FACULTY OF KINESIOLOGY, SPORT, AND RECREATION

Appeals Policies and Procedures for Undergraduate Programs

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UNIVERSITY OF ALBERTA
FACULTY OF KINESIOLOGY, SPORT, AND RECREATION

Table of Contents

1. Introduction 3
2. Definitions 3
3. Preliminary Procedures for Informal Resolution of Issues 5
   3.1. Grounds for Requests for Informal Reappraisals, Reviews, and Appeals 5
   3.2. Procedures for Informal Resolution 5
4. Preliminary Procedures for Formal Reappraisals, Reviews and Appeals 5
   4.1 Grounds for Formal Reappraisals, Reviews and Appeals 5
   4.2. Final Examination Reappraisals 6
   4.3. Grade Appeals (including Practicum Credit/No Credit) 6
   4.4. Academic Standing Appeals 7
   4.5. Practicum Intervention Appeals 7
   4.6. Other Appeals 7
   4.7. Procedure for Formal Appeals to the KSR Appeals Committee 8
5. Appeals Board Terms of Reference 8
   5.1. Function of the Appeals Board 8
   5.2. Composition of the Appeals Board 9
6. Academic Appeals Committee Terms of Reference 9
   6.1. The function of the Academic Appeals Committee 9
   6.2. Composition of the Academic Appeals Committee 10
   6.3. Jurisdiction of the Academic Appeals Committee 10
   6.4. Powers of the Academic Appeals Committee 11
7. Practice Review Committee Terms of Reference 12
   7.1. Composition of the Faculty Practice Review Committee (FPRC) 12
   7.2. Jurisdiction of the Faculty Practice Review Committee (FPRC) 13
   7.3. Powers of the Faculty Practice Review Committee (FPRC) 13
8. Committee Procedures Prior to the Hearing 14
9. Procedures at the Hearing 15
10. Procedures after the Appeal Has Been Heard 17
11. Appeals to the GFC Academic Appeals Committee 18
12. Appeals to the GFC Practice Review Board 19
13. Service and Notice 19
14. Related Links 19

Introduction

This document sets out formal regulations for reappraisal of assignments and final exams, and appeal of decisions regarding final grades, academic standing, and practicum intervention related to undergraduate degree programs.

The Faculty of Kinesiology, Sport, and Recreation (KSR) advocates early and informal resolution of issues. To that end, this document also sets out informal procedures for undergraduate students seeking early advice from those directly involved with the issue. The KSR recommends that students consult with the UAlberta Office of the Student Ombuds for advice in approaches to informal issue resolution or formulating appeals; and to act as advisors at appeal hearings [(780.492.4689; ombuds@ualberta.ca, Room 2-702 Student's Union Building (SUB)].

1. Definitions

"Academic Standing"	Any matter covered in a Faculty's academic standing regulations as approved by General Faculties Council (GFC), its Executive, or the GFC Academic Standards Committee (ASC) and as published in the Calendar, including such matters as continuation in a program, graduation and the Requirement for a Student to Withdraw (RTW). This section of the University Calendar sets out the academic standing regulations that apply for undergraduate degree programs in the Faculty of Kinesiology, Sport, and Recreation.
"Advisor"	A person who assists the Student or a Faculty during the appeal process. Students are encouraged to seek advice from the Office of the Student Ombuds.
"Appellant"	A student appealing a decision made by the Faculty of Kinesiology, Sport, and Recreation.
"Associate Dean (Undergraduate Programs)"	The Associate Dean (Undergraduate Programs) of the Faculty of Kinesiology, Sport, and Recreation acts on authority delegated to him/her by the Dean to oversee the Faculty of Kinesiology, Sport, and Recreation undergraduate appeals regulations.
"Chairperson"	The individual selected to chair the Appeals Board, appointed Academic Appeals Committee or appointed Practice Review Committee of the Faculty of Kinesiology, Sport, and Recreation.
"Committee"	The members appointed to an Academic Appeals Committee or a Practice Review Committee of the Faculty of Kinesiology,

