculum Oversight Committee, responsible for issues pertaining to the environment in which students learn, including space needs,
- OSCR – Office for Student Conflict Resolution
- Title VI – federal law from 1964 that prohibits discrimination based on race color or national origin in programs receiving Federal financial assistance.
- Title IX – federal law from 1972 that prohibits discrimination based on sex in education programs and activities that receive Federal financial assistance.
- SSSM - Senate Subcommittee on Sex-based Misconduct
- OAE – Office of Access and Equity
- PEAR – Protected Email Attachment Repository, enables University of Illinois faculty, staff and students to securely exchange information in cases where University policy dictates users cannot use conventional email (e.g. social security numbers, passwords, and confidential records). Using PEAR is much more secure than using conventional email to exchange information because PEAR messages never pass through any other servers except the PEAR server.

Hearings

Purpose

A hearing is a formal proceeding initiated by SPPC in which a student's case will be discussed within an SPPC meeting, and during which time the student will have the opportunity to state their case when necessary or called upon to do so. Such a proceeding may occur to discuss several types of situations, including but not limited to review of a student's academic progress or to deliberate about a need for a disciplinary action or dismissal. Refer to the "SPPC Hearing" policy (APS-xx).

Types of hearings

- i. Academic Progress hearing
A hearing to discuss when a student has encountered difficulty with their academic progress as indicated by course and clerkship final grades. This information is identified by the Subcommittee for Student Oversight (SSO), a subcommittee of the SPPC.
- ii. Disciplinary hearing
A hearing to discuss when a student has been referred to SPPC by the Learning Environment Subcommittee or Dean's Chief of Staff due to an infraction for which a disciplinary action has been recommended. Refer to the "Disciplinary Action and Dismissal" policy (APS-1).

Academic Progress Hearing

Process

- i. **Chair notification**
Within 5 business days of receiving notice that a student has cause to appear before SPPC, the responsible staff member from Academic or Student Affairs will notify the SPPC Committee Chair in writing.

- ii. **SPPC invitation**
The SPPC Committee Chair or their designee will send a notice inviting the medical student to appear before SPPC at an upcoming meeting when the agenda allows. The notice must include: the date, time, and location of the scheduled SPPC meeting, the option for the student to attend, notice that a decision will be made regardless of the student's presence, the permissibility of a consultant (see Hearing Guidelines below for role definition), a listing of documents the committee will review, the ability for the student to submit additional supporting documentation, the ability for the student to speak directly with the committee, notice of potential questions from the committee, and their college appointed student advocate.

- iii. **SPPC meeting**
The committee members will explore relevant information related to cause for appearance. The committee may collect additional information to assist in issuing a decision.

- iv. **Outcome notification**
The SPPC Committee Chair member will issue the committee's decision to the student, in writing within five (5) business days of the scheduled SPPC Meeting. The SPPC Decision Notice will also be sent to the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs.

Disciplinary Hearings

a. Responsibilities

- i. Student. All Carle Illinois College of Medicine students are expected to comply with expectations of appropriate conduct at Carle Illinois, which include those outlined in University Student Code, and the Carle Illinois Statement on Student Professionalism. Unless otherwise noted in this appendix, the procedures of the Student Progress and Promotions Committee will be substantially similar to those outlined elsewhere in the student disciplinary procedures document.
- ii. Student Progress and Promotions Committee (SPPC). At Carle Illinois College of Medicine, the Student Progress and Promotions Committee has the authority to hold individual student hearings and decide cases in which the allegations, if true, would result in the disciplinary action for a student.

b. Confidentiality

In no event shall any member of the Carle Illinois College of Medicine (CI MED) community be told that a particular student is under investigation, unless it happens that the faculty member, staff member, or student is the accuser or is requested to appear as a witness before the SPPC.

c. Annual Report

The SPPC shall submit an annual report to the Senate Committee on Student Discipline (SCSD) at the end of each Spring semester.

Disciplinary Hearing Procedures

All allegations of a student code violation that violate the Sexual Misconduct Policy shall be investigated by the Office for Student Conflict Resolution (OSCR) and adjudicated by the Senate Subcommittee on Sex-based Misconduct (SSSM). More information can be found through the Office of Student Conflict Resolution [Appendix D: Student Conduct Procedures for Allegations of Non-Title IX Sexual Misconduct](#) and [Appendix E: Student Conduct Procedure for Allegations of Title IX Sexual Harassment](#).

