



**UNIVERSITY
OF ALBERTA**

**Faculty of Pharmacy and Pharmaceutical
Sciences**

College of Health Sciences

**Appeal Policies and Procedures for
Undergraduate Programs**

Faculty Council Approval Date: May 11, 2026

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1. Terms of Reference and Exclusions

This document outlines the policies and procedures pertaining to appeals in the Faculty. Pursuant to this document, appeals are limited to (a) the *Appeal of a Grade in an individual course offered by the Faculty*, (b) the Appeal of a decision with respect to *Academic Standing*, or (c) the Appeal of a decision of the Dean with respect to a *Practicum Intervention*. This document applies to undergraduate programs: Doctor of Pharmacy (PharmD) and Doctor of Pharmacy for Practicing Pharmacists (PPP).

The following are NOT subject to Appeal:

- Denial of admission/readmission to the Faculty.
- Decisions relating to the granting of credit for courses taken or to be taken outside the University of Alberta.
- Denial of a request for an excused absence or deferred examination.
- Denial of an application for a re-examination.
- Decisions arising out of reappraisal of final examinations.
- Standards of student academic standing required for promotion and graduation, as described in the academic standings regulations of the Faculty in the University Calendar

The following are NOT within the Faculty's jurisdiction:

- A student discipline matter or a decision on Academic Standing arising from a discipline matter according to the [Student Academic Integrity Policy](#) (refer to [Student Academic Misconduct Appeal Procedure](#) document for policy related to appeal of a disciplinary matter).

2. Definitions

Academic Standing	Any determination of a student's standing within a Program of Study and as published in the University Calendar, including, but not limited to, decisions regarding continuation, promotion, graduation, and requirement for the student to withdraw.
Appeal	Means the formal process initiated by an Appellant under this document to request the review of a final decision related to a Grade, Academic Standing, or Practicum Intervention, as set out in Sections 4, 5, or 6, respectively
Appellant	A student appealing a decision made by the Faculty

Chairperson	The individual appointed to chair a Committee
Committee	Means the appeal review body constituted under either the Academic Appeals Committee Terms of Reference (Section 8) or the Practice Review Committee Terms of Reference (Section 9).
Dean	Means the Dean of the Faculty or any individual to whom the Dean has formally delegated the authority to exercise a power, duty, or function of the Dean under this document.
Faculty	The Faculty of Pharmacy and Pharmaceutical Sciences, being a division of the University of Alberta governed by a faculty council that is entitled, among other things, to determine the Programs of Study for which the Faculty is established
GFC	The University of Alberta's General Faculties Council
GFC AAC	General Faculties Council Academic Appeals Committee
GFC PRB	General Faculties Council Practice Review Board
Grade	Means the symbol (e.g., letter, number, or other designator) assigned by the instructor to acknowledge the completion of an academic course.
Grade Appeal	Means a formal appeal initiated by a student to challenge a Grade on the grounds that a procedural error, miscalculation, bias, or other irregularity affected the final grade determination.
Hearing	A session during which the Committee hears an appeal contemplated by this document
Practicum	Any Placement (volunteer or otherwise) which is part of a student's professional program and which places or may place the student in contact with the public.
Practicum Intervention	Means a formal action taken by the Faculty pursuant to the <i>Practicum Intervention Policy</i> that affects a student's eligibility to continue, or is a final decision related to a student's placement, performance, or professional suitability in a practicum, rotation, or clinical setting."

Program of Study	Means a group of credit courses that, on completion, leads to the granting of a degree, diploma or certificate
Relief	The terms of resolution being sought by an Appellant
Respondent	A person designated by the Dean to represent the Faculty during an appeal or an academic staff member against whose allegations are made and who appears before the Committee.
Working Day	A day on which the Dean's office is open.

3. Service and Notice

3.1 Notices, decisions and other Appeal materials (collectively referred to as “**Appeal Materials**”) from the Faculty shall, subject to s. 3.2, be sent by e-mail to the Appellant’s University email address.