	Sport, and Recreation.
"Dean"	The Dean (or designate) of the Faculty of Kinesiology, Sport, and Recreation. The Dean has delegated responsibility for appeals to the Associate Dean (Undergraduate Programs).
"Deemed Delivery"	Delivery is deemed to have been effected with one of the following: (1) on the date of pick-up from the Faculty of Kinesiology, Sport, and Recreation Student Services Office; (2) on the date of receipt by hand or courier delivery; (3) five working days after being sent by Canada Post to Canadian addresses; (4) seven working days after being sent by Canada Post to International addresses, or; (5) on the date of being sent electronically by email to the student's UAlberta (ualberta.ca) email address. In cases where notification is sent to the student's UAlberta email address and then followed up by regular mail, delivery is deemed to have been effected on the date of being sent electronically.
"GFC"	The UAlberta's General Faculties Council.
"GFC AAC"	General Faculties Council Academic Appeals Committee.
"GFC PRB"	General Faculties Council Practice Review Board.
"Grade"	A combination of marks that have been converted to the UAlberta's grading system.
"Grade Appeal"	An appeal initiated by a student claiming not to have received the final grade s/he deserved in a course.
"Hearing"	A session during which the Committee hears the appeal.
"Marks"	The raw score given by an instructor (as a percentage, as a letter, or in any other form) on a particular course or assignment.
"Practicum Placement"	Any placement (volunteer or otherwise) which is part of a student's academic program and which places or may place the student in contact with the public. Practicum placements include, but are not limited to, clinical placements in the disciplines of kinesiology, exercise rehabilitation or recreation therapy; placements in schools; placements with local, provincial and federal government departments; as well as for profit and not-for-profit agencies.
"Practicum Intervention"	See section 87.1.b of the Practicum Intervention Policy

"Relief"	The terms of resolution being sought.
"Respondent"	A person designated by the Dean to represent the Faculty of Kinesiology, Sport, and Recreation during an appeal. Normally the Associate Dean (Undergraduate Programs) will act as the respondent.
"Working Day"	A day on which University administrative offices are open.

2. Preliminary Procedures for Informal Resolution of Issues

2.1. Grounds for Requests for Informal Reappraisals, Reviews, and Appeals

Grounds for requests for informal resolution of reappraisals, reviews, and appeals shall include, but not be restricted to the following:

2.1.1. Errors in calculation;

2.1.2. Procedural errors on the part of the KSR;

2.1.3. Failure of the KSR to consider all factors relevant to the decision being appealed;

2.1.4. Bias or discrimination against the Appellant on the part of the KSR.

2.2. Procedures for Informal Resolution

Before launching a formal appeal, students should attempt to resolve the issue by working directly with the party involved through the sequential escalation process outlined below.

2.2.1. Issues regarding the student's status (including marks on assignments, exams, skill performance, other evaluation components, and grades) in an individual course should first be directed to the instructor or practicum supervisor concerned.

2.2.2. If the matter is not resolved with the instructor or practicum supervisor, students should consult the Associate Dean (Undergraduate Programs).

3. Preliminary Procedures for Formal Reappraisals, Reviews and Appeals

4.1 Grounds for Formal Reappraisals, Reviews and Appeals

Grounds for requests for formal resolution of reappraisals, reviews and appeals hall include, but not be restricted to the following:

3.1.1. Procedural errors on the part of the KSR.

3.1.2. Failure of the KSR to consider all factors relevant to the decision being appealed;

3.1.3. Bias or discrimination against the appellant on the part of KSR.

3.2. Final Examination Reappraisals

3.2.1. Students may request reappraisal of a final examination. Students must pay a final examination reappraisal fee to the UAlberta.

3.2.2. Students requesting final examination reappraisals must submit a written request to the Associate Dean (Undergraduate Programs), using the appropriate form: *Request for Reappraisal of a Final Examination.*

3.2.3. The request for final exam reappraisals must be received by the Associate Dean (Undergraduate Programs) by the deadlines stipulated in University Calendar: "Academic Schedule".

3.2.4. The new mark, whether higher or lower than the original, becomes the final mark for the examination.

3.2.5. Decisions concerning final examination reappraisals, reexaminations, and deferred examinations are final. Students cannot appeal to the KSR Appeals Committee or the GFC AAC.

