Faculty of Rehabilitation Medicine

Appeal Procedures

Revised: November 4, 2009
Part 1: Faculty of Rehabilitation Medicine – Grade and Practicum Intervention Appeal Procedures - General Information

A. INTRODUCTION

Decisions regarding a student's academic standing, a student's final grade in a course, or the application of policies and regulations related to these may become the subject of an appeal. General Faculties Council (GFC) requires each of the University's Faculties to establish a mechanism for resolving such appeals and ensuring that students' rights are respected. As the Faculty of Graduate Studies and Research is only concerned with appeals affecting academic standing, the Faculty of Rehabilitation Medicine must have an appeal mechanism for its students. This appeal mechanism at the level of FRM will provide procedures for appeals of academic grades, practicum grades and practicum interventions. The practicum intervention appeal mechanism must also involve the Faculty of Graduate Studies and Research where it affects a student's academic standing.

Students are advised to read the “Code of Student Behaviour (COSB) (located at http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm) for the University of Alberta, and the Code of Ethics for their chosen profession.

B. DEFINITIONS

1.1 “Academic Coordinator of Clinical Education (ACCE)”: The individual in each Department who is responsible for arranging and coordinating practicum placements.

1.2 “Academic standing” see Definitions in the Practicum Intervention Policy http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm

1.3 “Appeal against a grade”: an appeal initiated by a student who claims not to have received the final grade s/he deserves in a course.

1.4 “Appellant”: a student appealing a decision made by the Faculty of Rehabilitation Medicine.

1.5 “Calendar Day: each day of the year

1.6 “Clinical Instructor/Clinical Educator”: The individual who is the student’s direct supervisor during the practicum placement

1.7 “FGSR”: Faculty of Graduate Studies and Research

1.8 “FRM”: Faculty of Rehabilitation Medicine

1.9 “GFC”: General Faculties Council. The GFC is the legislative body at the University of Alberta dealing with academic matters and student affairs issues, its composition and powers are defined in the Post-Secondary Learning Act.

1.10 “GFC PRB”: The GFC Practice Review Board

1.11 “Grade”: the final grade obtained in a course.

1.12 “Hearing”: a session during which the Appeals Committee hears the appeal.
1.13 “Practicum”: see Section 87 – Definitions in GFC Policy Manual

1.14 “Practicum Intervention”: see section 87.1 in GFC Policy Manual

1.15 “Respondent”: the Department Chair or person designated by the Department Chair to represent the Department.

1.16 “Working Day”: see Section 87 – Definitions of the Practicum Intervention Policy http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm

1.17 See the Practicum Intervention Policy of GFC Policy Manual for any additional definitions that may apply http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm
Faculty of Rehabilitation Medicine

Academic Grade Appeal Procedures
Part 2: Academic Grade Appeals for Students in the Faculty of Rehabilitation Medicine

A. INTRODUCTION

1.1 Any decision that affects the academic standing of a graduate student is made by the FGSR, normally upon the recommendation of the student's administrative unit (i.e., entry level program – Departments; thesis students – FRM).

1.2 Before the Department/FRM makes such a recommendation, all attempts at informal resolution or informal appeal at the Departmental/FRM level must have been made. Only after this informal appeal process has been completed will any formal appeal go to the FRM or FGSR level.

1.3 The student will first meet with the instructor to try to resolve the issue.

1.4 If the issue is not resolved in the meeting with the instructor, the Department's/FRM's graduate program coordinator (or designate) and the student's supervisor/advisor shall meet with the student, and provide a recommendation to the Department Chair/FRM Associate Dean, Professional Programs and Teaching.

1.5 The Department/FRM chair or designate shall then consult with the graduate coordinator (or designate) and the student's supervisor/advisor. The chair or designate shall also offer to meet with the student. If the Department/FRM decides that a student is not making satisfactory progress in either course work and/or research, the Department/FRM may recommend to the FGSR that the student be required to withdraw. The chair or designate shall inform the student, in writing, of the Department's/FRM's recommendation.

1.6 Any decision of the Faculty of Rehabilitation Medicine (Grade Appeals) and/or FGSR that affects a student's academic standing is appealable first to the FGSR Academic Appeals Committee and then to the General Faculties Council Academic Appeals Committee.