3.2 During an Appeal, the Appellant may request that in lieu of receiving Appeal Materials by email:

3.2.1 the availability of Appeal Materials be made via pick up from the Faculty Student Services office, where Appeals are coordinated. The Appellant will be notified by email as soon as the Appeal Materials are ready for pick-up. In this case, should the Appellant fail to pick up the Appeal Materials within two Working Days of notification of their availability, the Appeal Materials shall be sent by Canada Post to the address given on the Notice of Formal Appeal.

3.2.2 any Appeal Materials be directly sent via Canada Post to the address given on the Notice of Formal Appeal.

3.3 Written notification and Appeal Materials shall be deemed to have been received by the intended recipient as follows:

3.3.1 with respect to email correspondence, on the date of transmission, if transmitted before 4:00 pm (Edmonton, Alberta time) on a Working Day; otherwise it is deemed received on the next Working Day; and

3.3.2 with respect to regular mail (Canada Post), on the fifth (5th) Working Day following the date of mailing the same.

4. Grade Appeals

- 4.1 Grade Appeals for courses not offered by the Faculty, including those not beginning with the PHARM designator, must be pursued in the faculty that offers the course, subject to that faculty's appeal procedures and deadlines.
- 4.2 A Grade Appeal must be based on one or more of the following grounds:
 - a. miscalculation of the Grade;
 - b. error in the evaluation or grading process that materially affected the Grade;
 - c. not all the factors involved in determining the grade were taken into account;
 - d. discrimination or bias on the part of the instructor that materially affected the evaluation of the Appellant's work.

In particular, neither the University of Alberta's grading system nor the manner of its implementation in an individual course constitutes a valid basis for appealing a Grade.

- 4.3 A Grade Appeal may only be initiated after the student has exhausted the following informal resolution steps.
 - 4.3.1 The student must first submit a written request for review to the instructor concerned within ten (10) Working Days of the Grade being released. The instructor should provide a written response to the student within ten (10) Working Days of receiving the request.
 - 4.3.2 If the matter remains unresolved after the instructor's response (or lack thereof), the student must then submit a written request for review to the Associate Dean, Student Academic Affairs, within ten (10) Working Days of either receiving the instructor's response, or the expiration of the timeframe within which the instructor was to respond. The Associate Dean, Student Academic Affairs, should provide a final decision to the student within ten (10) Working Days of receiving this request
 - 4.3.3 A student who wishes a mediated approach, may seek the services of the [Office of the Student Ombuds](#).
- 4.4 If the matter is not resolved after the student has exhausted the mandatory informal resolution steps outlined in Section 4.3, the student may initiate an Appeal to the Faculty Academic Appeals Committee. The requirements and deadlines for the Appeal are outlined in s. 7 of this document.

- 4.5 Grade Appeals will not be considered in cases in which a deferred examination or re-examination was granted but not written for an unexcused reason.
- 4.6 Decisions of the Faculty Academic Appeals Committee concerning Grade Appeals are final and binding. There is no further appeal to the [GFC Academic Appeals Committee](#).

5. Academic Standing Appeals

Minimum criteria for academic achievement in undergraduate programs have been defined in the University Calendar. Students who fail to meet the minimum academic criteria are required to withdraw.

- 5.1 Academic Standing decisions that MAY be Appealed are limited to:
 - a. *Required to withdraw* from the PharmD program for the first time due to achieving a GPA of less than 2.1.
 - b. *Required to withdraw* due to failing to achieve a grade of B- or CR in two courses on the first attempt in the PPP program.
 - c. Denial of graduation from an undergraduate pharmacy program.

- 5.2 Academic Standing decisions that MAY NOT be appealed are:
 - a. A decision of Required to Withdraw that is the result of
 - i. failure to clear Probation (according to the conditions of Probation outlined in the University Calendar and the Appeal Hearing decision letter).
 - ii. achieving a GPA of less than 2.1 for a second time in an academic year in the PharmD program.
 - iii. failing any course offered by the Faculty for a second time.
 - iv. failing to achieve a grade of CR in more than two of the required experiential courses on the first attempt in the PharmD program.