3.3. Grade Appeals (including Practicum Credit/No Credit)

3.3.1. Failing resolution of a grade appeal through the Informal Procedures described in Section 3, students may appeal, in writing to the Associate Dean (Undergraduate Programs) using the form: *Request for Review of a Grade or Practicum Credit/No Credit.*

3.3.2. The written request must be received no later than February 1st for fall courses, June 25th for winter courses, and within 21 working days of posting of the results on Bear Tracks for Intersession courses. Grade appeals will not be considered in cases where a deferred examination or reexamination was granted but not written.

3.3.3. As part of the grade appeal process, the student may be advised to apply for a re-appraisal of the final examination paper before any further action will be considered.

3.3.4. Upon receipt of the written notification of the ruling by the Associate Dean (Undergraduate Programs), students may appeal to the KSR Academic Appeals Committee, using the procedure outlined in Section 4.7.

3.3.5. Decisions of the KSR Academic Appeals Committee concerning grade appeals are final and binding. There is no further appeal to the GFC AAC. (Refer to Section 1.4.1 of the Academic Appeals Policy).

3.3.6. In the case of practicum intervention, the ruling of the Associate Dean (Undergraduate Programs) concerning practicum credit/no credit is final and cannot be appealed to the KSR Academic Appeals Committee. Students wishing to appeal a decision on practicum intervention should refer to Section 4.5.

3.4. Academic Standing Appeals

3.4.1. Students may appeal adverse academic standing decisions to the Associate Dean (Undergraduate Programs) within ten (10) working days of deemed delivery of notification of the original decision. Examples of decisions that may be appealed in this section include such matters as continuation in a program, denial of recommendation for graduation and the requirement for a student to withdraw from the KSR. The appeal must be in written form, signed by the appellant, setting forth the decision in dispute, the grounds for appeal and the remedy sought.

3.4.2. Should the appeal be based in whole or in part on extenuating circumstances, or on mitigating factors, these must be fully disclosed, described, and all evidence and documentation related to the extenuating or mitigating circumstances must accompany the appeal. Appeals that are not submitted in full by the deadline will not be considered.

3.4.3. If the appeal is denied by the Associate Dean (Undergraduate Programs), and the appellant has grounds to believe that due consideration has not been given to the extenuating circumstances or other factors described in the appeal, the student may appeal to the KSR Academic Appeals Committee, using the process outlined in Section 4.7.

3.5. Practicum Intervention Appeals

3.5.1. Students may appeal decisions by the Dean (or designate) to intervene in his/her practicum to the KSR Practice Review Board. (The Practicum Intervention Policy provides the means by which, because of public interest, public safety, or public health considerations, a student can be denied placement in a practicum; be withdrawn from participation in a practicum, or have participation in a practicum suspended or varied through the imposition of conditions which must be met prior to or as part of the student taking up, continuing, or returning to a practicum. Refer to Section 87 of the GFC Practicum Intervention Policy).

3.5.2. Students must appeal using the process outlined in Section 4.7.

3.6. Other Appeals

3.6.1. For an appeal of a decision by the Associate Dean (Undergraduate Programs) related to a discipline matter or a decision on academic standing arising from a discipline matter, refer to Section 30.5 of the Code of Student Behaviour for policy related to appeal of a disciplinary matter.

3.6.2. Normally courses that do not begin with KIN, KRLS, PAC, HEED, RLS, DANCE or DAC are offered by other faculties, and must be appealed in the respective faculty where relief is being sought within the time frames set out by the Faculty offering the course.

3.7. Procedure for Formal Appeals to the KSR Appeals Committee

3.7.1. Students requesting a formal appeal must submit a written request to the Chairperson of the KSR Academic Appeals Board. Written submissions should be addressed to:

Chairperson of the Appeals Board
c/o Executive Assistant, Office of the Dean
Faculty of Kinesiology, Sport, and Recreation
3-106 University Hall, Van Vliet Complex
Edmonton, Alberta T6G 2H9 Canada

3.7.2. The request must be received by the Chairperson of the KSR Appeals Board within the deadlines stipulated below:

3.7.2..1. In the case of an appeal related to a final grade, practicum credit/no credit decision, or academic standing: within ten (10) working days of the deemed delivery of the written decision of the Associate Dean (Undergraduate Programs), using the form: *Request for Formal Appeal.*

3.7.2..2. In the case of an appeal related to a practicum intervention: within fifteen (15) working days of the deemed delivery of written notice by the Associate Dean (Undergraduate Programs) of the nature and the reasons for the practicum intervention decision; and, any conditions applicable to the practicum intervention, including those which must be met by the student before the student will be permitted to take up, continue or return to a practicum, using the form: *Request for Practicum Intervention Appeal.*

3.7.3. The Appellant is permitted only one (1) appeal on the same issue. The Chairperson of the committee that heard the original appeal will decide if an issue has already been heard.