Intake and Review

Upon receiving a report in which a Carle Illinois student would be a respondent to allegations of misconduct, including those related to unprofessional behavior, the Office of Student Affairs will evaluate the report and identify next steps. If the report involves a member of the Office of Student Affairs, the case will be referred to the Dean's office to be reviewed by the Dean's Chief of Staff or their Designee, and they will follow the procedure as outlined:

1. If it is determined that the allegation of misconduct is not substantiated, then the case will be closed.
2. If it is determined that the allegation of misconduct warrants further investigation, the Office of Student Affairs investigator will complete a student allegation notice as outlined below and refer the case to the CIMED Learning Environment Subcommittee (LES). LES will investigate whether the student violated the Carle Illinois Statement on Student Professionalism and if the student should be subsequently referred to SPPC. If the LES suspects that a student code violation has occurred, the case will be referred to the Director

of OSCR to investigate the alleged student code violations. Following this investigation, LES will resume investigating any additional alleged violations of the Carle Illinois Statement on Student Professionalism. If the evidence supports a finding of a potential violation, all investigation material will be submitted to SPPC through the Office of Student Affairs for a disciplinary hearing.

3. If it is determined that the allegation constitutes a violation of UIUC Student Code, the report will be forwarded to OSCR. Either OSCR or the Office of Student Affairs will complete a student allegation notice as outlined below and OSCR will conduct an investigation into the alleged student code violation. LES will investigate any additional alleged violations of the Carle Illinois Statement on Student Professionalism. If the evidence supports a finding of a potential violation, all investigation material will be submitted to SPPC through the Office of Student Affairs for a disciplinary hearing.
4. If there are allegations in the student report of alleged sexual misconduct, or discrimination based on race, color, ethnicity, or shared ancestry, the case will be referred to Title IX and Title VI offices to conduct the investigation. Title VI and Title IX investigatory material will be submitted to the Senate Subcommittee on Sexual Misconduct for a disciplinary hearing. LES will investigate any additional alleged violations of the Carle Illinois Statement on Student Professionalism. If the evidence supports a finding of a potential violation, LES investigation material will be submitted to SPPC through the Office of Student Affairs for a disciplinary hearing.

Allegation Notice

The Student Affairs Investigator (Investigator), or OSCR staff, will issue a written notice through PEAR to the student that includes the following:

1. A detailed description, including the date (if known) and location (if known), of the alleged incident(s);
2. The identity (if known) of any complainants involved in the incident(s);
3. The section(s) of the Student Code; and/or the Carle Illinois Statement on Student Professionalism, if applicable, that the student has been accused of violating;
4. A link to these procedures or an attached copy of these procedures;
5. A link to the frequently asked questions (FAQ) for Respondents (accused student).
6. A link to sanctioning guidance.
7. A statement that the university allows for one consultant to be present, but not participating, during any meetings concerning the alleged misconduct. If they wish to have a consultant present, the student must notify the office of student affairs at least 5 business days in advance of the hearing with their consultant's name and relationship.
8. Instructions for meeting with the Investigator or OSCR staff. If the Designee or OSCR staff has scheduled the meeting for the student, the notice will include the date and time of the meeting; the prescheduled date should be at least five business days from the date of the allegation notice. If the Investigator, or OSCR staff is instructing the student to schedule a meeting, the notice will include instructions and a deadline for doing so. The meeting itself should occur within seven business days of the allegation notice unless a conflict exists between the Investigator or OSCR Staff's availability and the student's academic schedule requires the meeting to be delayed further; and

9. A statement that the university prohibits retaliation, knowingly making false statements to university officials, and knowingly submitting false information to university officials.

Participation

If the student does not respond to the allegation notice or refuses to meet with the Investigator or OSCR staff, OSCR and Carle Illinois reserve the right to continue the investigation in their absence.

Administrative Meeting

At the initial meeting with the student, the Investigator, or OSCR staff will summarize the allegations, explain the process, and discuss with the student the incident(s) under investigation, providing them an opportunity to share their perspective of the allegations. If the case is to be referred to the LES or OSCR the Investigator will forward all information about the case including any initial investigatory material to OSCR or the LES chair.