- 5.3 The grounds for an Appeal of Academic Standing are limited to one or more of the following:
 - a. An error in the process used by the Faculty to determine the Academic Standing that materially affected the final decision;

- b. Failure of the Faculty to consider all relevant circumstances or documentation provided by the student related to the Academic Standing decision; and/or
- c. Bias or discrimination on the part of the Faculty that materially affected the determination of the Academic Standing.

In particular, **standards of student academic standing required for promotion and graduation**, as described in the academic standings regulations of the Faculty in the University Calendar, are not subject to appeal.

- 5.4 The student may initiate an Appeal to the Faculty Academic Appeals Committee using the process, and according to the deadlines, outlined in Section 7 of this document.
- 5.5 Students who have successfully Appealed the requirement to withdraw will be permitted to continue on Probation subject to the conditions of Probation as outlined in the University Calendar and the Appeal Hearing decision letter. Students who wish to question the conditions of Probation required of them must do so within ten (10) Working Days of written notification of the decision granting their Appeal.
- 5.6 Students who subsequently fail to fulfill the required conditions of Probation will not be granted a further opportunity to Appeal and will be required to withdraw from the Faculty.

6. Practicum Intervention Appeals

A student may appeal decisions by the Dean to intervene in the practicum of that student to the Faculty Practice Review Committee. The GFC [Practicum Intervention Policy](#) provides the means by which a student can be withdrawn from or denied placement in a practicum because of public interest, public safety or public health considerations. (Refer to the GFC Practicum Intervention Policy).

The student may initiate an Appeal to the Faculty Academic Appeals Committee using the process, and according to the deadlines, outlined in Section 7 of this document.

7. Procedures for Initiating an Appeal

- 7.1 Each request for an appeal must be made in writing and appended to the **Notice of Formal Appeal** attached hereto in confidence, preferably by email to phstud@ualberta.ca, or by mail to:

Office of the Dean
Faculty of Pharmacy and Pharmaceutical Sciences,
MS 2-35E, University of Alberta
8613 - 114th Street NW Edmonton, AB T6G 2H1

- 7.2 Notices of Formal Appeal must be received by the Office of the Dean in accordance with the following deadlines. Notices of Formal Appeal delivered late will **NOT** be considered.

7.2.1 **Grade Appeal:** For courses taken in Fall Term, such an Appeal must be made by *February 10th* immediately following. For courses taken in the Winter Term, such an Appeal must be made by *June 10th* immediately following. For courses taken in the Spring or Summer Terms, such an Appeal must be made by *October 10th* immediately following. For students who had been granted a deferred final examination or re-examination, the deadline for submitting a grade Appeal is *thirty (30) Working Days* after the date the deferred examination or re-examination was written. For experiential courses, the deadline for submitting a grade Appeal is thirty (30) Working Days from the last day of the placement.

7.2.2 **Academic Standing Appeal:** Within *twenty-one (21) Working Days* of the deemed receipt of the written notification of the Academic Standing decision.

7.2.3 **Practicum Intervention Appeal:** Within *fifteen (15) Working Days* of the deemed receipt of the written Practicum Intervention decision of the Dean.

- 7.3 The documentation submitted to the Faculty Academic Appeals Committee by the Appellant in support of the Appeal must clearly set out the substance of the decision being appealed, including the grounds for the Appeal, and the nature of the relief requested. The documentation **MUST** adhere to the following formatting requirements:

7.3.1 The main body of the submission (excluding appendices) is limited to five (5) pages.

7.3.2 Submissions must use Times New Roman font in black type, 1.5 line spacing, 1-inch margins, and a minimum of 12 point font size.

Use only letter size (21.59 X 27.94 cm / 8.5" X 11"), white paper/background.

7.3.3 Appendices must contain only supporting documentation and shall not be used to bypass the page limit by extending the narrative or arguments set out in the main body of the submission.

7.3.4 Documentation that does not conform to formatting and page limit requirements may result in the rejection of the appeal or the documentation.

7.4 In the case of a Grade Appeal, the written submission must include a description of the steps already taken by the student to seek resolution.