B. GRADE APPEALS POLICIES AND PROCEDURES

1.0 GRADE APPEALS

1.1 Grade Appeals of FRM courses are first handled in the Faculty of Rehabilitation Medicine (FRM).

1.2 Students must first follow the informal grievance route concerning problems which involve a course/grade: instructor of the course, Chair of the Department or designate where the course is taught, and Dean, or delegate. This informal process is meant to precede and to avoid formal appeal, but does not preclude formal grade appeal to the FRM Grade Appeals Committee. Students wishing to proceed with a formal appeal should appeal in writing to the Associate Dean, Professional Programs and Teaching and to the FRM Grade Appeals Committee. The Associate Dean shall inform the student of the sources of assistance available on campus including:

i) Appeals Coordinator, University Governance

ii) Information Officer on Appeals and Grievances in the Office of the Dean of Students
iii) Student OmbudService
iv) Student Counseling Service

1.3 Appeal procedures are outlined in Appendix A - Appeal Process

1.4 Each request for a formal grade appeal must be made in writing within 10 calendar days of the decision being reached and forwarded to the Associate Dean, Professional Programs and Teaching, who will forward the request for the formal grade appeal to the FRM Chair of the Grade Appeals Committee as well as retain a copy, and keep it on file.

1.5 The request for a formal grade appeal must set out the substance of the decision being appealed and include the grounds for an appeal.

1.6 The request for a formal grade appeal must include a description of the steps already taken by the student in an attempt to seek resolution.

2.0 FRM GRADE APPEALS COMMITTEE COMPOSITION

2.1 The Dean and the Associate Deans of FRM are not eligible to sit on the FRM Grade Appeals Committee.

2.2 Full-time academic staff eligible to serve on the FRM Grade Appeals Committee may be tenured, tenure-track or clinical track in the Faculty of Rehabilitation Medicine.

2.3 The FRM Grade Appeals Committee will function on an ad hoc basis. Members will be appointed to hear individual appeals by the Chair of the Grade Appeals Committee. The Committee shall consist of:

2.3.1 A Chair, who will be appointed by the Dean or delegate and should be a full-time academic staff member (tenured, tenure-track or clinical track) from the FRM. The Chair shall not be from the Department where the course is offered.

2.3.2 One (1) full-time academic staff, excluding any members from the student’s department who has reviewed the student’s file for promotion, the student’s academic advisor, and supervisor.

2.3.3 One (1) full-time graduate student, from the same type of program (eg. entry level, thesis-based). The student will normally not be from the same department as the appellant.

3.0 JURISDICTION OF THE FRM GRADE APPEALS COMMITTEE

3.1 The Committee shall only hear appeals from graduate students regarding final grades.

3.2 Grade appeals will only be considered by the Committee after the appellant has exhausted the informal grievance route at the levels of the Department and the Associate Dean, Professional Programs and Teaching.

3.3 The Committee shall only have jurisdiction to hear grade appeals.

3.4 The decision of the Committee shall be either:
i) to uphold the grade appeal and direct the Department as to further action, or
ii) to deny the grade appeal

4.0 RESPONSIBILITIES OF FRM GRADE APPEALS CHAIR

4.1 When the Chair receives a request for a formal grade appeal, s/he shall, in addition to complying with the procedures covered in Section 5.0 below, take the following action:

4.1.1 Determine whether the appeal falls within the Committee’s jurisdiction
4.1.2 Appoint a Committee from eligible members
4.1.3 Review the relevant Department and Faculty regulations
4.1.4 Chair the hearing (see Appendix B for Appeal Procedures)
4.1.5 Report the decision of the hearing to the student, the Department, FRM and FGSR.

5.0 PROCEDURES OF THE FRM GRADE APPEALS COMMITTEE

5.1 Before the Committee hears the grade appeal:

5.1.1 The grade appeal will be heard by the Committee as soon as possible, while allowing the respondent and the appellant and, if necessary, their respective advisors, sufficient time to prepare. Normally, the time from the start of the grade appeal process to the time the appeal is heard will not exceed 30 working days.

5.1.2 After receiving the request for an appeal, the Chair shall appoint a Committee and shall, by submitting the proposed names to the appellant and the respondent, ensure that any member who might have a conflict of interest be excluded. The appellant and the respondent will have seven (7) calendar days (might want to make this consistent, i.e. working vs calendar) following deemed receipt of proposed members, to challenge in writing the composition of the Committee.

5.1.3 Challenges may be made only on the grounds that the Committee member may have a bias that would prevent a fair hearing and must include written reasons to support the challenge.