Learning Environment Subcommittee Procedure

Upon receiving the case, the LES chair will form an ad hoc Professionalism Working Group consisting of faculty, staff, and a student from the LES members. The LES chair will notify the reported student that the Office of Student Affairs has referred the case to the Learning Environment Subcommittee Professionalism Working Group. The student will be invited to submit a written statement within 10 business days to the working group of their account of the incident along with any additional relevant content, reflections, and supporting evidence. The Professionalism Working Group will review the details of the report, along with any evidence gathered, to determine if the evidence supports a violation of the Carle Illinois Statement on Student Professionalism and if the student should be subsequently referred to SPPC.

At the conclusion of an investigation by LES or OSCR, the LES Chair or an OSCR staff member will issue a report with its findings to the Investigator. If the report indicates that there is enough evidence to support a finding of a potential violation of the Carle Illinois Statement on Student Professionalism or the University of Illinois Student Code of Conduct, the Investigator will notify the CIMED SPPC in writing that a student has cause to appear before its committee.

Evidence Review

Prior to the SPPC hearing, the Investigator will provide the student with access to the investigative materials. The student will have at least five business days to review the investigative materials. If new evidence becomes available during the evidence review period, the Investigator will share with the SPPC Chair (the Chair) to determine whether to accept it.

SPPC Disciplinary Hearing Guidelines

The committee has the authority to decide cases in which the allegations – if true – would result in disciplinary action, including the student's dismissal from CIMED. The student is presumed not to be responsible for the alleged conduct until a final determination regarding responsibility has been made at the conclusion of this process. The following details apply to the rules by which the hearing will proceed:

- i. Hearing Notice. The SPPC Chair (the Chair) or their designee, will send a notice to the student through PEAR, with the date, time, and location of the hearing, as well as any instructions for participating at least five business days in advance of the hearing. The hearing will be closed to the public.
- ii. Consultant. The student may have one non-participating consultant present with them in the hearing. The consultant is not to interfere with the student-committee hearing. If they wish to have a consultant present, the student must notify the office of student affairs at least 5 business days in advance of the hearing with their consultant's name and relationship.
- iii. Exclusion of disruptive persons. The Chair may exclude from the hearing any person who disrupts the orderly process of the hearing but will do so only after first issuing a warning. The Chair need not consider this cause to reschedule the hearing or continue the hearing on a later date.
- iv. Failure to appear. The hearing may proceed, at the Chair's discretion, even if the student, any consultant, or any witness fails to appear, provided the parties have been notified.
- v. Evidence submission. Parties must submit all written, tangible, or documentary evidence and identify all witnesses during the investigation and no later than the conclusion of Evidence Review, provided such information was available to the party. If written, tangible, or documentary evidence or a witness's identity that was not available to a party prior to the conclusion of Evidence Review becomes available prior to, or on the day of the hearing, the party should immediately submit this information to the Investigator along with a statement of rationale for why it should be considered after the deadline. The committee Chair will then determine whether to proceed with the hearing.
- vi. Witnesses. Persons who have no relevant evidence regarding the facts of the case, nor the consultant, may not participate as witnesses. This includes character references or witnesses to irrelevant incidents.
- vii. Recording. The hearing will be audio recorded and securely stored electronically. In order to protect the confidentiality of the process and the privacy of individuals involved, no other participants are permitted to record the hearing. The committee's deliberation is not recorded.
- viii. Questions. No student or complainant will be allowed to question, or otherwise address, any other student, complainant, or witness directly. Instead, they may suggest questions to be posed by the Chair. The Chair may choose not to ask a question if it has already been answered, is irrelevant, or is inappropriate. The Chair may also reword a relevant question that is asked in a manner that, the Chair's determines, is confusing or is intended to disparage, intimidate, or otherwise harass the individual being questioned.
- ix. Breaks. The Chair will identify at least one break of no fewer than ten minutes for every two hours of the hearing. The student and any participating complainant may also request additional breaks as needed, provided the number of requests is not disruptive to the orderly conduct of the hearing. The Chair will decide whether to grant any such requests.
- x. The Chair may schedule a single hearing for multiple students when the allegations against those students arise out of the same facts or circumstances. During deliberation, each case and outcome will be determined individually.

Order of Proceedings

- i. Introductions. Under the direction of the Chair, all committee members and participants will introduce themselves by name and role.

