

Committee on Student Promotions (CSP)

Professionalism Subcommittee (PS)

and Appeals Committee of CSP Decisions (ACCD)

Charter

Purpose

The Committee on Student Promotions (CSP) is a standing committee of the University of Pittsburgh School of Medicine (UPSOM) as listed in the Plan of Organization and is charged by the Dean to review medical student academic progress and to rule on questions about student progress, remediation, and ultimately, the awarding of the Doctor of Medicine degree. The CSP is responsible for overseeing, executing, and enforcing the [UPSOM Policy on Academic Progress and Promotion](#), the [UPSOM Code of Professionalism](#), and portions of the [UPSOM Policy on Leaves of Absence](#) as outlined in those documents.

The Professionalism Subcommittee (PS) serves as the CSP's initial decision-making body on alleged violations of the [UPSOM Code of Professionalism](#), while the CSP maintains overall responsibility.

The Appeals Committee of CSP Decisions (ACCD) serves as the upper-level appellate body for CSP decisions.

Committee on Student Promotions (CSP)

Composition

Faculty members are either appointed or elected to the CSP, for a total of fifteen (15) voting committee members.

Twelve (12) voting members are appointed by the Dean or Dean's designee, with input from CSP leadership. Faculty appointees should represent a broad range of specialties/departments as well as experience at the institution.

Three (3) faculty members on the CSP are elected.

All voting members serve a term of three years for up to two consecutive terms, upon completion of which they must take a one-year hiatus before being eligible to rejoin the committee. Members may be

asked to step down if they fail to participate in committee activities. When possible, terms should be staggered such that no more than one-third (five) of the voting members rotate off the CSP with every transition.

Nine (9) voting members constitute a quorum.

Advisory Deans and coaches are not permitted to serve on CSP.

The chair of the CSP is appointed by the Vice Dean for Education from among the CSP voting members and may be reappointed annually to consecutive one-year terms as long as the individual remains on CSP, at the discretion of the Vice Dean for Education.

Ex officio, non-voting members of the CSP include: the Associate Deans for Admissions and Financial Aid; Medical Education; Student Affairs; and Diversity, Equity, and Inclusion.

Responsibilities

Meetings should be scheduled monthly, and dates should be announced as early as possible during the academic year.

Meetings are confidential and closed to the public. Guests, including students who are brought before the committee, may attend only by invitation of the chair. Attendance will be recorded.

Recusal is required of any CSP member who is the faculty member of record of the academic deficiency being discussed with a student, or who was otherwise directly involved in the disputed adverse action. Other mandatory reasons for recusal include (but are not limited to) if a faculty member is:

- a current or past healthcare provider
- provider of any assessment data for the curricular unit that is being appealed
- Advisor/mentor/coach
- past LE/CSP
- family member or friend of the student
- and/or directed a course that a student previously failed.

Recusal requires that the committee member be absent from the entire committee proceeding addressing the student and return only after an approved motion is completed. Prior to recusal, the CSP may ask the faculty member clarifying questions about the student's academic progress or other facts related to the adverse action. All CSP voting members must annually sign a "Conflict of Interest and Confidentiality Statement," which outlines these requirements.

Students brought before the CSP may object in advance to the participation of any voting member due to an alleged conflict of interest. The CSP chair, with input from the voting

member in question, will rule on the validity of any student objection to a voting member's participation. In the event that a student objects to the participation of the chair, the Vice Dean for Education will rule on the validity of the objection.

Any CSP decision resulting in the dismissal of a student requires approval by 60% of the members of the committee present and eligible to vote.

CSP decisions regarding remediation, repeating coursework, repeating the academic year, promotion, or other disciplinary actions excluding dismissal may be passed by 51% majority of the members present and eligible to vote.