5.1.4 The Chair will adjudicate on the challenge and the final decision of the Chair concerning the composition of the Committee is final. In the event that the presence of the Chair of the Committee is challenged, the final decision concerning the composition of the Committee will rest with the Dean or designate.

5.1.5 If the Chair concurs with the challenge, the Chair will replace the Committee member with another member who will be selected from the same constituent group (i.e., academic staff or graduate student).

5.1.6 The Chair will provide twenty-one (21) calendar days notice of the hearing to the appellant. Notices to students will follow section 1.3.6.4(b) and (c) of the GFC Academic Appeals Policy.
5.1.7 At least fifteen (15) calendar days prior to the hearing, the appellant shall provide the Chair with:

i) the documents on which the appeal is based;
ii) the list of witnesses who will be appearing at the hearing;
iii) the name of his/her one advisor

5.1.8 At least ten (10) calendar days prior to the hearing, the respondent shall provide the Chair with:

i) a response to the documents on which the appeal is based;
ii) the list of witnesses who will be appearing at the hearing;
iii) the name of his/her one advisor.

5.1.9 At least five (5) calendar days prior to the hearing, the Chair shall send the parties and the Committee members all of the information noted in 5.1.7 and 5.1.8 above.

5.1.10 All correspondence with the parties concerned will follow section 1.3.6.4 (b) and (c) of the GFC Academic Appeals Policy.

5.1.11 The above-noted deadlines may be shortened if the Chair and both parties agree to shorten them and indicate their agreement in writing.

6.0 HEARING OF THE GRADE APPEAL BY THE COMMITTEE

6.1 The grade appeal will be heard in camera. A quorum is three members.

6.2 The two parties concerned (with, as the case may be, their respective advisor and witnesses) and the members of the Committee will be the only persons present at any times during the hearing.

6.3 Suggested Hearing Procedures are shown in Appendix B

6.4 Appellant

i) The Chair shall invite the appellant and/or the appellant's advisor to state the reasons for the appeal.
ii) The Chair shall ask the appellant to call witnesses to appear, one at a time, before the Committee.
iii) The Chair shall invite each of the appellant's witnesses to give evidence.
iv) The Chair shall invite the respondent and/or the respondent's advisor to question the appellant and witnesses.
v) The Chair and the members of the Committee may then examine the appellant and witnesses.
vi) Both the appellant/advisor and respondent/advisor can question all witnesses including their own.

6.5 Respondent - After the Appellant's final witness has left the hearing,

i) The Chair shall invite the respondent and/or the respondent's advisor to make a submission.
ii) The Chair shall ask the respondent to call witnesses to appear, one at a time, before the Committee.

iii) The Chair shall invite each of the respondent's witnesses to give evidence.

iv) The Chair shall invite the appellant and/or the appellant's advisor to examine the respondent and witnesses.

v) The Chair and the members of the Committee may then examine the respondent and witnesses.

vi) Both the appellant/advisor and respondent/advisor can question all witnesses including their own.

6.6 Final Statements

i) The Chair shall invite the respondent to present a brief final statement.

ii) The Chair shall invite the appellant to present a brief final statement.

iii) The appeal hearing is adjourned. Both parties withdraw.

6.7 All written and oral submissions will remain strictly confidential. FOIPP guidelines will be followed.

6.8 After the appeal has been heard:

6.8.1 The Committee shall decide whether to uphold or deny the grade appeal.

6.8.2 A vote will be taken. The decision will be made by a simple majority vote to uphold or deny the grade appeal.

6.8.3 The Chair shall immediately notify the appellant and the respondent of the Committee's decision, first orally and then in writing, within seven (7) calendar days, at which time the reasons for the decision will be included.

6.8.4 The decision of the FRM Grade Appeals Committee is final.

6.8.5 All documents previously submitted to the Committee members shall be returned to the Committee Chair at the end of the meeting and destroyed, except for one copy that will be kept for one year (FOIPP regulations) in an appeals file in the Dean’s Office.

6.8.6 The Chair shall send a copy of the decision (including reasons for the decision) to the Department Chair, Associate Dean - Professional Programs and Teaching.