- ii. Review process. The Chair will briefly describe the order of the hearing and an overview of the investigation.
- iii. Respondent opening statement. The Chair will invite the student to make an opening statement regarding the allegations. This statement should last no longer than ten minutes unless the Chair approves a greater duration. The committee will then ask the student questions.
- iv. Witness testimony. The Chair will invite each participating witness into the hearing, one at a time, to answer questions from committee members. For each witness, both the student and any participating complainants will have an opportunity to suggest questions to be posed by the Chair.
- v. Final questions. The committee will have a final opportunity to question the student regarding the allegations.
- vi. Respondent closing statement. The Chair will invite the student to make a closing statement regarding the allegations. This statement should last no longer than ten minutes.
- vii. Deliberations. The Chair will excuse the student, and the committee will enter closed deliberation to find facts and determine responsibility. The SPPC will make its decisions by simple majority vote and will apply the preponderance standard. The preponderance of standard means that the committee members must determine whether it is more likely than not (>50%) that the alleged behavior occurred.
- viii. Notice of Action Taken. The Chair will issue the committee's decision to the student via PEAR, within five (5) business days. The decision will also be shared with the Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and the Carle Illinois College of Medicine Registrar. Decisions regarding responsibility for student code violations shall also be shared with OSCR.

Possible Actions

When determining whether a student has violated Carle Illinois College of Medicine (CIMED) expectations, the SPPC has the following options:

- i. Finding of No Violation. This action can occur at any stage of the procedure. If a finding of no violation of the Student Code and/or the Statement on Professionalism has occurred, the student has no disciplinary history. This information will not be considered in future proceedings.
- ii. Charge(s) Dropped. This action shall be taken when the SPPC determines that the student cannot be found in violation of regulations governing student conduct. The behavior may have been unrelated to the rules of conduct, or evidence may be unobtainable or insufficient, etc. A dropped charge may be reinstated at the discretion of the Dean if substantial new information becomes available. If a charge is reinstated, the respondent will be sent an allegation notice. If a charge is dropped, the student will have no disciplinary history related to it.
- iii. Finding of Violation. This action occurs when the disciplinary body has established that the Student Code and/or the Statement on Professionalism has been violated based on a preponderance of the evidence.

Formal Sanctions

- i. University Reprimand. A University Reprimand indicates that the student's behavior is inappropriate for a member of the academic community. A University Reprimand is a reportable entry in the student's disciplinary record for one year and would serve as a basis

- for further sanctioning should subsequent violations occur during that period. A University Reprimand will not appear on the academic transcript; however, SPPC will decide if it should be reported on the Medical Student Performance Evaluation (MSPE).
- ii. University Censure. A University Censure is an official communication that a student's behavior is inappropriate for a member of the academic community. A University Censure is a reportable entry in the student's disciplinary record until the student graduates and would serve as a basis for further sanctioning should subsequent violations occur during that period. A University Censure will not appear on the academic transcript; however, SPPC will decide if it should be reported on the MSPE.
 - iii. Conduct Probation. Conduct Probation is a strong communication that a student is no longer in good disciplinary standing with the academic community, and that, if the student fails to comply with any assigned sanctions or otherwise violates the Student Code while on probation, they should expect to be suspended or dismissed from the university. Cases resulting in Conduct Probation are reported to the Dean of the student's college and SPPC will decide if it should be reported on the MSPE.
 - iv. Suspension. Suspension shall be imposed upon a student when the SPPC, Senate Subcommittee on Sexual Misconduct (SSM), or the Senate Committee on Student Discipline (SCSD) determines that the student's relationship with the university must be suspended from the university for a definite period of time. While suspended, a student may not enroll in, or attend, any courses at the university and may not be awarded a degree from the university. Students suspended from CIMED must submit a petition to the SPPC for permission to return, it is the responsibility of the student to communicate with CIMED prior to returning and to follow any applicable academic procedures. A copy of the suspension notice will be forwarded to the Dean of the college and to the CIMED Registrar for a notation on the transcript and the MSPE. Suspension records are maintained indefinitely, but the suspension transcript notation is removed after the period of suspension has expired. At the end of a suspension period, the student is placed on Conduct Probation until graduation, unless mitigating circumstances warrant a different sanction.
 - v. Dismissal. Dismissal shall be imposed upon a student when the SPPC, SSM, or the SCSD determines that the student's relationship with the university must be terminated. While dismissed, a student may not enroll in, or attend, any courses at the university and may not be awarded a degree from the university. After a specified period, the dismissed student may petition the subcommittee that issued the dismissal, for permission to pursue readmission to the university (or, if applicable, the release of their degree). A copy of the dismissal notice will be forwarded to the Dean of the college and to the CI MED Registrar for a notation on the transcript and the MSPE. Dismissal records are maintained indefinitely, but the dismissal transcript notation is removed once the student successfully petitions. A successful petition before the subcommittee does not abrogate the right of any dean or director to deny readmission based on scholarship. When the student is readmitted to the university, the student is placed on Conduct Probation until graduation, unless mitigating circumstances warrant a different sanction.
 - vi. Dismissal Held in Abeyance. In rare cases, the CIMED Student Progress and Promotions Committee (SPPC), the UIUC Subcommittee on Sexual Misconduct (SSM), or the UIUC Senate Committee for Student Discipline (SCSD) may determine that, while dismissal would be a justifiable formal sanction for the respondent, strong mitigating circumstances warrant holding the dismissal in abeyance for a defined period. During this period, the student may continue their enrollment provided they complete any educational sanctions on time, comply with any behavioral restrictions, and avoid any further violations of the Student Code. If,

