



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. The General Faculties Council (GFC) requires each of the University's Faculties establish a mechanism for resolving such appeals and ensuring that students' rights are respected.

All graduate students at the University of Alberta are enrolled in the Faculty of Graduate and Postdoctoral Studies (GPS). Decisions concerning a student's academic standing (defined by university policy to refer to matters such as the continuation in a program, promotion, graduation and the requirement to withdraw) are made by GPS, and GPS has its own appeal regulation, as approved by GPS Council. Consult GPS for further information.

Grievances and appeals concerning grades, marks and examination decisions are handled by the Faculty delivering the course or examination. The procedures discussed in this publication are the procedures for appeals of academic and practicum grades, examinations and practicum interventions within the Faculty of Rehabilitation Medicine.

1.0 DEFINITIONS

Academic Coordinator of Clinical Education (ACCE) The instructor(s) in each Department responsible for arranging and coordinating practicum placements and assigning practicum placement grades.

Academic Grade The final grade obtained in an academic or practicum course.

Grade Appeal An appeal initiated by a student who did not receive the final grade in an academic or practicum course that they feel they earned.

Academic Standing Refers to such matters as continuation in a program, promotion, graduation, and the requirement for a student to withdraw, as per the University's [Academic Standing Policy](#), found on UAPPOL.

Advisor A person who will assist the Appellant or the Respondent during the appeal process. Assistance may be provided by the Office of the Student Ombuds, Student Legal Services, legal counsel, or another Advisor of the Appellant's or Respondent's choice. The role of the Advisor is not intended to replace the Appellant or the Respondent as spokesperson during the Hearing.

Appellant A student appealing a decision made by the Faculty of Rehabilitation Medicine.

Clinical Instructor/Clinical Educator The individual who is the student's direct supervisor during the practicum placement.

FRM Faculty of Rehabilitation Medicine

GFC General Faculties Council. The GFC is the body responsible for the academic affairs of the university; its composition and powers are prescribed by the Post-secondary Learning Act.

GFC PRB The GFC Practice Review Board

GPS Faculty of Graduate and Postdoctoral Studies

Hearing A session during which the Appeals Committee hears the appeal.

Practicum See Definitions in the Practicum Intervention Policy.

Practicum Intervention See section 87.1 and Definitions in the Practicum Intervention Policy.

Respondent The Department Chair or person designated by the Department Chair to represent the Department in an appeal.

Working Day A day on which University administrative offices are open.

See the Practicum Intervention Policy for any additional definitions that may apply.

2.0 GRADE APPEALS POLICIES AND PROCEDURES

2.1 Grade Appeals

Grade appeals (appeals of failing final grades given in all FRM courses) are handled exclusively within FRM. Grade appeals should come after all other processes to adjust the grade have been exhausted, including reappraisals.

The request for a formal or informal Grade Appeal must set out the substance of the decision being appealed and must be based on one of the following grounds for an appeal:

- a) There was a miscalculation;
- b) There was an error in the evaluation procedures;
- c) Not all factors involved in determining the grade were taken into account; or
- d) There was discrimination or bias on the instructor's part.

The following are not acceptable grounds for an appeal:

- a) Disagreement with the instructor's judgment about the quality of submitted work
- b) Disagreement with the instructor's marking scheme
- c) Being close to the instructor's cut-off point for a higher and/or passing grade.

Before a formal appeal, students must first follow the informal appeal route concerning the grounds of the failure. An informal process must start with notification of a failing grade by the course instructor, followed by a meeting of the student with the Associate Chair of the program, or FRM Associate Dean Graduate Studies for students in Rehabilitation Science. If the grade is upheld, the student has ten (10) working days from receipt of the Associate Chair/Associate Dean's written decision to request a review by the Dean or Dean's delegate. The student will be required to submit the basis of their appeal, following the grounds laid out above, so that the Dean or Dean's delegate can determine if an appeal is warranted. If the Dean or Dean's delegate accepts the request, they will gather evidence from the student and the instructor to make their decision. A final decision letter will be sent to the student detailing the outcome and next steps. A breakdown of the informal appeal process can be found in [Appendix A](#).