The CSP has responsibility to monitor and rule on the domains of **Satisfactory Progress of the Student Body, Academic Observation, Academic Warning, Provisions for Continued Enrollment, Dismissal, Major Professionalism Violations**, and some **Leaves of Absence**, as outlined below:

Domain	Responsibilities
Satisfactory Progress of the Student Body	<p>The minutes of at least one CSP meeting between the months of April and August each year should indicate that all students who have not been otherwise discussed have been reviewed and found to be making satisfactory progress.</p> <p>In any meeting of the CSP, the chair should, as time permits, present to its members data concerning the general standing of the class and its positive accomplishments including honors, etc., so as to provide the committee members with comparative data to assist them in making their decisions.</p>
Academic Observation, Academic Warning, and Provisions for Continued Enrollment	<p>The CSP has the prerogative to place a student on Academic Observation or Academic Warning status, or remove a student from said status, as outlined in the UPSOM Policy on Student Promotions.</p>

	The CSP has the power to set conditions and/or mandate that any student adhere to a set of requirements determined by the CSP for continued enrollment in the program.
Dismissal	The CSP has the prerogative to determine whether a student has met the criteria for dismissal outlined in the UPSOM Policy on Student Promotions , and to dismiss the student from the School of Medicine.
Major Professionalism Violations and Appeals of Professionalism Subcommittee Decisions	The CSP has responsibility to adjudicate, and impose sanctions for, potential “major” violations of the UPSOM Code of Professionalism referred to it by the Professionalism Subcommittee. The CSP also serves as an upper-level appellate body for Professionalism Subcommittee decisions regarding “minor” violations of the UPSOM Code of Professionalism .
Leaves of Absence	The CSP has responsibility to review and approve all leaves of absence (LOAs) other than LOAs for emergency medical, graduate study, research, or special programs purposes, which fall under the jurisdiction of other UPSOM officials. Please refer to the UPSOM Policy on Leaves of Absence for additional detail.

Professionalism Subcommittee (PS)

Composition

The PS reports to the CSP, but it is not comprised by members serving on CSP. No voting members may simultaneously serve on both the CSP and the PS. Advisory Deans and coaches are not permitted to serve on the PS.

Faculty members are appointed to the PS, for a total of 5 voting members and 5 alternates.

All voting members and alternates will be appointed by the Dean or Dean's designee, with input from CSP and PS leadership.

All voting members serve three-year terms for up to two consecutive terms, after which they must take a one-year hiatus before being eligible to rejoin the subcommittee. Where possible, terms should be staggered such that no more than two voting members rotate off at one time.

Alternate members may be appointed to unlimited consecutive terms. If alternate members are subsequently appointed as voting members, their prior service as alternates does not preclude them from serving up to two consecutive terms as voting members.

The chair of the PS is appointed by the Vice Dean for Education from among the voting members and may be reappointed annually to consecutive one-year terms as long as the individual remains a voting member of the PS, at the discretion of the Vice Dean for Education.

Recusal is required of any PS member who was directly involved with or who reported the professionalism issue being discussed. Other mandatory reasons for recusal include (but are not limited to) if a faculty member is:

- a current or past healthcare provider
- provider of any assessment data for the curricular unit that is being appealed
- Advisor/mentor/coach
- past LE/CSP
- family member or friend of the student
- and/or directed a course that a student previously failed.

Recusal requires that the subcommittee member be absent from the entire subcommittee proceeding addressing the student and return only after an approved motion is completed. Prior to recusal, the PS may ask the faculty member clarifying questions about the student's alleged professionalism violation or other relevant facts. All PS members and alternates must annually sign a "Conflict of Interest and Confidentiality Statement," which outlines these requirements. Students brought before the PS may object in advance to the participation of any voting member due to an alleged conflict of interest. The subcommittee chair, with input from the voting member in question, will rule on the validity of any student objection to a voting member's participation. In the event that a student objects to the participation of the chair, the Vice Dean for Education will rule on the validity of the objection.

