

Procedures for Appealing a Committee for Academic Promotion (CAP) Decision

I. Pre-CAP Procedures When a Student is Recommended for an Adverse Outcome or MSPE Inclusion

1. Students will have the opportunity to meet with CAP to provide information and ask or answer questions. Students must also submit a written statement before the CAP meeting during which the decision will be made. This written statement may include information and/or statements from up to two other sources.
2. Students may be accompanied by a support person who is a WashU Medicine faculty member, staff member, or student, excluding situations in which such persons are also family members of the student. In this context, the term *family member* refers to any member of the student's immediate or extended family. The support person may not present information or make comments during the CAP meeting.
3. *Restrictions on Participation*: No representatives from outside the School of Medicine, family members, or individuals with conflicts of interest may participate in, communicate with, or otherwise attempt to influence any member of the CAP regarding the process or decision.

II. Post-Decision Procedures When a Student is Recommended for an Adverse Outcome or MSPE Inclusion

Once a decision is reached, the CAP Chair or their designee will notify the student and the ADSA or their designee, which will occur in writing generally within 14 calendar days of the decision.

III. Appeal Process When a Decision for an Adverse Outcome or MSPE Inclusion is Made

1. *Notification of Intent*: Within seven calendar days of receiving the CAP decision, the student must notify the ADSA or the ADSA's designee of their intent to appeal in writing through the designated Qualtrics^{XM} Competency and/or Promotion Appeal Form.
2. *Policy Review and Submission Requirements*: The ADSA or their designee will review the appeal policy and procedures with the student. In this capacity, the ADSA or their designee serves as a resource for procedural clarity, while the student remains responsible for the development of the specific case.
3. *Formation of Appeal Committee*: The ADSA or their designee will convene a three-member ad-hoc appeal committee. Committee members involved in the original decision are excluded, as are all CAP, Competency Attainment Committee (CAC), and Clerkship Competency Committee (CCC) members. Committee members must meet all inclusion criteria for CAC and CAP membership.
4. *Submission of Appeal*: Within 14 calendar days of receiving the CAP decision, the student must submit the appeal letter and documentation to the chair of the appeal committee and the ADSA or their designee. The appeal letter must include a detailed description of the reason for appeal, clearly stating the grounds, and all relevant supporting documentation. Appeals that fail to articulate the grounds for appeal as specified in the Appeals Policy and in Step II above may be dismissed by the ad-hoc committee.
5. *Documentation and Support*: The ADSA or their designee will assist the appeal committee with any additional documentation requests. All documentation will generally be accessible to both the student and the committee.
6. *Student Presentation*: The student may present their case to the appeal committee in writing, in person, or via video conferencing, as determined by the committee chair. The student may have a support person present during this meeting with the same restrictions that apply in step I.2 above.
7. *Restrictions on Participation*: No representatives from outside the School of Medicine, family members, or individuals with conflicts of interest may participate in, communicate with, or otherwise attempt to influence any member of the appeal committee regarding the process or decision. Violations of these restrictions may result in the dismissal of the appeal.
8. *Committee Decision Options*: After review, the appeal committee may do one of the following:
 - a. Deny the appeal and uphold the CAP decision;
 - b. Grant the appeal and remand the case to the CAP for reconsideration; or
 - c. Grant the appeal and substitute its judgment for the CAP decision in cases in which perceived bias or conflict of interest influenced the original outcome.



9. *Notification of Outcome:* The appeal committee will communicate its final decision to the student, the ADSA, the CAP Chair, the Registrar, and other necessary parties, generally within 14 calendar days of the final appeal meeting. In cases of dismissal, the decision will be forwarded to the Dean or the Dean's designee for final review and approval.