7.5 Should an Academic Standing Appeal be based in whole or in part on extenuating circumstances, or on mitigating factors, these must be fully described in the Notice of Formal Appeal and **MUST BE ACCOMPANIED BY APPROPRIATE SUPPORTING DOCUMENTATION**. Notices of Formal Appeal or supporting documentation that are not submitted in full by the applicable deadline for the same will **NOT** be considered, except in cases involving extenuating circumstances that delay the collection of relevant evidence or the Appellant's ability to make full and complete written submissions in support of the Appeal.

7.6 A student may submit only one (1) Appeal on a particular issue.

7.7 The [Office of the Student Ombuds](#) is available to students preparing Appeals.

8. Academic Appeals Committee Terms of Reference

8.1 Composition of the Faculty Academic Appeals Committee

8.1.1 The Faculty Academic Appeals Committee is composed of:

- a. Three academic staff members elected by Faculty Council, one of whom serves as the non-voting Committee Chair. An additional two academic staff members shall also be elected as alternates to facilitate the quorum requirement. Normally, Committee members shall not serve

more than two consecutive one-year terms, and where they do serve two consecutive terms, will be ineligible for an additional two terms before being eligible to serve a third term.

- b. One undergraduate student, appointed by APSA (Alberta Pharmacy Students Association). One additional undergraduate student shall also be appointed as alternate.
- c. An additional member of Faculty Student Services staff may sit on the Committee as a non-voting member to provide an additional student-focused perspective.
- d. The Faculty Associate Dean, Student Academic Affairs will serve as advisor to the Faculty Academic Appeals Committee on matters related to the interpretation and application of the Faculty regulations respecting academic standing. This individual will not normally attend the hearings of the Faculty Academic Appeals Committee.
- e. In the event that a sufficient number of appointed and elected members (including alternates) are unable to serve due to a conflict of interest or other extenuating circumstances, and this inability prevents the Committee from meeting its required composition for a hearing, the Dean shall have the authority to appoint a qualified member for that specific hearing only. Any such appointed member must meet the status (academic staff or student) of the position being filled. The Dean shall act reasonably in exercising this authority.

8.1.2 The Faculty Academic Appeals Committee will consist of only individuals who have not been involved in the matter in question and have no actual or apparent conflict of interest.

- a. Where an academic staff member may, as a course coordinator or otherwise, be directly involved in an Appellant's written Notice of Appeal, or documentation submitted in support of the Appeal, such member will be ineligible to sit on the Faculty Academic Appeals Committee for that Appellant's Appeal proceeding. Where a student is directly involved in a specific Appeal (e.g., Appellant or witness for Appellant), such student will be ineligible to sit on the Faculty Academic Appeals Committee for that particular Appeal proceeding. The final decision with respect to the eligibility of a Faculty member or student to sit on the Faculty Academic Appeals Committee for a particular Appeal proceeding will reside with the Faculty Academic Appeals Committee Chair.

- b. The Appellant may challenge any individual members of the Appeals Committee on the basis of a conflict of interest or alleged personal bias.
- 8.1.3 The Faculty Academic Appeals Committee shall be permitted to seek expert advice from any appropriate source.
- 8.1.4 A staff member from Student Services will provide administrative support to the Faculty Academic Appeals Committee. This support includes, but not limited to, scheduling Appeal hearings and the collation and distribution of appeal materials.

8.2 Jurisdiction of the Faculty Academic Appeals Committee

The Faculty Academic Appeals Committee will hear appeals from Faculty undergraduate students with respect to decisions regarding Grades and Academic Standing that fall within the scope of the grounds for an Appeal as described in Sections 4 and 5 of this document.

8.3 Authority of the Faculty Academic Appeals Committee

- 8.3.1 The Faculty Academic Appeals Committee has the authority to either deny or uphold an Appeal by an Appellant.
- 8.3.2 Provided no order to uphold the Appeal shall be made that is contrary to published Faculty regulation, the Faculty Academic Appeals Committee is empowered to grant relief.
- 8.3.3 The Faculty Academic Appeals Committee represents the final decision for Grade appeals.