following a determination by OSCR Staff, or the SPPC that the student has not completed an educational sanction on time or has not complied with a behavioral restriction, the student will be dismissed immediately with the ability to petition during the following Fall or Spring semester and with petitioning requirements set by the SPPC or OSCR. If, following a determination by the SPPC or SSM that the student has otherwise violated the Student Code, the SPPC or SSM will dismiss the student for at least the current semester and the following semester and will impose petitioning requirements as appropriate. The student may appeal any imposed dismissal to the SCSD in accordance with § 3.03. Cases resulting in Dismissal Held in Abeyance are reported to the Dean of the college and, if the student is not actually dismissed, remain a reportable entry in the student's disciplinary record for seven years. A note of these actions will be added to the MSPE.

Other Sanctions or Restrictions

- i. Educational Sanctions. Educational sanctions are assignments, requirements, or tasks that the Panel determines are warranted by their findings. They include, but are not limited to, community service, educational programs (including programs on substance use or violence prevention), research and reflective essays, presentations, restitution, and letters of apology.
- ii. Behavioral Restrictions. The student is restricted from certain programs or activities on campus; contact with specific people or physical locations; or other restrictions deemed just and appropriate).
- iii. Reporting on the Medical Student Performance Evaluation. The SPPC may decide that the action warrants reporting on the student's Medical Student Performance Evaluation.
- iv. Deferral of the Degree. The SPPC may recommend withholding the conferral of the degree until the disciplinary action has been resolved.
- v. Revocation of a Degree. A degree awarded by the institution may be revoked for fraud, misrepresentation, or other violations of the university standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.

Appeals

If hearing decision includes violation(s) of University Student Code:

1. *Jurisdiction*. Pursuant to the University Statutes, the Senate Committee on Student Discipline (SCSD) accepts appeals of all final disciplinary actions of its subcommittees on student conduct, including the SPPC.
2. *Right to Appeal*. The respondent and any complainants have the right to appeal a final SPPC disciplinary action to the SCSD. The Dean of Students may also appeal a decision if they believe it was manifestly unfair to the university community.
3. *Notice of Appeal*. The appellant must submit a Notice of Appeal and all supporting documentation to the Office for Student Conflict Resolution within five business days of the date of notice of the committee's decision.
4. *Grounds for Appeal*. The appellant must base the appeal exclusively on one or more of the following grounds:
 - a. Procedural irregularity that would change the outcome of the matter.
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter.
 - c. Members of the SPPC had a conflict of interest or bias that affected the outcome of the matter.

