


# Student Promotions and Performance Committee (SPPC) Policy

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|  <b>KHSC</b><br><small>KANSAS HEALTH SCIENCE CENTER</small> | <b>Policy Sponsor:</b> Student Affairs and Services |                                      |                                     |
|  | <b>Policy Type:</b> Academic                        |                                      |                                     |
|  | <b>Approval Date:</b><br>9/23/2020                  | <b>Effective Date:</b><br>12/10/2020 | <b>Revision Date:</b><br>12/10/2020 |

## 1. POLICY STATEMENT

Kansas Health Science Center (KHSC)-Kansas College of Osteopathic Medicine(KansasCOM) students are required to comply with the highest standards of behavior and Professional Code of Conduct. Should a student violate the Professional Code of Conduct, they will be referred to the Student Promotions and Performance Committee (SPPC) for review. In addition, the SPPC also reviews students’ academic records should they fail a course or national exam.

## 2. PURPOSE

The purpose of this policy is to inform students about the existence of the SPPC committee,how it is comprised, and the process by which the committee acts.

## 3. APPLICABILITY

All KHSC-KansasCOM students.

## 4. PROCEDURES

### 4.1 KansasCOM Student Promotions and Performance Committee (SPPC)

The SPPC is a committee made up of KHSC-KansasCOM employees and students, charged with being the primary team responsible for review of the totality of students’ academic and behavioral performance.

The SPPC reviews the academic records of students who have failed specific required elements for graduation and/or any student who has failed to show substantive academic progress in the path of study including demonstrated lapses in professionalism.

The SPPC is engaged with the following types of academic failures and/or violations of institutional policy:

- Course/section
- Clinical Clerkship Rotation
- COMLEX Level 1, Level 2-CE, Level 2-PE
- Failure to comply with remediation/academic improvement plan
- Alleged violation of the Professional Code of Conduct found in the StudentHandbook and Academic Catalog

As a part of the comprehensive review, the SPPC will adjudicate whether the student should be granted remediation after a failure. The SPPC has broad authority to review students’ records, decide how best KHSC-KansasCOM can assist the student in getting back on track academically and can recommend a broad number of options for consideration as part of any final decision. Refer to the Student Handbook and Academic Catalog for possible sanctions and academic remedies that the SPPC considers when making their decision.

### 4.2 Composition of the SPPC

The SPPC is composed of 8 voting members and 5 non-voting, ex-officio members. SPPC Committee Members are full-time KHSC-KansasCOM employees and students. SPPC

members are appointed by the Dean/Chief Academic Officer.  
The composition of the voting members of the SPPC is as follows:

- Basic Science faculty member (3)
- Clinical faculty member (3)
- Student Leadership Member (2)

Ex-officio Members (Non-Voting):

- Associate Dean of Student Affairs and Services
- Representative from Counseling Services
- Representative from Learning Enhancement
- Representative from Phase Directors
- Representative from Clinical Education

A quorum of voting committee members is required for the SPPC to finalize any decision. A quorum is defined as having five members present. The chairperson of the SPPC only votes in the event of a tie vote of those members present.

#### **4.3 SPPC Meeting Structure**

The SPPC meetings will occur on an as needed basis. Students are expected to meet with the SPPC in person, except for students on clinical clerkships at locations determined to be a substantial distance from campus. Those students shall meet with the SPPC via video conference. In the event there are only remediation plans to review, but not students for an in-person meeting, the SPPC may meet virtually, via tele- or video-conference, at the discretion of the chairperson of the SPPC.

#### **4.4 Executive Session of SPPC Meetings**

The first portion of each meeting is considered an executive session for review of any student remediation plans currently in progress. New remediation plans that have occurred since the last SPPC meeting will be presented to the committee by a representative from the Office of Student Affairs and Services, followed by updates on process of already existing remediation plans. The SPPC will then vote to approve said new remediation plans.

The executive session portion of the meeting may be attended by both voting and non-voting members, at the discretion of the chairperson of the SPPC. In addition, the Associate Dean of Student Affairs and Services may be asked by the chairperson of the SPPC to provide policy, precedent, and procedural guidance. The student who is being reviewed is not allowed to attend any portion of the executive session of the committee.

#### **4.5 Official Hearing of SPPC Meetings**

The official hearing portion of the meeting includes only the voting members of the SPPC and the student being reviewed. This portion of the meeting is closed to all but voting members of the committee, appropriate administrative support staff of the committee, and the involved student. The chairperson of the SPPC committee will direct the proceedings, including allowing the student to make a statement and ask questions of the committee members. At the end of each hearing, the chairperson of the SPPC will excuse the student for deliberation. Only voting members of the committee may be present during deliberation. Proceedings of the closed portion of the official hearing of the SPPC meeting are strictly confidential.

#### **4.6 Additional SPPC Duties**

The SPPC also has responsibilities for reviewing each student and approving them for graduation and progression to the next academic year. The SPPC reviews individual students to ensure they have completed all curricular requirements to move on to the next year of the curriculum. Each April, the SPPC committee meets to approve the list

of students who have been certified by the Office of the Registrar as having met all graduation requirements. The slate of candidates recommended for graduation is sent to the Faculty Council. The Faculty Council will review the slate of student candidates for graduation forwarded by the SPPC. Upon review of the slate, the Faculty Council will make recommendations to the Dean/Chief Academic Officer. The Dean/Chief Academic Officer will approve the list and present the final recommendation to the Board of Trustees to approve and authorize all earned honorary degrees and diplomas to be awarded.

**4.7 Conferral of Degrees**

The official conferral of degrees is determined and voted on by the Board of Trustees.

**4.8 SPPC Data and Metrics**

Key data points about students who are required to appear before the SPPC committee will be preserved and analyzed to provide key metrics. This data is an important tool in assisting the administration with the ability to track and identify future at-risk students. KHSC-KansasCOM reserves the right to keep and utilize this data for future analysis.

**5. RELATED DOCUMENTS**

- Student Handbook and Academic Catalog
- Student Disciplinary Due Process Assurances Policy
- Student Disciplinary Due Process Procedures Policy
- Student Promotion Policy
- Professional Code of Conduct

**6. CONTACTS**

- Associate Dean of Student Affairs and Services

| <b>POLICY APPROVAL</b>             |                                      |                                     |
|------------------------------------|--------------------------------------|-------------------------------------|
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