Students wishing to proceed with a formal Grade Appeal must appeal in writing to the Dean or designate within ten (10) working days of notification of the informal appeal result. The Dean or designate will forward the request to the chair of the FRM Appeals Committee as well as retain a copy and keep it on file. They shall also inform the student of the sources of assistance available on campus, including:

- a) [Office of the Student Ombuds](#)
- b) [Clinical and Counselling Services](#)

The request for a formal Grade Appeal must include a description of the steps already taken by the student in an attempt to seek a resolution. Any request for a grade appeal, in both the informal and formal routes, may be denied if the grounds for appeal (as noted above) are not met.

The appeal procedures are outlined in [Appendix C](#).

2.2 FRM Appeals Committee Composition

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

Full-time academic staff eligible to serve on the FRM Appeals Committee may be tenured, tenure-track or Academic Teaching Staff (ATS) in the Faculty of Rehabilitation Medicine.

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

- a) A Chair, who will be appointed by the Dean or designate and should be a full-time academic staff member (tenured, tenure-track, or ATS) from FRM. The Chair shall not be from the Department where the course was offered.
- b) One (1) full-time academic staff, excluding any members from the student's Department who have reviewed the student's file for promotion, the student's academic advisor, and supervisor.
- c) One (1) full-time graduate student, from the same type of program (eg. entry-level [course-based], thesis-based). The student will normally not be from the same Department as the Appellant.
- d) For Grade Appeals involving practicums: One (1) clinician, from the same profession as the student, with experience in a similar setting or practice area as the placement, shall be selected by the Chair in consultation with the Chair of the student's program.

2.3 Jurisdiction of the FRM Appeals Committee

The Committee shall only hear appeals from students regarding final Academic Grades.

Grade Appeals will only be considered by the Committee after the Appellant has exhausted the informal appeal route at the levels of the Department and the Dean or designate.

The Decision of the Committee shall be either:

- a) to allow the Grade Appeal and direct the Department as to further action; or
- b) to deny the Grade Appeal.

2.4 Responsibilities of the FRM Appeals Committee Chair

When the Chair receives a request for a formal Grade Appeal, they shall, in addition to complying with the procedures covered in Section 2.5 below, take the following actions:

- a) Determine whether the appeal falls within the Committee's jurisdiction.
- b) Appoint a Committee from eligible members.
- c) Review the relevant Department and Faculty regulations.
- d) Chair the hearing (see [Appendix C](#) for Appeal Procedures).
- e) Report the decision of the Hearing to the student, the Department Chair, and Dean.

2.5 Procedures of the FRM Appeals Committee

Before the Committee hears the Grade Appeal:

2.5.1 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.

2.5.2 After receiving the request for a Grade 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 following deemed receipt of proposed members to challenge, in writing, the composition of the Committee.

Challenges may be made only on the grounds that the proposed Committee member may have a bias that would prevent a fair hearing. The Challenge must include written reasons to support the position.

The Chair will adjudicate on the challenge and the 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.

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).

2.5.3 The Chair will provide twenty-one (21) working days' notice of the hearing to the Appellant. Notices to students will follow section 1.5.3 of the GFC Academic Appeals Policy.

2.5.4 At least fifteen (15) days prior to the Hearing, the Appellant shall provide the Chair with:

- a) the documents on which the Appeal is based;
- b) the list of witnesses who be appearing at the Hearing; and
- c) the name of their one advisor.

2.5.5 At least ten (10) working days prior to the Hearing, the Respondent shall provide the Chair with:

- a) a response to the documents on which the Appeal is based;
- b) the list of witnesses who will be appearing at the Hearing; and
- c) the name of their one advisor.

2.5.6 At least five (5) working days prior to the Hearing, the Chair shall send the information noted in

2.5.4 and 2.5.5 to the parties and the Committee members.

All correspondence with the parties concerned will follow section 1.5.3 of the GFC Academic Appeals Policy.

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

2.6 Hearing of the Appeal by the Committee

The Appeal will be heard in camera. A quorum of the Committee is three members, unless it is a practicum course where the panel will include one clinician.

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 time during the Hearing.