6.8.7 The Chair shall keep a copy of the proceedings for one (1) year.
Faculty of Rehabilitation Medicine

Practicum Intervention Appeal Procedures
Part 3: Faculty of Rehabilitation Medicine – Practicum Appeals

A. INTRODUCTION

1.1 This policy will outline the procedures for appeals of Practicum Grades and Practicum Interventions.

1.2 Practicum Grade. A grade of FAIL/NC will be assigned in the following circumstances:
   1.2.1 The student’s clinical or professional conduct does not meet the standard for the course as evidenced by:
      1.2.1.1 unsafe clinical practice
      1.2.1.2 unsatisfactory professional conduct
      1.2.1.3 clinical/professional skills are not competent for level of training
   1.2.2 The clinical educator/site withdraws the placement for reasons of unsatisfactory clinical or professional conduct
   1.2.3 The student withdraws from a placement after being informed that clinical or professional conduct may lead to a grade of FAIL
   1.2.4 In any of these cases, and in accordance with the Practicum Intervention Policy, conditions may be placed on any future placement by the Dean or designate

1.3 Practicum Intervention. A Practicum Intervention may be required subsequent to receiving a failing grade. This Practicum Intervention will involve conditions being placed on the repeated placement.

1.4 Students are advised to consult the Practicum Intervention Policy: http://www.uofaweb.ualberta.ca/govenance/studentappeals.cfm - section 87 or the GFC Policy Manual which outlines the Intervention Authority, Form of Intervention, Grounds and Conditions (Section 87.1)

1.5 When a student receives a grade of FAIL in a clinical practicum, a discussion between the Academic Coordinator of Clinical Education (ACCE) and the student will take place. If this discussion does not resolve the issue, the student can talk to the Chair of the Department or designate and then the Associate Dean, Professional Programs and Teaching. If these discussions do not resolve the issue, the student may decide to proceed with the FRM Practicum Appeal process. In the event that the student decides to appeal the Practicum Intervention conditions imposed, the formal practicum appeal will be heard by the FRM Practicum Appeals Committee.

1.6 Role of the Academic Coordinator of Clinical Education (ACCE)

   1.6.1 When a student receives a grade of FAIL/NC in a clinical placement, whether or not the student is intending to appeal the grade, the Department Academic Coordinator of Clinical Education will:
1.6.1.1 inform the Chair of the Department or designate, of the failed placement.

1.6.1.2 determine, in conjunction with the Chair of the Department or designate, and the Faculty of Graduate Studies (FGSR), whether or not to recommend that the student be allowed to repeat the course in question.

1.6.1.3 determine if any conditions are to be placed on the repeated placement and receive the approval of those conditions from the Department Chair or designate. If conditions are applied, a copy of the letter with conditions will be sent to the Associate Dean, Professional Programs and Teaching.

1.6.1.4 provide the student with a copy of this document (ie. Part 3: Practicum Placement Appeals Policies and Procedures).

1.6.1.5 provide the student with a list of on-campus sources of assistance including:

i) Appeals Coordinator, University Governance,
ii) Information Officer on Appeals and Grievances in the Office of the Dean of Students,
iii) Student OmbudsService,
iv) Student Counseling Service.

1.6.1.6 offer to meet with the student, and lay out the conditions, if any, that may be applied before the student is allowed to return to clinical practice.

1.7 At any stage, if conditions are imposed before a repeat placement can occur, the student has a right to appeal the conditions first to the FRM Practicum Intervention Appeals Committee and then to the GFC Practice Review Board

B. FACULTY OF REHABILITATION MEDICINE PRACTICUM APPEAL PROCESS

1. PRACTICUM APPEALS

1.1 In the event that a student does not agree with a grade of FAIL/NC in a clinical evaluation or the Practicum Intervention conditions applied before the student is allowed to return to placements, the student may appeal the ruling to the FRM Practicum Intervention Appeals Committee through the Associate Dean, Professional Programs and Teaching. The hearing will proceed as outlined below.

1.2 Composition of the FRM Practicum Intervention Appeals Committee

1.2.1 The Dean and Associate Dean are not eligible to sit on the FRM Practicum Appeals Committee.

1.2.2 The Committee Chair shall be appointed by the Associate Dean, FRM, except in the case outlined in 1.2.3.3.

1.2.3.3 In cases where the student's academic standing in the program has been affected by the failed placement, the Chair shall be appointed by the Dean of FGSR and the Chair shall be an Associate Dean in the Faculty of Graduate Studies and Research.
1.2.4 The FRM Practicum Intervention Appeals Committee will function on an ad hoc basis. Members will be appointed to hear individual appeals by the Chair of the Practicum Appeals Committee. The Committee shall consist of:

1.2.4.1 The Chair of the Committee

1.2.4.2 An academic staff member from the student’s academic Department shall be selected by the Chair from the staff in the FRM. Full time FRM academic staff who may serve on the FRM Practicum Intervention Appeals Committee shall be tenured, tenure-track or clinical track in FRM.