4. Appeals Board Terms of Reference

4.1. Function of the Appeals Board

The KSR shall establish an Appeals Board which is a standing committee of the KSR. An Academic Appeals Committee or Practice Review Committee shall be constituted from the Board to hear individual appeals. The Appeals Board Chairperson or delegate will decide which committee will hear the appeal based on the substance of the decision being appealed as set out in the request for a formal appeal.

4.2. Composition of the Appeals Board

4.2.1. A Chairperson, who shall be selected by the members of the Board elected by Faculty Council.

4.2.2. Four (4) representatives of Faculty Council who are full time continuing academic staff; full-time continuing academic staff may be tenured; be in a tenure track position; a full-time coach; Administrative Professional Officer; or be a lecturer in the KSR. The four (4) representatives are to be elected by a vote of the KSR Council, each serving for a period of two (2) years, with the possibility of serving consecutive terms. In electing Board members, the aim shall be to ensure wide representation from across the KSR and an overlap of terms.

4.2.3. One (1) student member and two (2) alternates elected annually by the Kinesiology, Sport, and Recreation Student Society (KSRSS).

4.2.4. The Dean, Vice Dean, or Associate Dean (Undergraduate Programs) and members of the GFC Academic Appeals Committee are not eligible to sit on the Appeals Board, Academic Appeals Committee or Practice Review Committee of the KSR.

5. Academic Appeals Committee Terms of Reference

5.1. The function of the Academic Appeals Committee

The function of the Academic Appeals Committee is to hear appeals from decisions that have been made at earlier levels of this appeal process. In doing so, it will examine the appellant's original written grounds for appeal as submitted to the Associate Dean (Undergraduate Programs), and the response denying the appeal. In acknowledging receipt of the student's appeal, the Chairperson will ask the Associate Dean (Undergraduate Programs) to confirm whether there is any new information included in the appeal that is worthy of reconsideration.

5.1.1. In the case that the appellant produces new information prior to the Academic Appeals Committee hearing that was not previously available to the Associate Dean (Undergraduate Programs), the Associate Dean (Undergraduate Programs) can request to hear this information first. The request by the Associate Dean (Undergraduate Programs) must be made prior to the start of the Academic Appeals Committee hearing.

5.1.2. In the case that new information is introduced during a hearing, it will be at the discretion of the Chairperson of the Academic Appeals Committee to decide, after consultation with the respondent, whether the information should first be heard by the Associate Dean (Undergraduate Programs) or whether the hearing should proceed.

5.2. Composition of the Academic Appeals Committee

5.2.1. The Academics Appeals Committee shall be constituted from among members of the Appeals Board. For each appeal, the Chairperson of the Appeals Board shall select from the members from the Appeals Board to serve on an Academic Appeals Committee. The Academic Appeals Committee shall consist of only individuals who have not been involved in the matter in question and have no apparent conflict of interest.

5.2.2. Composition of the Academic Appeals Committee shall be as follows:

5.2.2..1. The Chairperson [The Chairperson of the Appeals Board shall normally act as the Chairperson of the Academic Appeals Committee; however, the Dean may appoint another faculty member of the Board (or from outside the Board) to chair an individual appeal, if the circumstances warrant.]

5.2.2..2. One (1) full-time continuing academic staff;

5.2.2..3. One (1) undergraduate student. (In a case where there are no undergraduate student members of the Appeals Board available to attend a hearing, a second full-time continuing academic staff can be selected.)

5.2.3. The Dean or designate has discretion to appoint a faculty or student member for a hearing.

5.2.4. A student and faculty member who has been called to serve on the Academic Appeals Committee for a particular case may complete his/her service on that case even if his/her term on a committee expires or, in the case of a student, the student graduates or changes status from undergraduate to graduate.