9. Practice Review Committee Terms of Reference

9.1 Composition of the Practice Review Committee

- 9.1.1 The Faculty Practice Review Committee is composed of the members of the Faculty Academic Appeals Committee and one practitioner in good standing and registered with the Alberta College of Pharmacy (ACP), selected in consultation with the Faculty Associate Dean, Student Academic Affairs.
- 9.1.2 The Committee will consist of only individuals who have not been involved in the matter in question and have no actual or perceived conflict of interest.
- 9.1.3 The Committee shall be permitted to seek expert advice from any appropriate source. Specifically, in determining whether and what actions are necessary to protect the public interest in specific cases, the Faculty Practice Review Committee may seek and rely upon expert advice and third party assessment. In addition, the Committee may hear from expert witnesses and may have a resource person(s) attend any or all portions of a hearing.
- 9.1.4 In the event that a sufficient number of appointed and elected members (including alternates) are unable to serve due to a conflict of interest or other extenuating circumstances, and this inability prevents the Committee from meeting its required composition for a hearing, the Dean shall have the authority to appoint a qualified member for that specific hearing only. Any such appointed member must meet the status (academic staff or student) of the position being filled. The Dean shall act reasonably in exercising this authority.

9.2 Jurisdiction of the Faculty Practice Review Committee

- 9.2.1 The Faculty Practice Review Committee will hear Appeals from Faculty undergraduate students relating to a decision by the Dean with respect to Practicum Intervention or a contravention of the Code of Ethics of Pharmacists.

- 9.2.2 The Practice Review Committee has no jurisdiction to hear an Appeal related to:
- a. Any matter under the jurisdiction of the Faculty Academic Appeals Committee
 - b. A discipline matter of a decision on Academic Standing arising from a discipline matter (Refer to the [Student Academic Integrity Policy](#) for policy related to appeal of a disciplinary matter).
- 9.2.3 The Faculty Practice Review Committee will hear an Appeal by a student against the same decision only once.

9.3 Authority of the Faculty Practice Review Committee

The Faculty Practice Review Committee has the authority to confirm, reverse, or vary the decision under Appeal, including establishing conditions for entry, continuation, or re-entry to the practicum.

10. Hearing Procedures

The following hearing procedures apply to hearings in both the Faculty Academic Appeals Committee and the Faculty Practice Review Committee, unless otherwise specified.

10.1 Pre-Hearing

- 10.1.1 The Dean or designated Faculty Associate Dean, as soon as possible after receipt of a Notice of Formal Appeal, shall deliver the same to the Committee Chair, who will determine whether the Appeal falls within the committee's jurisdiction.
- 10.1.2 Where an Appeal is within the Committee's jurisdiction, it shall be heard by the committee as soon as is reasonably possible, allowing the Appellant and the Respondent (if any) sufficient time to prepare (as outlined in the timelines given below). Normally, the time from the receipt of the Notice of Formal Appeal in the Faculty and the time the Appeal is heard will not exceed sixty (60) Working Days.
- 10.1.3 Where an Appeal is within the Committee's jurisdiction, the Committee Chair shall direct the Faculty Student Services office (which coordinates the Appeal) to distribute the Appellant's submission to the members of

the Committee (including alternates), the Respondent (if any), the Appellant, and their advisor if applicable. Faculty policy and regulations related to Grades, Academic Standing, and Appeals will also be distributed to all parties to the Appeal.

10.1.3.1. The Chair may call a meeting prior to the Hearing to review procedures and appeal documents with the Committee members only.

10.1.4 Where a Respondent has been identified in an Appeal, if they wish, they shall have five (5) Working Days to submit a written response, accompanied by any supporting appendices, and to indicate whether they wish to attend the appeal hearing. The written response and any supporting appendices must adhere to the formatting and page limit requirements set out in s. 7.3. Documents provided by the Respondent will in turn be provided to the parties listed in s. 10.1.3.

