

Student Progress and Promotions Committee (SPPC) Meeting Preparation Checklist

Pre-Meeting Process

- Phase Deans notify the student of the need to meet with the Director of Academic Progress and Programming for a one-on-one preparatory conversation regarding the reason which prompted their appearance before the committee.
- Following notification by the Phase Dean, the student receives an email outlining the purpose of the preparatory conversation and a request to schedule a meeting time.
- Preparatory conversations take place approximately two weeks prior to the scheduled committee meeting.
- Preparatory conversations are typically conducted via Zoom; however, an in-person meeting may be scheduled at the student's request.

Topics Reviewed During the One-on-One Committee Preparation Meeting

Committee Process and Applicable Policies

- Review the policy(ies) applicable to the student's committee matter.
- Explain the committee process and applicable timelines.
- Discuss material that the committee receives prior to the meeting.
- Students cannot share new documents or presentations during the meeting.
- Letters of support from peers and faculty are not considered by the committee.

Preparing for the Committee Meeting

- Explain what to expect on the day of the committee meeting.
- Review the meeting format and the student's role during the proceedings.
- Provide guidance on preparing and submitting letters or supporting documentation.
- Discuss how to prepare and present a personal statement to the committee.
- Review decision letter formats using the students' academic history as the basis for discussion.

Support Resources

- Discuss the value of having a support person during the process.
- Discuss the role of faculty support.
- The School recommends, but does not require, that students meet with their Advisory Dean or other trusted UPSOM faculty member when preparing for an appearance.

Committee Outcomes and Next Steps

- Explain what to expect following the committee meeting.
- Review when and how committee decisions are communicated.
- Discuss the range of possible outcomes.
- Review the Student Progress and Promotions Committee Appeals Committee (SPPCAC) Level 1 appeal process, including timelines, and procedures.