5.3. Jurisdiction of the Academic Appeals Committee

5.3.1. The Committee shall hear appeals from undergraduate students against decisions regarding grades and adverse academic standing decisions. Adverse academic standing decisions include:

5.3.1..1. denial of promotion within a program in the KSR;

5.3.1..2. requirement to withdraw from a program in the KSR;

5.3.1..3. denial of recommendation for graduation in the KSR.

5.3.2. The Academic Appeals Committee will only consider appeals after all informal procedures have been exhausted by the student (Refer to Section 3).

5.3.3. The standards of student academic performance required for promotion and graduation, as described in the academic standings regulations, are not subject to appeal.

5.3.4. The Academic Appeals Committee shall have no jurisdiction to hear an appeal where:

5.3.4..1. the student was granted relief by the Faculty with written conditions and specified consequences should the conditions not be met and;

5.3.4..2. the student was both informed of the right of appeal at the time the conditions were set and that, by not appealing the conditions and specified consequences, any further appeal rights were waived.

5.3.5. The Academic Appeals Committee shall have no jurisdiction to hear an appeal with respect to:

5.3.5..1. a decision to refuse admission or re-admission to the KSR;

5.3.5..2. decisions relating to the granting of credit for courses taken or to be taken outside the UAlberta, outside the KSR, or from another degree program with the KSR;

5.3.5..3. a discipline matter or a decision on academic standing arising from a disciple matter (refer to GFC Policy Section 30.5 of the Code of Student Behaviour for policy related to appeal of a disciplinary matter).

5.3.5..4. other matters deemed by the Committee to be outside its jurisdiction.

5.3.6. The Academic Appeals Committee shall hear an appeal by a student against the same decision only once. The Chairperson of the original appeal committee will decide if an issue has already been heard. However, students who appeal to General Faculties Council Academic Appeals Committee (GFC AAC) following a decision made by the KSR Academic Appeals Committee, may come before the KSR Academic Appeals Committee a second time if this is specifically requested in writing by the GFC AAC. For example, such a request may occur if new information has been produced.

5.4. Powers of the Academic Appeals Committee

5.4.1. The Academic Appeals Committee of the KSR represents the final appeal step for grade appeals.

5.4.2. The Academic Appeals Committee has the authority to either deny or uphold an appeal by a student.

5.4.3. The Academic Appeals Committee is empowered to grant relief.

5.4.3..1. The Committee may direct the Associate Dean (Undergraduate Programs) to provide a student with an additional opportunity to demonstrate a satisfactory level of knowledge or performance.

5.4.3..2. The Academic Appeals Committee may determine, and may require the implementation of some other form of evaluation(s) of a student's performance more appropriate to the individual case, if that action appears justified.

5.4.3..3. The Academic Appeals Committee may require appropriate remedial training to be satisfactorily completed before re-examination, promotion, or graduation.

5.4.3..4. The Academic Appeals Committee may make other rulings, as appropriate in an individual case, and communicate these to the Dean and Associate Dean (Undergraduate Programs).

6. Practice Review Committee Terms of Reference

6.1. Composition of the Faculty Practice Review Committee (FPRC)

6.1.1. The Practice Review Committee shall be constituted from among members of the Appeals Board. For each appeal, the Chairperson of the Academic Appeals Board shall select members from the Appeals Board to serve on a Practice Review Committee. The Practice Review Committee shall consist of only individuals who have not been involved in the matter in question and have no apparent conflict of interest.

6.1.2. Composition of the Faculty Practice Review Committee (FPRC) shall be as follows:

6.1.2..1. Chair; (The Chairperson of the Academic Appeals Board shall normally act as the Chair of the FPRC, however, the Dean may appoint another faculty member of the Board (or from outside the Board) to chair an individual appeal, if the circumstances warrant.)

6.1.2..2. one (1) full-time continuing academic staff;

6.1.2..3. one (1) undergraduate student. (In a case where there are no undergraduate student members of the Appeals Board available to attend a hearing, a second full-time continuing academic staff can be selected.)