1.2.3.3 Two clinicians, from the same profession as the student, with experience in a similar setting or practice area as the failed placement shall be selected by the Chair in consultation with the student’s Graduate chair.

1.2.3.4 A FRM student will be selected by the Chair, from a Department other than the student’s home department.

2.0 JURISDICTION OF THE FRM PRACTICUM INTERVENTION APPEALS COMMITTEE

2.1 The Committee shall hear practicum intervention appeals from graduate students on:

   i) practicum grades
   ii) practicum intervention conditions required to be met before the student can return to clinical placements

2.2 The decision of the Committee shall be either:

   i) to uphold the appeal, or
   ii) to deny the appeal, or
   iii) vary the decision of the Dean or designate and establish conditions (see section 87.3 (c) of the GFC Practicum Intervention Policy)

3.0 REQUEST FOR APPEAL

3.1 See the Practicum Intervention Policy (Section 87.3)
http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm

4.0 RESPONSIBILITIES OF FRM PRACTICUM INTERVENTION APPEALS CHAIR

4.1 When the Chair receives a request for a formal appeal, s/he shall, in addition to complying with the procedures covered in the sections below, take the following actions:

   4.1.1 Determine that the appeal falls within the Committee’s jurisdiction (see GFC Policy Manual, Section 87: Practicum Intervention Policy).

   4.1.2 Review the relevant Department and Faculty regulations.

   4.1.3 Chair the hearing (see Appendix B for Appeal Procedures).
4.1.4 Inform the appropriate people of the Committee’s decision.

5.0 PROCEDURES OF THE FRM PRACTICUM INTERVENTION APPEALS COMMITTEE

5.1 The Chair will appoint the FRM Practicum Intervention Appeals Committee.

5.2 The Committee, the student, the Department Chair, the supervising clinical instructor, and the Department ACCE shall be notified in writing by the Committee Chair of the meeting time and place and may be called as witnesses.

5.3 Before the committee hears the appeal:

5.3.1 The practicum intervention appeal will be heard by the Committee as soon as possible, while allowing the respondent and the appellant and, if necessary, their respective advisors, sufficient time to prepare. Normally, the time from the start of the appeal process to the time the appeal is heard will not exceed 30 working days.

5.3.2 After receiving the request for a practicum intervention appeal, the Chair shall appoint a Committee and shall, by submitting the proposed names to the appellant and the respondent, ensure that any member who might have a conflict of interest be excluded. The appellant and the respondent will have five (5) working days to challenge in writing the composition of the Committee.

5.3.3 Challenges may be made only on the grounds that the committee member may have a bias that would prevent a fair hearing and must include written reasons to support the challenge.

5.3.4 The Chair will adjudicate on the challenge and the final decision of the Chair concerning the composition of the committee is final and binding. If the Chair concurs with the challenge, the Chair will replace the Committee member with another member who will be selected from the same constituent group (i.e., academic staff, or graduate Student). In the event that the presence of the Chair of the Committee is challenged, the final decision concerning the composition of the Committee will rest with Dean.

5.3.5 The Chair will provide reasonable notice of the hearing to the appellant. Notices to students will follow the Practicum Intervention Policy, Service and Notice, Section 87.12 http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm

5.3.6 At least fifteen (15) working days prior to the hearing, the appellant shall provide the Chair with:

i) the documents on which the appeal is based;
ii) the list of witnesses who will be appearing at the hearing.
iii) the name of his/her advisor

5.3.7 At least ten (10) working days prior to the hearing, the respondent (ie. the Department Chair) shall provide the Chair with:

i) a response to the documents on which the appeal is based;
ii) the list of witnesses who will be appearing at the hearing.
iii) the name of his/her advisor
5.3.8 At least seven (7) working days prior to the hearing, the Chair shall send parties and the Committee members all the information noted in 5.3.6 and 5.3.7 above.

5.3.9 All correspondence with the parties concerned will Practicum Intervention Policy, Service and Notice, Section 87.12
http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm

5.3.10 The above-noted deadlines may be shortened if the Chair and both parties agree to shorten them and indicate their agreement in writing.