The subcommittee chair may ask alternates to serve on an ad hoc basis in the event of a voting member's recusal, or if a student objects to the participation of one or more of the voting members, or if one or more voting members are unable to meet.

Meetings are confidential and are not open to the public. Guests, including students who are brought before the subcommittee, may attend only by invitation of the chair. Attendance will be recorded.

Three (3) voting members constitute a quorum.

Responsibilities

The PS meets on an ad hoc basis in response to accusations of student violations of the **UPSOM Code of Professionalism**. It has the power to determine that a reported violation qualifies as a "minor" lapse in professionalism and to adjudicate minor violations as outlined in the **UPSOM Code of Professionalism**. The PS has the power to identify, but not to determine guilt or impose sanctions for, potential "major" lapses in professionalism. If the PS determines that it is reasonably possible that the student may have committed a "major" violation, or if the PS is unable to decide that a violation qualifies as "minor," or "major" the PS will refer the matter to CSP for full adjudication as outlined in the **UPSOM Code of Professionalism**.

Appeals Committee of CSP Decisions (ACCD)

Composition

Faculty members are appointed to the ACCD by the Dean or Dean's designee, for a total of 5 voting members and 2 alternates.

Voting members serve three-year terms, and may be appointed to up to two consecutive terms, after which they must take a one-year hiatus before becoming eligible to serve again.

Alternate members may be appointed to unlimited consecutive terms. If alternate members are subsequently appointed as voting members, their prior service as alternates does not preclude them from serving up to two consecutive terms as voting members.

The chair of the ACCD is the Vice Dean for Education. The chair does not vote in the ACCD except in case of a tie.

Members of the ACCD may not simultaneously serve on the Grade Appeals Committee, CSP, or PS. Course/clerkship/elective course directors, thread leads, coaches, and advisory deans should not serve on the ACCD.

Recusal is required of any ACCD member who is the faculty member of record of the academic deficiency being discussed with a student, or who was otherwise directly involved in the disputed adverse action. Other reasons for recusal include (but are not limited to) if a faculty member is:

- a current or past healthcare provider
- provider of any assessment data for the curricular unit that is being appealed
- Advisor/mentor/coach
- past LE/CSP
- family member or friend of the student and/or directed a course that a student previously failed.

If a student identifies a potential conflict with a faculty member, the student may request that faculty member to recuse themselves. However, the decision is the faculty's to make. Recusal requires that the committee member be absent from the entire committee proceeding addressing the student and returns only after an approved motion is completed. Prior to recusal, the ACCD may ask the faculty member clarifying questions about the student's academic progress or other facts related to the adverse action. All ACCD voting members and alternates must annually sign a "Conflict of Interest and Confidentiality Statement," which outlines these requirements.

The committee chair may ask alternates to serve on an ad hoc basis in the event of a voting member's recusal, or if a student objects to the participation of one or more of the voting members, or if one or more voting members are unable to meet. The chair, with input from the voting member in question, will rule on the validity of any student objection to a voting member's participation.

Three (3) voting members constitute a quorum.

Meetings are confidential and are not open to the public. Guests may attend only by invitation of the chair. Attendance will be recorded.

Responsibilities

The ACCD serves as the upper-level appellate body for CSP decisions.

A student who objects to a CSP decision should follow the appeals process outlined in the Policy on Academic Progress and Promotions. A student may submit an appeal within seven (7) calendar days of written notification of the decision. The student must formally submit the appeal in writing and the reason for the appeal must be based on a student's belief that the decision did not follow the appropriate procedures or that the decision occurred as a result of arbitrary, capricious, or biased/discriminatory approaches as set forth by UPSOM academic policies. Written appeals must be

submitted to the Vice Dean for Education.

Approvals

Educational Policy Council revisions approved on July 22, 2025

This document is not a contract.

The University of Pittsburgh School of Medicine may revise this document at any time. All revisions will go into effect immediately for the entire student body.