- d. Any sanctions imposed by the SPPC were not appropriate for the violation(s) for which the respondent was found responsible.
5. *Content of Notice of Appeal.* The Notice of Appeal must contain at least the following:
 - a. specific grounds for appeal;
 - b. specific outcome requested; and
 - c. the appellant's reasons in support of the grounds identified and outcome requested. The appellant must submit the Notice of Appeal in writing, and the appellant must either sign the Notice of Appeal or submit it by email to OSCR staff from their university email address (if applicable). Oral appeals are not accepted.
6. *Sanctions Held in Abeyance Pending Appeal.* Any formal or educational sanctions imposed will be held in abeyance automatically during the period in which the appeal may be filed and, once an appeal is filed, until the SCSD reaches a decision on the appeal. Behavioral restrictions such as no contact directives, however, remain in place pending the appeal.
7. *Appellate Review.*
 - a. The Chair of the SCSD or their designee will identify at least three SCSD members, of which one must be a faculty member, and one must be a student, to consider appeals within the SCSD's jurisdiction. These individuals will constitute the Appeal Committee. Before membership of this Appeal Committee is finalized, OSCR will provide the respondent with a list of all members of the SCSD. At this point, the respondent may challenge the objectivity of any person on this list. Such a challenge must be based on an identified bias (e.g., a prior relationship between the party and the member) or an identified conflict of interest. The Chair of the SCSD or their designee will consider these challenges when making a final decision regarding Appeal Committee membership. If the Chair of the SCSD does not serve on the Appeal Committee, they or their designee will select a faculty member to chair the Appeal Committee. The Associate Dean for Student Affairs, or their designee, will be invited to serve on the committee as a non-voting member.
 - b. The Appeal Committee will review all materials that were provided to the Panel, the recording of the hearing, the notice of the appeal, any documentation provided in support of the notice(s) of appeal, and any responses to the notice(s) of appeal.
 - c. The Appeal Committee will meet to consider the appeal and will be advised by an OSCR staff member who did not serve as the CC; this OSCR staff member will not be allowed to vote.
8. *Deliberations.* The Appeal Committee will deliberate in closed session and will decide by simple majority vote whether the appellant has met any of the grounds for appeal. Absent a majority to the contrary, the original decision shall be affirmed.
9. *Authority of SCSD/subcommittee.* If one (or more) of the grounds for appeal has been met, the Appeal Committee may:
 - a. Affirm the decision.
 - b. Modify the decision.
 - c. Remand the case to the original hearing body (with instruction) or a new hearing body (with or without instruction) for a new decision.
 - d. Modify any sanctions or restrictions imposed.
10. *Finality of the Appeal Decision.* The decision of the Appeal Committee is final and binding.
11. *Notice and Record of Decision.* OSCR staff will provide email notification of the decision to the respondent, and the Dean of CI MED, which will include the Appeal Committee's

rationale for their decision.

If hearing decision does NOT include violation of University Student Code:

Definition

An appeal is a student's formal request to review and reconsider a decision by the SPPC. See the "Medical Student Academic Appeals, Grievances, and Petitions" policy (APS-14). An appeal is applicable, and may only be filed, if:

- the sanction or petition decision is disproportionate or deviates from the precedence of prior similar decisions; or
- new information exists that was not available at the time of the committee's decision that could result in a different decision.

Timeline for submission

If a student desires to appeal a decision, this process must be initiated within five (5) business days of when the original decision notice was transmitted to the student.

Process

The process for student appeal generation, review, and outcome determination is defined below:

1. Student Appeal Request

A student may submit a written request within the designated timeline to the Carle Illinois Chief of Staff, or designee, outlining the applicable grounds for appeal based on the options listed above, an explanation for the basis of the appeal, and the desired outcome or action because of the appeal.

2. Appeal Review

The Carle Illinois Chief of Staff will review the student's submission and may solicit additional information from involved parties, if warranted. The Chief of Staff will make one of the following decisions:

- a. Unsupported Appeal – If the Chief of Staff determines the request does not meet the applicable grounds for an appeal, they will notify the student as such, and no additional appeals will be heard for the petition decision.
- b. Supported Appeal – If the Chief of Staff determines the request meets the applicable grounds for an appeal, they will notify the originating committee and require the committee to review the decision. Additionally, the Chief of Staff may include a suggested resolution.

3. Decision Reconsideration

If Supported Appeal is determined, then the following will occur:

- a. The SPPC Chair will select an ad-hoc committee to render an updated decision based on the appeal process findings. This ad-hoc committee will consist of three members. One must be a student with the remainder being Carle Illinois Faculty. Preference on membership will be given to the SPPC committee members who were not part of the original decision, and must exclude the SPPC Chair. The Chief of Staff (or designee) will then seat the ad hoc committee. The three members will designate an ad hoc committee faculty member as the primary contact.