10.1.4.1 For Grade Appeals, the instructor of the course being appealed shall typically be designated as the Respondent.

10.1.5 The Chair shall set a time and place for the hearing after consultation with the Committee members and, where the Appellant or Respondent has requested to attend the hearing, the Respondent and the Appellant. At least five (5) Working Days written notice of the time and place of the hearing will be given to the Appellant and the Respondent (if any). The notice will include the composition of the Committee and the procedures that will be followed in the hearing. The Appellant and Respondent shall have two (2) Working Days from the date of receiving the written notice to submit a challenge to the inclusion of any individual Committee member on the basis of a reasonable apprehension of bias. All challenges must be submitted to the Chair. If the challenge is directed at the Chair, the challenge must be submitted directly to the Dean. The Chair or the Dean (as the case may be) shall make the final determination with respect to the challenge, and this decision shall be final.

10.1.6 Subject to existing University rules and regulations governing the confidentiality of information, all documents relative to the Appeal shall be made available to the Appellant, the Respondent, and the members of the Committee in a timely manner and in no instance less than three (3) Working Days before the hearing.

10.1.7 The Appellant and Respondent must provide the Chair with the names of any witnesses they intend to bring to the hearing, along with each

witness's connection to the appeal. This information must be submitted no later than three (3) working days before the hearing.

- 10.1.8 The hearing may be conducted virtually (e.g. over Zoom or Google Meet) at the discretion of the Chair if requested by the Appellant, Respondent, or any of the members of the Committee. In the case of a virtual hearing, the same timelines and regulations outlined in ss. 10.1.2 to 10.1.7 apply.

10.2 Conduct of the Hearing

- 10.2.1 Quorum for both the Faculty Academic Appeals Committee and the Faculty Practice Review Committee shall be all members assigned to hear the particular Appeal.
- 10.2.2 If the Appellant or the Respondent, if any, does not appear on the date set for the hearing 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.
- 10.2.3 Appeal hearings shall be conducted *in camera*, meaning the proceedings shall be private. No transcript or recording of the proceedings shall be made, except for the Committee's final written decision and the basis upon which that decision was reached. The Appellant and the Respondent are each permitted to be accompanied at the hearing by an advisor. The presentation of the appeal or response must be made personally by the Appellant or the Respondent, respectively. In the event of extenuating circumstances that prevent the Appellant from verbally presenting their statement, a statement written by the Appellant may be read to the committee by the Appellant's advisor. Committee members may take confidential notes during the hearing, but these notes must be securely destroyed once the final written decision has been rendered.
- 10.2.4 In the case of the Faculty Academic Appeals Committee, the Appellant, the Respondent (with, as the case may be, their respective advisors and witnesses) and the members of the committee will be the only persons present at any time during the hearing. In the case of the Faculty Practice Review Committee, an additional resource person may be present during all or part of the proceedings. Witnesses will only be present when they are providing evidence and will then be excused from the proceedings. Neither the Committee nor the

Appellant/Respondent shall have legal counsel present at the appeal hearing.

10.2.5 At the commencement of the hearing, the Chair shall confirm that the Appellant and the Respondent have had the opportunity to challenge the Committee's membership and that there are no outstanding challenges or objections to the composition of the Committee. The Chair shall further confirm that there are no objections to the procedures followed up to that point in the hearing.

10.2.6 The Committee is not bound by rules of evidence or procedure applicable to courts of law and shall conduct the hearing in a manner that is consistent with the procedures outlined below. The following Hearing Procedures may be varied if the need arises:

- A. The Chair shall invite the Appellant to provide an opening statement for the Appeal.
 - a. The Appellant shall normally be permitted to state the basis for the Appeal without challenge, although the members of the committee may raise questions for the purpose of clarification.
 - b. All materials introduced in support of the Appeal must be relevant to the issues before the committee.
 - c. New evidence from the Appellant beyond that which was submitted on the Notice of Appeal Form, or accompanying that form, as circulated to the committee, shall be accepted only if the Appellant can demonstrate both that such evidence was unavailable at the time of submitting the Notice of Appeal and that it is of substantial importance to the outcome of the Appeal.
 - d. Neither the Appellant nor the Respondent shall be permitted to introduce allegations against a University staff member unless such allegations have been included in the Notice of Appeal or the written response to the appeal.
- B. The Chair shall invite the Respondent to question the Appellant.
- C. The Committee members may question the Appellant.
- D. The Chair shall call the Appellant's first witness, if any, to make their statement. The witness shall be questioned in turn by the Appellant, the Respondent, and the Committee members. The Appellant shall then be permitted to conduct a brief re-examination of the witness. The Chair shall dismiss the witness after the questioning period has ended. This process shall be repeated for all subsequent witnesses called by the Appellant.
- E. The Chair shall invite the Respondent, if any, to present their statement or evidence in response to the Appeal.
 - a. The Respondent shall normally be permitted to provide the response to the appeal without interruption, although the members of the committee may raise questions for the purpose of clarification.
 - b. All materials introduced in response to the Appeal must be relevant to the issues before the committee.