6.1.3. The Dean or designate has discretion to appoint a faculty or student member for a hearing.

6.1.4. A student or faculty member who has been called to serve on the FPRC for a particular case may complete his/her service on that case even if his/her term on a panel expires or, in the case of a student, the student graduates or changes status from undergraduate to graduate.

6.2. Jurisdiction of the Faculty Practice Review Committee (FPRC)

6.2.1. The FPRC shall hear appeals from a matter relating to a decision by the Associate Dean (Undergraduate Programs) with respect to students who have been denied a practicum placement, or have had the nature, terms, conditions, or site of the placement varied as a direct result of the Faculty's efforts to protect the Public Interest; or who have been charged with offences under the Code of Student Behaviour which relate to a practicum placement (refer to Section 30.3.3 of the Code of Student Behaviour and Section 87 of the Practicum Intervention Policy for policy related to professional misconduct, appeals to the GFC Practice Review Board, and Practicum Intervention Policy).

6.2.2. The FPRC shall have no jurisdiction to hear an appeal related to:

6.2.2..1. Any matter under the jurisdiction of the Academic Appeals Committee;

6.2.2..2. A discipline matter or a decision on academic standing arising from a discipline matter (refer to GFC Policy Section 30.5 of the Code of Student Behaviour for policy related to appeal of a disciplinary matter).

6.2.3. The FPRC shall hear an appeal by a student against the same decision only once. The Chairperson of the original FPRC will decide if an issue has already been heard.

6.3. Powers of the Faculty Practice Review Committee (FPRC)

6.3.1. The FPRC has the authority to confirm, reverse or vary the decision under appeal, including establishing conditions for entry, continuation or re-entry to the practicum; vary any terms or conditions previously imposed by the Associate Dean (Undergraduate Programs).

6.3.2. The FPRC shall give all parties to the appeal an opportunity to be heard and to present evidence.

6.3.3. A defect in procedure shall not warrant the quashing of the decision being appealed unless the defect complained of can reasonably be said to have deprived the student of a fair hearing.

6.3.4. In determining whether and what actions are necessary to protect the public interest in specific cases, the FPRC may seek and rely upon expert advice and third party assessment. In addition, the FPRC may hear from expert witnesses, and may have a resource person(s) attend any or all portions of a hearing.

7. Committee Procedures Prior to the Hearing

7.1. Executive Assistant to the Dean in the KSR, as soon as possible after receipt of an appeal, shall deliver the same to the Chairperson.

7.2. When the Chairperson of the Appeals Board receives a request for a formal appeal from the Executive Assistant in the KSR, s/he shall:

7.2.1. Confirm that the appeal falls within either the Academic Appeals Committee or Practice Review Committee (referred to as the "Committee") jurisdiction;

7.2.2. Ask Appeal Board members to declare any possible bias and select members from the Appeals Board who are free of bias or other conflicts of interest to serve on the Committee. No member of the Board shall be called upon if the Chairperson is aware of any reason why a particular member is unable to effectively serve on the Committee.

7.2.3. Set a time and a place for the hearing of the appeal. Appeals are intended to proceed in a timely manner and the hearing date will normally be set to occur within thirty (30) working days of the receipt of the appeal. The normal time frames may not apply if there are also Code of Student Behaviour (COSB) charges.

7.2.4. Appoint members of the Appeals Board to a Committee to hear the appeal.

7.2.5. Inform the Appellant and Respondent of the hearing dates. Both parties shall be provided with reasonable notice of the hearing date.

7.2.6. Inform the Appellant and the Respondent of their right to bring advisors or witnesses to the hearing.

7.2.7. Inform the Appellant and Respondent of the Committee membership.

7.3. The Appellant and Respondent will have five (5) working days after receipt of the names of the anticipated panel members to lodge any challenge requesting that a Chairperson or a committee member not serve on the appeal.

7.3.1. Challenges must be made to the Appeals Chairperson or, in the event the Chairperson is challenged, the Dean or designate.

7.3.2. Challenges may only be made on the grounds that the Chairperson or committee members may have a bias that would prevent a fair hearing.

7.3.3. The challenge must include written reasons to support the challenge.

7.3.4. The Chairperson shall consider and rule upon the challenge. The decision of the Chairperson may be made without a hearing and shall be final and binding. In the event the Chairperson is challenged, the Dean or designate will adjudicate.