- b. The SPPC chair will provide relevant materials to the ad hoc committee in a secure folder for which only the ad hoc committee members and the Chief of Staff (or designee) have access. Such materials shall include at a minimum the student's original petition letter, the SPPC decision notification letter related to the appeal being filed, the relevant college policies related to the original petition, and the redacted minutes for the SPPC meeting at which the committee rendered a decision on the student's original petition.
 - c. The ad-hoc committee must complete its work within fifteen (15) business days from when the Chief of Staff (or designee) made the Supported Appeal determination. The ad hoc committee spokesperson will notify Chief of Staff (or designee) and the SPPC Chair of the decision in writing related to the appeal filed.
4. Outcome notification
All appeal decisions will be documented in the appropriate committee's meeting minutes, in the student record, and a formal letter will be issued to the student by the SPPC Chair within 5 business days of receiving the decision.

Petitions

Definition

A petition is a formal written request from a student to the SPPC. These include, but are not limited to, the following:

- Exception to policy -- a request for how a college policy shall be applied to the student and the way that it impacts their progression through academic years, graduation, or dismissal status. See the “Medical Student Academic Appeals, Grievances, and Petitions” policy (APS-14).
- Request for leave of absence
- Request for withdrawal from the MD program

Timeline for submission

A petition must be initiated at least ten (10) business days prior to the next regularly scheduled committee meeting, or before the policy implication would take effect, whichever is longer.

Requests that do not meet this timeline will be denied.

Process

The process by which a student may petition SPPC occurs in the following manner:

1. Student Petition Request

The student must submit a formal written letter addressed to the SPPC Chair which includes the following minimum components:

- Date of submission;
- Must identify the relevant policy or policies (and the applicable sections therein) in question for which the petition should be considered;
- Must state the rationale for the petition and how the petition will support their progress and promotion, graduation, or dismissal status;
- Must address any outstanding required activities, if applicable (e.g. reassessments, remediation plans, etc.)
- Must provide accompanying documentation, including but not limited to:
 - Letter from Student Advisor that addresses the student’s academic performance, relevant meeting notes, and any petition concerns
 - If relevant:
 - A study plan that has been reviewed and deemed appropriate from the Office of Academic Support;
 - A remediation plan that has been countersigned by the relevant course director, relevant education director, and the director of student assessment.

2. Petition Review

The SPPC Chair, in consultation with Student Affairs and Academic Affairs, will review the petition. If it meets the grounds for consideration, it will be placed on the agenda for an upcoming SPPC meeting. If the matter in question is time sensitive, it is at the discretion of the Chair to call for a special meeting of the committee to consider the petition. Students may choose to appear before, but are not required, the SPPC meeting to state their petition and add further context for the committee. Committee members may ask relevant questions to

understand the situation better. After the student leaves the meeting, the members will decide how to proceed.

3. Petition Outcomes

Following its deliberations, the committee will render one of the following decisions:

- Supported Petition – SPPC agrees with the petition as written.
- Modified Approval – SPPC approves portions of the petition, but adds additional requirements or resources.
- Request more information – SPPC may ask for additional clarification, provide options, or need more context before rendering a decision. The student can then submit a modified petition to the committee for review.
- Denied Petition – SPPC denies the petition as submitted. The student may then use the grievance or appeals process, if appropriate.

4. Outcome notification

All petition decisions will be documented in the committee’s meeting minutes, in the student record, and a formal letter will be sent to the student by the SPPC Chair within 5 business days.

Appeals

Definition

An appeal is a student’s formal request to review and reconsider a decision by a the SPPC. Refer to the “Medical Student Academic Appeals, Grievances, and Petitions” policy (APS-14). An appeal is applicable, and may only be filed, if:

- the sanction or petition decision is disproportionate or deviates from the precedence of prior similar decisions; or
- new information exists that was not available at the time of the committee’s decision that could change the committee’s decision.

Timeline for submission

If a student desires to appeal a decision, this process must be initiated within five (5) business days of when the original decision notice was transmitted to the student.

Process

The process for student appeal generation, review, and outcome determination is defined below:

1. Student Appeal Request

A student may submit a written request within the designated timeline to the Carle Illinois Chief of Staff, or designee, outlining the applicable grounds for appeal based on the options listed above, an explanation for the basis of the appeal, and the desired outcome or action because of the appeal.

2. Appeal Review

The Carle Illinois Chief of Staff will review the student’s submission and may solicit additional information from involved parties, if warranted. The Chief of Staff will make one of the following decisions:

- a. Unsupported Appeal – If the Chief of Staff determines the request does not meet the applicable grounds for an appeal, they will notify the student as such, and no additional appeals will be heard for the petition decision.