- c. New evidence from the Respondent beyond that which was provided in the written response, as circulated to the Committee, shall normally be heard only if the Respondent demonstrates both that it was unavailable at the time of submission and that it is of substantial importance to the outcome of the Appeal. The decision as to whether such new evidence will be accepted shall be made by the Chair and shall be final.
- F. The Chair shall invite the Appellant to question the Respondent.
- G. The Committee members may question the Respondent.
- H. The Chair shall call the Respondent's first witness, if any, to make their statement. The witness shall be questioned in turn by the Respondent, the Appellant, and the Committee members. The Respondent shall then be permitted to conduct a brief re-examination of the witness. The Chair shall dismiss the witness after the questioning period has ended. This process shall be repeated for all subsequent witnesses called by the Respondent..
- I. The Chair shall invite the Appellant to present a rebuttal statement. This statement shall be subject to questioning by the Respondent, and then by the Committee members.
- J. The Chair shall invite the Appellant to make a brief closing statement, which is not subject to questioning.
- K. The Chair shall invite the Respondent to make a brief closing statement, which is not subject to questioning.
- L. The Chair shall adjourn the hearing for the Committee's deliberations. The Appellant and Respondent shall exit the hearing.

10.2.7 All written and oral submissions will remain strictly confidential.

10.3 Post-Hearing

- 10.3.1 The Committee shall immediately reconvene to consider the evidence and arguments presented to it, and shall reach a decision by majority vote.
- 10.3.2 The decision shall be signed by the Committee Chair and delivered within three working days of the conclusion of the meeting to the Dean. A summary of the arguments and evidence presented, along with the reasons for the decision, shall be included.
- 10.3.3 The Dean will communicate the outcome of the hearing in writing to the Appellant and the Respondent within ten (10) Working Days. A brief summary of the arguments and evidence presented, along with the reasons for the decision, shall be included. The written decision shall also indicate any further right of appeal. Where the right to further appeal exists, the following information shall be included:

- a. GFC appeal deadlines and procedures.
- b. The name of the appropriate GFC Appeals Coordinator (or delegate).
- c. The existence of the Office of the Student Ombuds.

10.3.4 In accordance with the *Access to Information Act* (Alberta), all documents related to the Appeal will be retained in the Dean's office 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. Following that, if no further appeal has been lodged, all documents related to the appeal will be destroyed.

11. Policy Review Timeline

11.1 This document shall be reviewed every two years, or sooner if needed, to ensure that all policies therein are up to date and consistent with institutional best practices.

NOTICE OF FORMAL APPEAL Faculty of Pharmacy and Pharmaceutical Sciences		
NAME:		ID:
CURRENT MAILING ADDRESS:		DAYTIME TELEPHONE NUMBER: (Include area code)
		UNIVERSITY E-MAIL ADDRESS:
DECISION APPEALED:		
GROUND FOR APPEAL:		
DOCUMENTATION SUBMITTED IN SUPPORT OF APPEAL: (ITEMIZE)		
Y ☐ N ☐ I wish to attend the hearing of the Faculty Academic Appeals Committee on this appeal Y ☐ N ☐ It is my intention to be accompanied by an advisor at the hearing of the Faculty Academic Appeals Committee on this appeal. Y ☐ N ☐ It is my intention to call witnesses at the hearing of the Faculty Academic Appeals Committee on this appeal.		
SIGNATURE:		DATE:
RECEIVED IN FACULTY OFFICE:		
DATE:	NAME:	SIGNATURE: