



Procedures for Appealing Decisions of Phase 2 Competence Without Distinction

When students receive a decision for competence without distinction made by the Competency Attainment Committee (CAC) in their Phase 2 Clerkships, they may file a formal appeal based on grounds for appeals as spelled out in the Policy on Appealing CAP and CAC Decisions. This is the final level of appeal for a decision of competence without distinction. The procedure for appeals in these circumstances is as follows:

1. Students complete the designated Qualtrics^{XM} Competency and/or Promotion Appeal Form within seven calendar days of notification of the decision of competence without distinction. The form, which will be sent to the Registrar, the Associate Dean of Student Affairs (ADSA), and Chair of the CAP, with a copy also sent to the student, will require the student to complete the following details:
 - a. The decision being appealed
 - b. The reason for the appeal
2. 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. Completed appeal documentation must be received by the Chair of the Committee for Academic Promotion (CAP) within 14 calendar days of the original notification of a decision for competence without distinction.
4. The ADSA or their designee will provide the request and documentation (i.e., the documentation submitted by the student and the materials related to the original CAC recommendations/decisions) to the CAP for review. The CAP will reserve the right to meet with the student in the event that they have further questions.
5. Following their review, the CAP may make any of the following recommendations:
 - a. Ratify and uphold the original decision;
 - b. Remand the case back to the original committee for re-review; or
 - c. Overturn the decision if the committee perceives that bias or conflict of interest influenced the original outcome.