5.3.11 If the time of the hearing is after the start of classes in the spring, summer, fall, or winter term, the appellant will normally be permitted a temporary registration subject to cancellation if the appeal is denied.

6.0 HEARING PROCEDURES FOR A PRACTUCUM INTERVENTION APPEAL BY THE COMMITTEE: (see Appendix B)

6.1 The appeal will be heard in camera. A quorum is at least four members.

6.2 All parties may be accompanied by one advisor at the hearing.

6.3 The Committee shall meet with the appellant and respondent. Both parties shall be present at all times for the formal hearing; parties may be available in person or be available by teleconference. The supervising clinician and ACCE may be called as witnesses, and may be available in person or by teleconference. Only the Committee members shall be present during the Committee’s deliberations.

6.4 Appellant

i) The Chair shall invite the appellant and/or the appellant’s advisor to state the reasons of the practicum intervention appeal.
ii) The Chair shall ask the appellant to name the witnesses to give evidence
iii) The Chair shall invite each witness, one at a time, to give evidence.
iv) The Chair shall invite the respondent and/or respondent’s advisor to question the appellant and witnesses.
v) The Chair and the members of the Committee may then question the appellant and witnesses.
vii) Both the appellant/advisor and respondent/advisor can question all witnesses, including their own.

6.5 Respondent - After the appellant’s final witness had left the hearing,

i) The Chair shall invite the respondent and/or the respondent’s advisor to make a submission.
ii) The Chair shall ask the respondent to call witnesses to appear, one at a time, before the committee including the clinical instructor and the ACCE.
iii) The Chair shall invite each of the respondent’s witnesses to give evidence.
iv) The Chair shall invite the appellant and/or the appellant’s advisor to question the respondent and the witnesses.
v) The Chair and the members of the Committee may then question the respondent and witnesses.
vi) Both the appellant/advisor and respondent/advisor can question all witnesses, including their own.

6.6 Final statements

i) The Chair shall invite the respondent to present a brief final statement.
ii) The Chair shall invite the appellant to present a brief final statement.
iii) The appeal hearing is adjourned. Both parties withdraw.

6.7 All written and oral submissions will remain strictly confidential. FOIPP guidelines will be followed.

6.8 After the appeal has been heard:

6.8.1 The committee shall render a decision by simple majority vote.

6.8.2 The Committee may 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 Dean or the FPRC.

6.8.3 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.

6.8.4 The Chair will immediately notify the appellant and respondent of the committee’s decision orally and will then prepare a written response to the student, the Department Chair, the clinical instructor, and the ACCE, informing them of the decision and the reasons for the decision within seven (7) working days of the hearing. The response will be copied to the Associate Dean – Professional Programs and Teaching, and the FGSR. If the appeal is denied see the Practicum Intervention Policy Section 87.3f Appeals to Faculty Practice Review Committee at: http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm, the written response will inform the student of the right to appeal to the GFC Practice Review Board.

6.8.5 All documents previously submitted to the Committee members shall be returned to the Committee Chair at the end of the meeting and destroyed. The Chair’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 kept for one year (FOIPP regulations) in an appeals file in the Dean’s Office. In the event the student decides to appeal further, the information will be passed on to the Dean or designate who may use the information as part of the FRM’s documentation for the GFC Practice Review Board.

6.8.6 Where a further appeal is possible the written decision shall also include notification of the appellant’s right to appeal the Committee’s decision to the GFC Practice Review Board within 15 working days of deemed receipt of the Committee’s written decision.

6.8.7 The Chair shall send a copy of the decision (including reasons for the decision) to the Dean.

6.8.8 The Chair shall keep a copy of the proceedings for one (1) year, in the event of an appeal to the GFC Practice Review Board. In the event of such an appeal, all materials will
be provided to the GFC Practice Review Board. Suggest you remove this section; isn't this a repeat of 6.8.4?

C. PRACTICUM APPEALS TO THE GFC PRACTICE REVIEW BOARD (PRB)

1.1 Students who have been subject to a Practicum Intervention who have exercised a right of appeal to the FRM Practicum Intervention Appeals Committee can appeal to the GFC Practice Review Board (See the Practicum Intervention Policy, Section 87.6.a. at http://www.uofaweb.ualberta.ca/governance/studentappeals.cfm.

1.2 The Chair of the FRM Practicum Intervention Appeals Committee is responsible, in the event of an unsuccessful appeal within the Faculty, to inform the student of the right of appeal to the GFC PRB and for informing the student of the 15 working day deadline for lodging an appeal.