Suggested Hearing procedures are shown in [Appendix C](#).

2.6.1 Appellant's Case:

- a) The Chair shall invite the Appellant and/or the Appellant's advisor to state the reasons for the Appeal.
- b) The Chair shall ask the Appellant to call witnesses to appear, one at a time, before the Committee.
- c) The Chair shall invite each of the Appellant's witnesses to give evidence.
- d) The Chair shall invite the Appellant and/or the Appellant's advisor to question their witnesses.
- e) The Chair shall invite the Respondent and/or the Respondent's advisor to question the Appellant or the witnesses.
- f) The Chair and the members of the Committee may then examine the Appellant and witnesses.

2.6.2 Respondent's Case (after the Appellant's final witness has left the Hearing):

- a) The Chair shall invite the Respondent and/or the Respondent's advisor to make a submission.
- b) The Chair shall ask the Respondent to call witnesses to appear, one at a time, before the Committee.
- c) The Chair shall invite each of the Respondent's witnesses to give evidence.
- d) The Chair shall invite the Appellant and/or the Appellant's advisor to examine the Respondent and witnesses.
- e) The Chair and the members of the Committee may then examine the Respondent and witnesses.
- f) Both the Appellant/advisor and Respondent/advisor can question all witnesses, including their own.

2.6.3 Final Statements:

- a) The Chair shall invite the Respondent to present a brief final statement.
- b) The Chair shall invite the Appellant to present a brief final statement.
- c) The Appeal Hearing is adjourned. Both parties withdraw.

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

2.6.4 After the Appeal has been heard:

- a) The Committee shall decide whether to allow or deny the Appeal by a simple majority vote.
- b) The Chair shall immediately notify the Appellant and the Respondent orally of the Committee's decision. Written documentation of the decision, and the reasons for it, will be provided to the Appellant and Respondent within seven (7) working days.
- c) The decision of the FRM Appeals Committee is final and binding. Should the appeal be denied there is no further recourse for the appeal of the course grade. This is the final appellate body for course grades within the Faculty of Rehabilitation Medicine and the decision of the Committee is final.
- d) 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 (1) year (FOIP regulations) in an appeals file in the Dean's Office.

3.0 PRACTICUM INTERVENTION APPEAL PROCEDURES

This policy will outline the procedures for appeals of the Practicum Interventions that have occurred pursuant to the [GFC Practicum Intervention Policy](#).

Practicum Intervention refers to the process whereby a student can be denied or removed from a practicum, or have that practicum suspended or varied (including the imposition of conditions) for reasons of public interest, public safety, or public health. The terms public interest, public safety, and public health are defined in the GFC Practicum Intervention Policy and may include the following circumstance:

- a) the student's conduct or practice may be unprofessional, incompetent, or unsafe;
- b) protection from behaviours of the student as a result of mental illness, harassment, or other perceived violence or disturbing behaviour; or,
- c) protection from infections by blood-borne or other pathogens.

Students are advised to consult the Practicum Intervention Policy, section 87, which outlines the Intervention Authority, Form of Intervention, Grounds, and Conditions.

A Practicum Intervention is not to be used if a student is failing or if the site terminates the placement.

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

When a student receives a Practicum Intervention, imposed by the Dean or designate, in a clinical placement, the Department ACCE will:

- a) Inform the Chair of the Department, or designate, of the Practicum Intervention.
- b) In conjunction with the Chair of the Department or designate, determine what recommendations will be made to GPS once conditions of the intervention have been met:
 - i) Repeat the course
 - ii) Take an alternate or additional course
- c) 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 Dean, or designate.
- d) Provide the student with a copy of this Procedure.
- e) Provide the student with a list of on-campus sources of assistance including:

- i) [Office of the Student Ombuds](#)
- ii) [Counselling and Clinical Services](#)
- f) 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.

3.2 Practicum Intervention Appeals

In the event that a student wishes to appeal a Practicum Intervention (including conditions imposed as a result of a Practicum Intervention) the student may appeal to the FRM Practicum Intervention Appeals Committee through the Dean or designate. The Hearing will proceed as outlined below.

