

APPENDIX 1

SUGGESTED APPEAL GUIDELINES FOR STUDENTS*

A. PREAMBLE

The following procedures for the preparation of an appeal are suggested for appeals before the Faculty of Medicine & Dentistry Academic Appeals Committee. They do not represent University and Faculty regulations, and are intended only as a guide to students (and to members of the Appeals Committee).

B. SUGGESTED GUIDELINES FOR THE PREPARATION OF AN ACADEMIC APPEAL –

Please Refer to the Academic Appeal Form of APPENDIX 2.

Paragraph I: *Decision Being Appealed*

The Academic Appeals Committee of the Faculty of Medicine & Dentistry is the final level of appeal for appeals of grade(s) issued in this Faculty.

The Academic Appeals Committee also has jurisdiction to hear appeals with respect to decisions affecting the academic standing or promotion of a student in the Faculty of Medicine & Dentistry. Academic standing and promotion (continuation in the program) are defined in GFC Policy 1.3.1 and in the University of Alberta Calendar in Section 23.6 (general) and the Section for the Faculty of Medicine & Dentistry. Academic standing may also refer to the outcome of an evaluation of performance in a clinical training program.

Paragraph II: *Grounds*

All known grounds must be listed and explained. To establish grounds for the appeal, the student must establish that their “academic performance was adversely affected by some unusual or extraordinary circumstance or set of circumstances.” The Committee would like to know if there was a single event or a number of events or incidents which led to the poor academic performance. The student should be specific and support the assertions with facts. The Committee recommends that the student elaborate in writing about the personal circumstances when initiating the appeal. The student may, however, also provide verbal explanations at the time of the appeal hearing. The student must provide, in or with the Academic Appeal Form, the complete basis for the grounds for appeal.

Documentation in support of the grounds for appeal should be submitted, where relevant. Medical records or letters of support that are a testimony of academic potential are two examples of documentation that should be attached to the Academic Appeal Form.

* See definition of “Student” in Section 1.2 of this Academic Appeals Policy document.

Paragraph III: *Relief Sought*

If the appeal is upheld, the hearing Panel has unfettered discretion to grant any remedy it deems fit. Relief granted may range from no relief (*e.g.* requirement to repeat a rotation) to allowing a student to advance on a probationary basis (academic warning) into the next rotation, phase, or year. The hearing Panel may direct that a student rewrite examinations, repeat a failed compulsory course, or be granted a leave of absence.

The Committee asks that the student be realistic when completing this section of the Academic Appeal form so that the relief sought is reasonable relative to the decision being appealed. Students should also be aware that the remedy of re-examination(s) is not a guaranteed remedy, as there is the possibility that the student would not achieve the level of performance required on the re-examination(s). The student could state their preferences for relief from most desirable to least desirable.

In summary, although the Committee has unfettered discretion, it seeks a balance between recognizing specific circumstances the student has encountered during the year and ensuring that students have acquired enough knowledge, skills, and other attributes to allow them to be promoted to the next academic year or to graduate. The hearing Panel will hear all facts put forward by the student and will treat each student with the utmost fairness and consideration.

The Committee is not strictly bound by its previous decisions but it does attempt to treat students with similar circumstances in a similar manner. The types of relief referred to above are cited as examples only.

Paragraph IV: *Conduct in the Hearing*

The student should plan how they wish to conduct their appeal before the hearing Panel. They should be realistic; they should try to assess objectively their own circumstances and abilities; they should be focused and be prepared (*e.g.* they are strongly advised to read these Policy documents carefully and should consider having an advisor attend the hearing with them).

APPENDIX 2

ACADEMIC APPEAL FORM

TO: Academic Appeals Committee, Faculty of Medicine & Dentistry

FROM: Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Phone: Residence: _____ Business: _____

Fax: _____ E-mail: _____

Program of Study (M.D., D.D.S., M.L.S., Dental Hygiene, Post-M.D., Other):

Year of Study (Current Program): 1 _____ 2 _____ 3 _____
4 _____ 5 _____ 6 _____

I. PLEASE ACCEPT THIS AS MY ACADEMIC APPEAL ARISING FROM THE FOLLOWING FACULTY *DECISION*:

_____ The decision that I be required to withdraw from the Faculty of
Medicine and Dentistry

_____ The decision that I be required to repeat a year within the Faculty of
Medicine and Dentistry

_____ The decision that I be required to repeat a course, rotation, elective, or selective
within the Faculty of Medicine & Dentistry

_____ The decision that I be required to rewrite an examination(s) in the
Faculty of Medicine & Dentistry

_____ The decision that I may not be granted a Certificate of Training (applicable only
to the postgraduate sector)

_____ The decision that I be required to complete remedial course work or clinical
rotation within the Faculty of Medicine & Dentistry

_____ The grade of _____ which I received in _____
(Course[s] or Rotation[s])

_____ Other: _____

II. MY *GROUND*S FOR APPEAL ARE AS FOLLOWS (ADDITIONAL PAGES OR SUPPORTING DOCUMENTATION MAY BE ATTACHED; ALL KNOWN *GROUND*S MUST BE LISTED AND EXPLAINED):

III. I AM REQUESTING THAT I BE GRANTED THE FOLLOWING *RELIEF* (IF ALTERNATIVE FORMS OF RELIEF ARE REQUESTED, LIST THEM IN ORDER OF PREFERENCE):

IV. AT MY APPEAL HEARING I INTEND TO:
(Check all that are relevant)

_____ Be accompanied by an advisor. Name: _____

_____ Call a witness or witnesses to give evidence. How many? _____

_____ Make an oral statement and/or

_____ Have my advisor make an oral statement

UNLESS OTHERWISE AGREED TO BY THE APPEALS COMMITTEE, any and all documentation in support of the appeal must be submitted with this Academic Appeal Form.

Date: _____

Signature: _____
Appellant

Printed Name: _____
Appellant

Signature: _____
Witness

Printed Name: _____
Witness

APPENDIX 3

SUGGESTED HEARING PROCEDURES

A. Process Leading up to an Appeal:

Please refer to Sections 4.0 to 4.3, above, for procedures which precede the appeal hearing.

B. Other Procedures:

Please note:

1. A hearing Panel is empowered to establish procedures further to those presented below if it determines that there are extraordinary circumstances in a given case to warrant such procedures.
2. The chair of the hearing Panel is empowered to make rulings on matters of procedure that might arise. The rulings are binding.

C. Conduct of the Appeal Hearing:

1. The (Academic Appeals) hearing Panel meets *in camera* to confirm its procedures. The chair of the hearing Panel shall confirm that the appeal falls within the hearing Panel's jurisdiction.
2. The appellant (and advisor, if one is present) and respondent (and advisor, if one is present) are invited into the room.

Notes are taken throughout the hearing by the chair of the hearing Panel. Members of the panel may take notes; no official minutes are taken. All notes are to be destroyed upon completion of the appeal process.

The chair of the hearing Panel shall make an opening statement to introduce the parties to the appeal and to review the procedures to be followed. The chair shall confirm that the complete distribution of all relevant documents has occurred.

3. The chair of the hearing Panel shall confirm that the appellant and respondent have had the right to challenge the membership of the hearing Panel, and shall confirm that there are no concerns. The chair of the hearing Panel shall ask the appellant and respondent whether they have any questions or objections to the procedures to that point in time.
4. The chair of the hearing Panel shall then invite the appellant (and/or their advisor) to state their case.
5. The case is stated by the respondent (and/or their advisor).
6. The hearing Panel members may question the appellant and respondent.

7. The chair of the hearing Panel shall invite questions from appellant to the respondent and then from the respondent to the appellant with such questions directed through the chair of the hearing Panel.
8. The chair of the hearing Panel shall ask if all present have had sufficient opportunity to ask questions.
9. The appellant may call witnesses who will be admitted one at a time. The witness is asked to present the case and/or to answer questions. Questions may be asked of the witness by the appellant, and then by the respondent through the chair of the hearing Panel and lastly, by the members of the hearing Panel.
10. The respondent may call witnesses who will be admitted one at a time. The witness is asked to present the case and/or to answer questions. Questions may be asked of the witness by the respondent and then by the appellant through the chair of the hearing Panel and lastly, by the members of the hearing Panel.
11. The chair of the hearing Panel shall then invite the respondent to give a brief closing statement.
12. The chair of the hearing Panel shall invite the appellant to give a brief closing statement.
13. The chair of the hearing Panel shall ask all present if they have had sufficient opportunity to give evidence and ask questions.
14. The appellant and respondent shall then leave the room.
15. The hearing Panel shall then meet *in camera* to deliberate and come to a decision to either deny or uphold the appeal.
16. The decision of the hearing Panel shall be a majority vote of its members present at the hearing and shall be based on all of the evidence presented, both written and oral. In the event of a tie, the chair of the hearing Panel shall cast the tie-breaking vote.
17. If the chair of the hearing Panel is other than the Chair of the Academic Appeals Committee, the chair of the hearing Panel shall provide a copy of the report to the Chair of the Academic Appeals Committee. The Chair of the Academic Appeals Committee shall provide a report to the Vice-Dean who shall report it verbally to the Appellant and Respondent. A written report, "Outcome of the Appeal Hearing" (see Appendix 4) will be provided in writing to both parties and the Dean or designate subsequently.
18. The chair will utilize his/her notes to write the written report. [The chair's notes and all material from the hearing, including panel member notes, shall be collected and shredded after the hearing].

APPENDIX 4

OUTCOME OF THE APPEAL HEARING

Date:

Student's Name:

DOUBLE-REGISTERED LETTER

Address:

Dear :

Re: Academic Appeals Hearing

This letter will confirm in writing the decision of the Faculty of Medicine & Dentistry Academic Appeals Committee as accepted from the hearing Panel which heard your case.

The hearing Panel was convened on (*date*) at which time you (and your advisor) were in attendance to present your appeal.

The following motion was passed by the hearing Panel: "*that the appeal of (student) be (decision [denied or upheld {include relief granted}])*"

In brief, a summary of the evidence and arguments presented includes the following:

The reasons for the decision include the following:

Please contact the under-signed if you wish to discuss the decision of the Academic Appeals Committee.

Sincerely,

Dr.

Vice-Dean, Faculty of Medicine & Dentistry

cc Dean of the Faculty of Medicine & Dentistry
 Chair, Academic Appeals Committee
 Associate Dean, Undergraduate Medical Education
or Associate Dean, Dentistry
or Associate Dean, Postgraduate Medical Education
or Program Director of Medical Laboratory Science
or Other Program Director (as appropriate)
 Secretary, General Faculties Council (GFC) Academic Appeals Committee (as
 appropriate)