- b. Supported Appeal – If the Chief of Staff determines the request meets the applicable grounds for an appeal, they will notify the originating committee and require the committee to review the decision. Additionally, the Chief of Staff may include a suggested resolution.
3. Decision Reconsideration

If Supported Appeal is determined, then the following will occur:

 - a. The SPPC Chair will select an ad-hoc committee to render an updated decision based on the appeal process findings. This ad-hoc committee will consist of three members. One must be a student with the remainder being Carle Illinois Faculty. Preference on membership will be given to the SPPC committee members who were not part of the original decision, and must exclude the SPPC Chair. The Chief of Staff (or designee) will then seat the ad hoc committee. The three members will designate an ad hoc committee faculty member as the primary contact.
 - b. The SPPC chair will provide relevant materials to the ad hoc committee in a secure folder for which only the ad hoc committee members and the Chief of Staff (or designee) have access. Such materials shall include at a minimum the student’s original petition letter, the SPPC decision notification letter related to the appeal being filed, the relevant college policies related to the original petition, and the redacted minutes for the SPPC meeting at which the committee rendered a decision on the student’s original petition.
 - c. The ad-hoc committee must complete its work within fifteen (15) business days from when the Chief of Staff (or designee) made the Supported Appeal determination. The ad hoc committee spokesperson will notify Chief of Staff (or designee) and the SPPC Chair of the decision in writing related to the appeal filed.
4. Outcome notification

All appeal decisions will be documented in the appropriate committee’s meeting minutes, in the student record, and a formal letter will be issued to the student by the SPPC Chair within 5 business days of receiving the decision.

Grievance

Definition

A student's formal request to review a decision, from the SPPC committee, that did not follow outlined procedure. A grievance may only be filed if the committee did not follow policy or procedures as outlined and the deviation resulted in significant prejudice against the student. See the "Medical Student Academic Appeals, Grievances, and Petitions" policy (APS-14).

Timeline for submission

If a student desires to file a grievance, this process must be initiated within five (5) business days of when the original decision notice was transmitted to the student.

Process

The process for student grievance generation, review, and outcome determination is defined below:

1. Student Grievance Request

A student may submit a written request within the designated timeline to the Carle Illinois Chief of Staff, or designee, outlining the applicable grounds for the grievance based on the options listed above, an explanation for the basis of the grievance, and the desired outcome or action because of the grievance.

2. Grievance Review

The Carle Illinois Chief of Staff (or designee) will review the student's submission and may solicit additional information from involved parties, if warranted. The Chief of Staff (or designee) will make one of the following decisions:

- A. Unsupported Grievance – If the Chief of Staff (or designee) determines the submission does not meet the applicable grounds for a grievance, they will notify the student as such, and no additional grievances will be heard for the petition decision.
- B. Supported Grievance – If the Chief of Staff (or designee) determines the grievance meets the applicable grounds for a grievance, they will notify the originating committee and require the committee to fully review its decision. They will also outline to the committee which procedure was not followed to ensure proper adherence upon review.

3. Decision Reconsideration

If Supported Grievance is determined, then the following will occur:

- A. The SPPC Chair will select an ad-hoc committee to render an updated decision based on the grievance process findings. This ad-hoc committee will consist of three members. One must be a student with the remainder being Carle Illinois Faculty. Preference on membership will be given to the SPPC committee members who were not part of the original decision, and must exclude the SPPC Chair. The Chief of Staff (or designee) will then seat the ad hoc committee. The three members will designate an ad hoc committee faculty member as the primary contact.
- B. The SPPC chair will provide relevant materials to the ad hoc committee in a secure folder for which only the ad hoc committee members and the Chief of Staff (or designee) have access. Such materials shall include at a minimum the student's original petition letter, the SPPC decision notification letter related to the grievance being filed, the relevant college policies

- related to the original petition, and the redacted minutes for the SPPC meeting at which the committee rendered a decision on the student's original petition.
- C. The ad-hoc committee must complete its work within fifteen (15) business days from when the Chief of Staff (or designee) made the Supported Grievance determination. The ad hoc committee spokesperson will notify Chief of Staff (or designee) and the SPPC Chair of the decision in writing related to the grievance filed.
4. Outcome notification
All grievance decisions will be documented in the appropriate committee's meeting minutes, in the student record, and a formal letter will be issued to the student by the SPPC Chair within 5 business days.

Ownership: Student Progress and Promotions Committee