3.3 FRM Practicum Intervention Appeals Committee Composition

The Dean and Associate Deans of FRM are not eligible to sit on the FRM Practicum Intervention Appeals Committee. The Committee Chair shall be appointed by the Dean or designate.

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 FRM Practicum Intervention Appeals Committee. The Committee shall consist of:

- a) The Chair of the Committee.
- b) One (1) academic staff member from the student's academic Department shall be selected by the Chair from the staff in FRM. Full time FRM academic staff who may serve on the FRM Practicum Intervention Appeals Committee shall be tenured, tenure-track, or ATS in FRM.
- c) One (1) clinician, from the same profession as the student, with experience in a similar setting or practice area as the placement shall be selected by the Chair in consultation with the Chair of the student's Department.
- d) One (1) FRM student will be selected by the Chair, from a Department other than the student's home Department.

3.4 Jurisdiction of the FRM Practicum Intervention Appeals Committee

The Committee shall hear appeals from graduate students on:

- a) Practicum Intervention decisions made by the Dean or designate pursuant to the Practicum Intervention Policy; and
- b) Conditions imposed as a result of a Practicum Intervention that must be met before a student can return to clinical placements.

The decision of the Committee shall be:

- a) To allow the appeal;
- b) To deny the appeal;
- c) To vary the decision of the Dean or designate and establish conditions (see section 87.3 (c) of the GFC Practicum Intervention Policy). All conditions imposed by the Dean or designate must be appealed at the time they are imposed. If a student subsequently fails to meet the conditions imposed, there is no further right of appeal to the Practicum Intervention Appeals Committee.

3.5 Request for Appeal

A request to appeal a Practicum Intervention must follow section 87.3 of the GFC Practicum Intervention Policy. The Appeal must:

- a) be in writing;
- b) be signed by the student;
- c) be received by the Faculty within ten (10) working days of the deemed delivery of the Dean's or designate's written decision;
- d) indicate whether the student is appealing any conditions imposed and, if applicable, any adverse effect on their academic standing as a result of the intervention;
- e) state the full ground of the appeal; and
- f) state the relief requested. See section 87.3 of the GFC Practicum Intervention Policy.

3.6 Responsibilities of FRM Practicum Intervention Appeals Committee Chair

When the Chair receives a request for a formal Practicum Intervention Appeal, they shall, in addition to complying with the procedures covered in the sections below, take the following actions:

- a) Determine that the Appeal falls within the Committee's jurisdiction;
- b) Review the relevant Department and Faculty regulations;
- c) Chair the Hearing (see [Appendix C](#) for Appeal Procedures); and
- d) Inform the appropriate people of the Committee's decision.

3.7 Procedures of the FRM Practicum Intervention Appeals Committee

The Chair will appoint the members of the FRM Practicum Intervention Appeals Committee. The Department ACCE shall be notified in writing by the Committee Chair of the Hearing time and place and may be called as witnesses.

Before the Committee hears the Appeal:

3.7.1 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 thirty (30) working days.

3.7.2 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 five (5) working days to challenge in writing the composition of the Committee.

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

The Chair will adjudicate on the challenge and the resulting 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, graduate student, or clinician). 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.

3.7.3 The Chair will normally provide notice of at least thirty (30) working days of the Hearing to the parties.

3.7.4 At least fifteen (15) working days prior to the Hearing, the Appellant shall provide the Chair with:



- a) the documents on which the appeal is based;
- b) the list of witnesses who will be appearing at the Hearing; and
- c) the name of their one advisor.

3.7.5 At least ten (10) working days prior to the Hearing, the Respondent (i.e. the Department Chair) shall provide the Chair with:

- a) a response to the documents on which the appeal is based;
- b) the list of witnesses who will be appearing at the Hearing; and
- c) the name of their one advisor.

3.7.6 At least five (5) working days prior to the Hearing, the Chair shall send parties and the Committee members all the information noted in 3.7.3 and 3.7.4 above.

3.7.7 All correspondence with the parties concerned will follow section 87.12 of the GFC Practicum Intervention Policy.

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

3.7.9 If the time of the Hearing is after the start of the 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.

3.8 Hearing of the Practicum Intervention Appeal by the Committee

The appeal will be heard in camera. A quorum of the Committee is at least four members. All parties may be accompanied by one advisor at the Hearing.

The Committee shall meet with the Appellant and the Respondent. Both parties shall be present at all times for the formal Hearing; parties may be available in person or be available virtually. Only the Committee members shall be present during the Committee's deliberations.

3.8.1 Appellant's case:

- a) The Chair shall invite the Appellant and/or the Appellant's advisor to state the reasons for the appeal.
- b) The Chair shall ask the Appellant to name the witnesses to give evidence.
- c) The Chair shall invite each witness, one at a time, to give evidence.
- d) The Chair shall invite the Appellant/Advisor to question the witnesses.
- e) The Chair shall invite the Respondent and/or the Respondent's advisor to question the Appellant and the witnesses.
- f) The Chair and members of the Committee may then question the Appellant and witnesses.
- g) Both the Appellant/advisor and Respondent/advisor can question all witnesses, including their own.

3.8.2 Respondent's case (after the Appellant's final witness has left the Hearing):

- a) The Chair shall invite the Respondent and/or the Respondent's advisor to make a submission.
- b) 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.
- c) The Chair shall invite each of the Respondent's witnesses to give evidence.
- d) The Chair shall invite the Respondent to question the witness.
- e) The Chair shall invite the Appellant and/or the Appellant's advisor to question the Respondent



and the witnesses.

- f) The Chair and the members of the Committee may then question the Respondent and witnesses.
- g) Both the Appellant/advisor and Respondent/advisor can question all witnesses, including their own.

3.8.3 Final Statements:

- a) The Chair shall invite the Respondent to present a brief final statement.
- b) The Chair shall invite the Appellant to present a brief final statement.
- c) The appeal Hearing is adjourned. Both parties withdraw.

3.8.4 All written and Oral submissions will remain strictly confidential. FOIP guidelines will be followed.

3.8.5 After the Appeal has been heard:

- a) The Committee shall render a decision by a simple majority vote.
- b) The Committee may confirm, reverse, or vary the decision under appeal, including establishing conditions for entry, continuation, or re-entry to the Practicum, and may also vary any terms or conditions previously imposed by the Dean.
- c) 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.
- d) 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 Dean or designate. If the decision has been to deny to the Appeal, the written response will also inform the student of the right to appeal to the GFC Practice Review Board within fifteen (15) working days of deemed receipt of the Committee's decision.
- e) 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 their appeal material from the Hearing, as well as an unmarked copy of all appeal documents available at the Hearing shall be kept for one (1) year (FOIP regulations) in an appeals file in the Dean's Office. In the event the student decides to appeal a Practicum Intervention decision, 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.
- f) The Chair shall send a copy of the decision, including reasons for the decision, to the Dean.
- g) The Chair shall keep a copy of the proceedings for one (1) year, in the event of an appeal of a Practicum Intervention decision to the GFC Practice Review Board.

3.9 Practicum Appeals to the GFC Practice Review Board (PRB)

Students who have been subject to a Practicum Intervention who have exercised a right of appeal to the FRM Practicum Appeals Committee can appeal to the GFC Practice Review Board (see GFC Practicum Intervention Policy).

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

Such an appeal must be received by the GFC Appeals & Compliance Officer within fifteen (15) working

days of the deemed receipt of the decision by the student.

The Chair is also responsible for informing the student of the name of the GFC Appeals & Compliance Officer and for informing the student of the existence of the Office of the Student Ombuds.

4.0 ACADEMIC STANDING

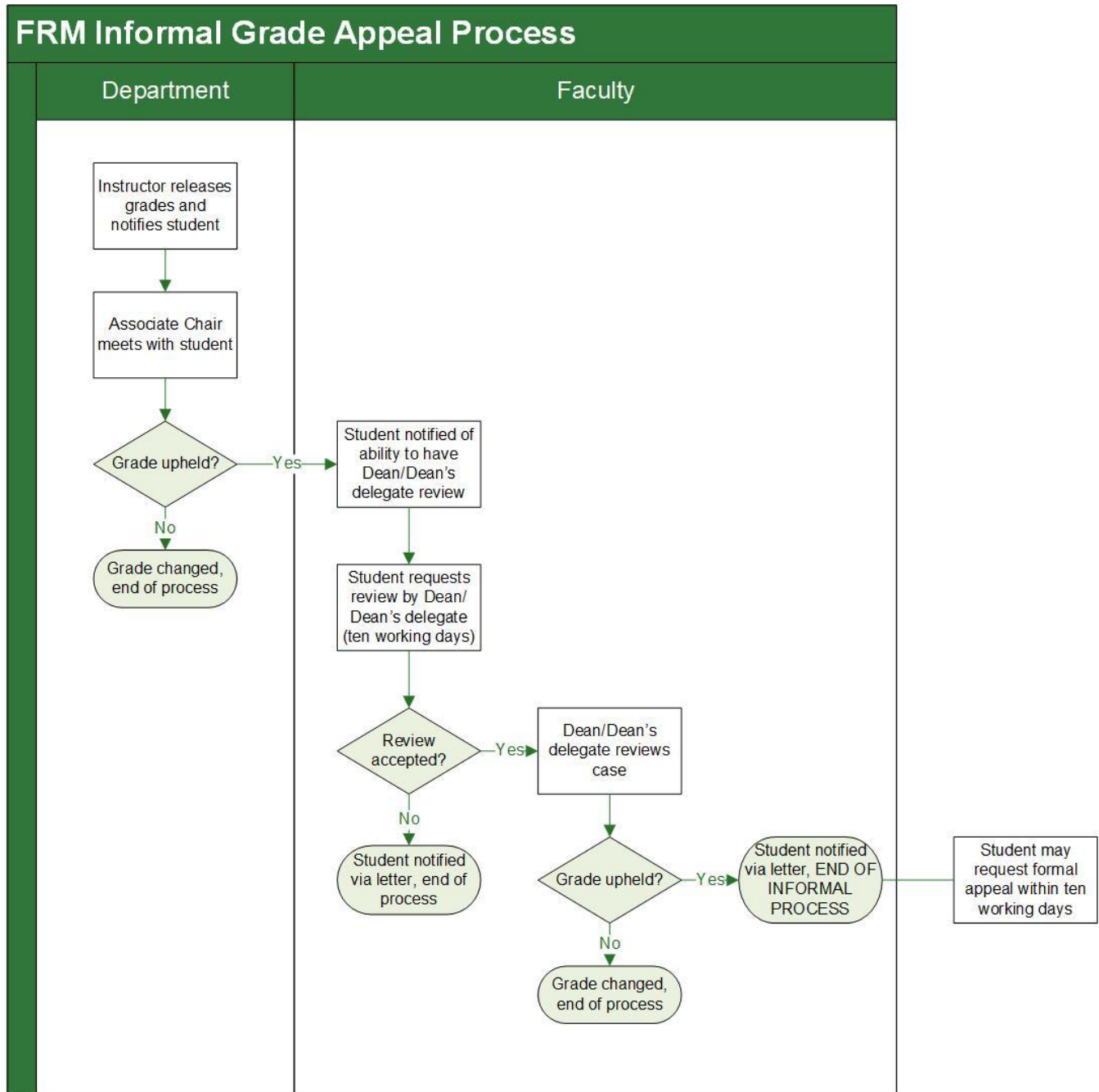
Any decision that affects the academic standing of a graduate student is made by GPS, normally upon the recommendation of the student's administrative unit (i.e., course-based program - Departments, thesis-based students - FRM).