7.4. For appeals regarding academic standing, if the time of the hearing is after the start of classes in the spring, summer or winter session, the Appellant will be permitted a temporary registration subject to cancellation if the appeal is denied. For appeals regarding practicum intervention, subject to any imposed conditions, students may continue to attend non-practicum classes that they are entitled to attend. However, no temporary registration or continued attendance in practicum classes will be permitted if, in the opinion of the Associate Dean (Undergraduate Programs), there is an issue of public safety or public health.

7.5. The Appellant and Respondent must notify the Appeals Committee Chairperson immediately upon selecting an Advisor for purposes of representation at the hearing.

7.6. A witness list must be provided to the Appeals Committee Chairperson by both the Appellant and Respondent prior to the hearing date. The Chairperson shall inform the other party and the Committee of the identity of the witnesses.

7.7. Each party is responsible for securing the attendance of their witnesses at the hearing.

7.8. Either the Appellant or Respondent may request, in writing, an extension of any time limits. The Chairperson may extend any of the time limits where the Chairperson is of the opinion that the applicant has a reasonable ground for requesting such extension. The decision of the Chairperson may be made without a hearing and shall be final and binding.

7.9. All other procedural matters or questions that arise before the hearing will be decided by the Chairperson and his/her decisions shall be final and binding.

8. Procedures at the Hearing

8.1. Quorum for the Committee shall be no less than three (3) members as follows: The Academic Appeals Committee must include the Chairperson and either one (1) faculty member and one (1) student, or two (2) faculty members; and, the FPRC must include the Chairperson, and either one (1) faculty member and one (1) student, or two (2) faculty members.

8.2. Functions of the Chairperson shall be to ensure impartiality of the Committee, ensure proper procedures are maintained and due process followed throughout the appeal hearing, and ensure both the Appellant and the Respondent have sufficient time to present their case. The Chairperson chairs the appeals hearing.

8.3. If the Appellant or the Respondent does not appear on the date set for the hearing of the appeal, then upon proof that the missing party had reasonable notice of the date and time of the appeal, the Committee may, at its discretion, reschedule the hearing or proceed with the hearing in the absence of the Appellant or the Respondent.

8.4. The two parties concerned (with, as the case may be, their respective advisors and witnesses) and the members of the Committee shall be the only persons present at any time during the hearing, unless the consent of all individuals involved in the hearing is attained for the presence of an outside party.

8.5. The appeal will be heard *in camera* with no minutes recorded, except for the decision of the Committee, the basis upon which the decision was made, and supplementary notes taken by the Chairperson. Existing University policies and procedures on confidentiality shall be observed.

8.6. The Chairperson shall confirm that the Appellant and the Respondent have had the right to challenge the membership of the Committee, and shall confirm that there are no concerns. The Chairperson shall ask the Appellant and Respondent whether they have any questions or objections to the procedures to that point in time.

8.7. All documents relative to the appeal will be made available to all parties.

8.8. New evidence introduced at the hearing must be relevant to the issues before the Committee. The decision as to whether such new evidence will be accepted or considered shall be made by the Chairperson of the Committee and shall be final.

8.9. The Committee shall conduct the hearing in a manner which, in its sole discretion, it considers proper and has adopted the following Suggested Hearing Procedures, which it may vary.

8.9.1. The Chairperson shall summarize procedures for the hearing and for communication of the decision and review material received by the Appellant and Respondent.

8.9.2. The Appellant and/or the Appellant's advisor will provide an opening statement.

8.9.3. The Respondent and/or the Respondent's advisor will provide an opening statement.

8.9.4. Questions may be asked by Committee members to the Appellant and Respondent.

8.9.5. Questions may be asked by the Appellant and/or the Appellant's advisor to the Respondent and to the Committee.

8.9.6. Questions may be asked by the Respondent and/or the Respondent's advisor to the Appellant and to the Committee.

8.9.7. The Chairperson will call in the Appellant's witnesses, one at a time, to give evidence; the Appellant and/or the Appellant's advisor may question the Appellant's witnesses.

8.9.8. Questions may be asked by the Respondent and/or the Respondent's advisor to the Appellant's witnesses.

8.9.9. Questions may be asked by members of the Committee to the Appellant's witnesses.

8.9.10. The Chairperson shall ask the Respondent's witnesses, one at a time, to give evidence; the Respondent and/or the Respondent's advisor may question the Respondent's witnesses.

8.9.11. Questions may be asked by the Appellant and/or the Appellant's advisor to the Respondent's witnesses.

8.9.12. Questions may be asked by members of the Committee to the Respondent's witnesses.

8.9.13. The Respondent and/or the Respondent's advisor will present a brief final statement. (Note: There shall be no questioning by anyone during final statements.)

8.9.14. The Appellant and/or Appellant's advisor will present a brief final statement. (Note: There shall be no questioning by anyone during final statements.)

8.9.15. The Chairperson will ascertain that all statements related to the appeal have been concluded and the appeal hearing is adjourned.

8.9.16. Appellant, Respondent, and advisors leave the room.

9. Procedures after the Appeal Has Been Heard

9.1. The Committee shall immediately reconvene and have a discussion to determine: facts agreed upon; facts in dispute; summary of issues; what the Committee considered or should consider in its decision; and what information provided was not relevant to the decision.

9.2. The Committee may decide to uphold, deny, or vary the decision of the Associate Dean (Undergraduate Programs) under appeal. The decision will be reached by majority vote.

9.3. The Chairperson votes only in the event of a tie.

9.4. The Chairperson will prepare a brief written summary of evidence and arguments, decision and rationale and deliver it to the Dean within five (5) working days of the end of the hearing.

9.5. The Dean will convey the outcome of the hearing in writing to the Appellant and Respondent within five (5) working days of receipt of the decision of the Committee.

9.6. In the event of an unsuccessful appeal, the Dean is responsible to inform the student in writing of the following:

9.6.1. His/her right to appeal to GFC Committees.

9.6.2. GFC appeal deadlines and procedures. [The student has twenty-one (21) calendar days to appeal the decision to GFC AAC in the case of decision from the KSR Academic Appeal Committee; or in the case of a decision from the KSR Practice Review Committee, s/he has fifteen (15) working days to appeal the decision to the GFC PRB.]

9.6.3. The name of the Appeals Coordinator (or delegate).

9.6.4. The existence of the Student OmbudService.

9.7. In accordance with *Freedom of Information and Protection of Privacy Act*, all documents previously submitted to Committee members will be returned to the Committee Chairperson at the end of the meeting and destroyed. The Chairperson's notes and his/her appeal material from the hearing, as well as an unmarked copy of all appeal documents available at the hearing shall be retained in an appeals file in the office of the Associate Dean (Undergraduate Programs) for a minimum of one (1) year. If a further appeal is made to the GFC AAC or the GFC PRB, all documents will be held for a minimum of one (1) year following completion of the GFC appeal process. The information may be used by the Dean or designate, who may use the information as part of the Faculty's documentation for the GFC AAC or GFC PRB. Following that, if no further appeal has been lodged, all documents related to the appeal will be destroyed.

10.Appeals to the GFC Academic Appeals Committee

See Academic Appeals Policy in the GFC Policy Manual regarding the GFC AAC.

11.Appeals to the GFC Practice Review Board

See the Practicum Intervention Policy in the GFC Policy Manual regarding the GFC PRB.

12.Service and Notice

12.1. Notices, decisions and other appeal materials sent by the Appeals Chairperson and the Dean may be hand-delivered, sent by courier, or sent by any method of delivery offered by Canada Post. Alternatively, at the student's request, the student may pick up the notice, decision, or material at an arranged place. Where a student has requested to pick up the material but fails to do so, the Appeals Chairperson will decide which method of delivery will be used.

12.2. When sent by Canada Post or courier, notices, decisions or appeal materials shall be sent to the last address provided by the student to the UAlberta.

12.3. Delivery is deemed to have to have been effected on the date of pick-up, receipt by hand or courier delivery or five (5) working days after being sent via Canada Post to Canadian addresses, and seven (7) working days after being sent via Canada Post to International addresses, or two (2) working days after being sent by campus mail.

13.Related Links

13.1. UAlberta Academic Appeals Policy

13.2. UAlberta Practicum Intervention Policy

13.3. UAlberta Office of the Student Ombuds