1.3 Such an appeal must be received by the Secretary of the GFC (or delegate) within 15 working days of the deemed receipt of the decision by the student.

1.4 The Chair is also responsible for informing the student of the name of the Secretary to the GFC (or delegate) and for informing the student of the existence of the Student OmbudService
Appendices
Appendix A: Appeal Process

**Grade Appeal**

1. Instructor of Course
2. Department Chair
3. Associate Dean, Professional Programs and Teaching

**Clinical Placement Appeal Involving a Practicum Intervention**

1. ACCE
2. Department Chair
3. Preliminary (Department) Appeals Committee
4. Associate Dean, Professional Programs and Teaching
5. Faculty Practicum Intervention Committee
6. Practice Review Board
Appendix B: FRM Grade/Practicum Intervention Appeal Procedures

A. Prior to the Hearing:

1. The committee Chair should study the academic appeals policies and procedures for the Faculty of Rehabilitation Medicine (be sure to use the most recent version issued). All the procedures for the hearing are in that document (eg. composition of the committee, jurisdiction of the committee, necessary timing for the hearing – in relation to when the appeal was received).

2. The Chair forms the committee

3. The Chair reads the academic regulations in the University Calendar (i.e. particularly understand the circumstances under which a student is required to withdraw from the program).

4. The Chair understands the Department grade/assessment process, and what his or her role is if a student is required to withdraw.

5. The Chair ask questions if unsure of anything

B. Procedures for Hearing: (suggested agenda for hearing)

1. Chair goes through procedural issues with committee

2. Chair invites both parties into room

3. Introductions are made

4. Chair summarizes procedures for the hearing at the beginning of the hearing
   a. Chair checks that all parties received all documents
   b. Chair ensures routine stuff is done (juice coffee, break at 2 hours, cell phones/beeper off)
   c. Chair summarizes the procedures for both parties
      i. Appellant will begin, respondent may question, committee questions
      ii. Respondent presents evidence, appellant questions, chair and committee question
      iii. Closing statements will be given by appellant and respondent
      iv. After appellant and respondent leave, the committee will have a discussion to determine:
         1. facts agreed upon
         2. facts in dispute
         3. summary of issues
4. what committee considered (or should consider) in its decision
5. Committee decides what was not relevant to the decision
   v. Committee will vote by secret ballot to deny appeal or uphold appeal
   vi. Parties will be informed of decision verbally by chair (by telephone), the reasons for the decision will not be given at that time, and the stated reasons will be received by both parties, in writing within 7 calendar days.
   vii. Any questions.

5. Hearing begins (note time)
   a. The appellant makes opening statement
   b. The appellant (or appellant's advisor) will call witnesses and presents evidence
   c. The respondent and the respondent's advisor question the appellant and witnesses
   d. The chair and committee question the appellant
   e. The respondent makes opening statement
   f. The respondent presents additional evidence, calls additional witnesses (if applicable)
   g. The appellant and appellant's advisor question the respondent and witnesses
   h. Chair and committee question the respondent
   i. Final Statements
      i. Of respondent
      ii. Of appellant
   j. Final statements by Chair
      i. Proceedings are finished
      ii. Appellant and respondent are asked how they want to be notified as soon as the decision has been made
      iii. No decision will be given at the time of the hearing
      iv. Written reasons for the decision will be forwarded to both parties within 7 calendar days.
   k. Hearing adjourned (note time).

6. After the hearing, the committee meets in private to discuss:
   a. The facts agreed upon
   b. The facts in dispute
   c. The summary of the issues
   d. What the committee should consider (or not consider) in its decision
   e. What issues were not relevant to the case
   f. Committee then votes by secret ballot to deny appeal or uphold appeal

After the appeal is finished, and the decision made:

1. The Chair immediately calls or emails both the respondent and the appellant to notify them of the decision.
2. The Chair writes the Academic Appeals Committee Hearing Summary (use the template on the GFC academic appeals website.
   http://www.uofaweb.ualberta.ca/gfc/policymanual/policymanualsection1-A.cfm . This document must be in the hands of both sides within 7 days.
3. The Chair confirms with the committee members that the content of the letter is accurate.
4. If the Chair has questions about the Hearing Summary letter – (s)he should contact the University Appeals Coordinator. If requested, the University Appeals Coordinator can forward the hearing summary to an outside lawyer (their feedback was very helpful).