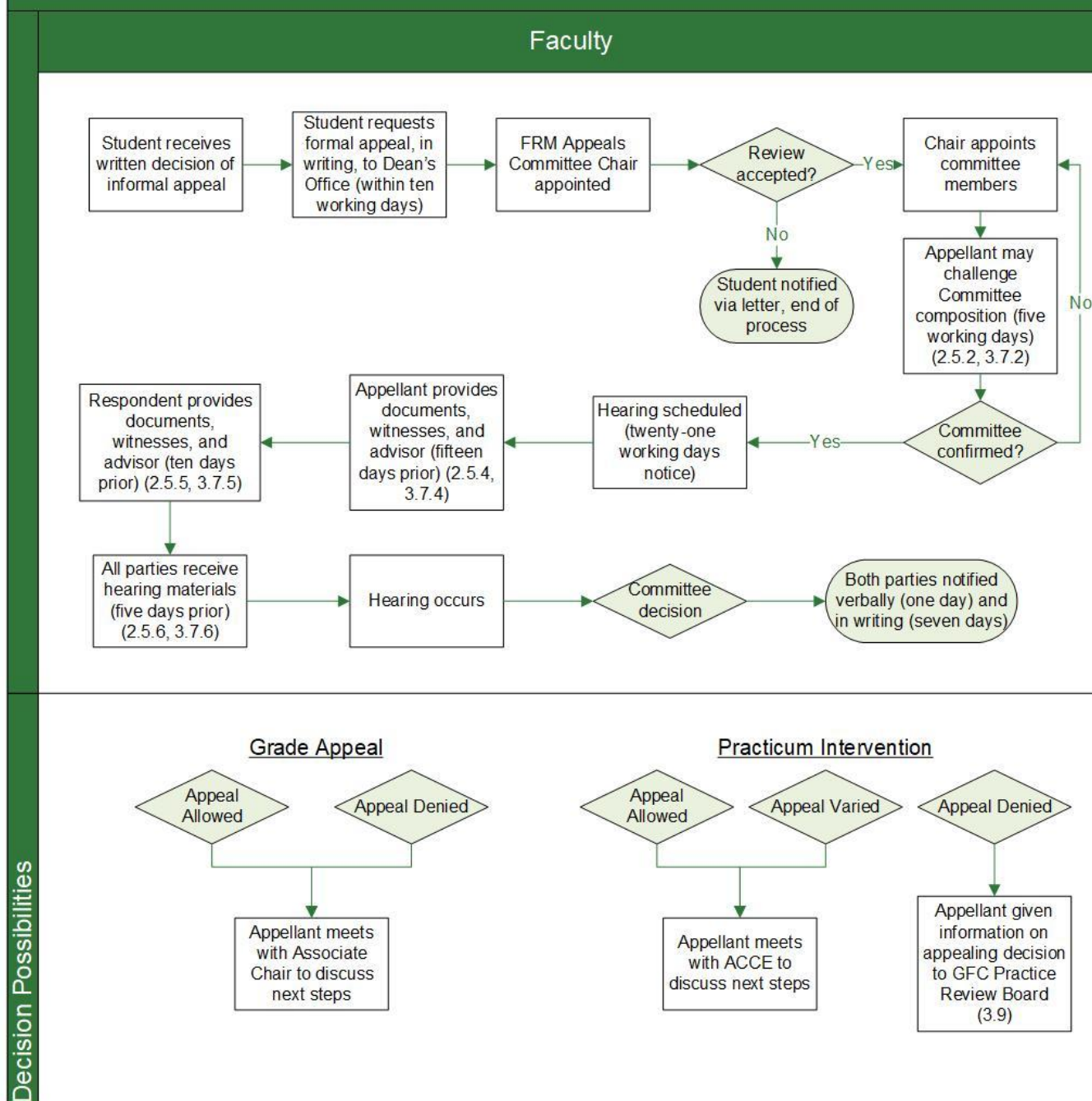
Before the Department/FRM makes such a recommendation, all attempts at informal resolution at the Department/FRM level must have been made.

If the issue is not resolved in the meeting with the instructor, the Department's/FRM's graduate coordinator (or designate) or 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 in writing to a GPS Associate Dean that the student be required to withdraw (known as a "termination" with respect to graduate students). The student must be copied on the written recommendation for termination.



APPENDIX A



APPENDIX B
FRM Formal Grade Appeal and Practicum Intervention Process


APPENDIX C

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 (i.e., 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.
4. The Chair understands the Department grade/assessment process, and their role.
5. The Chair asks questions if unsure about anything.

B. Procedures for Hearing (suggested agenda):

1. Chair goes through procedural issues with the Committee.
2. Chair invites both parties into the 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 that routine tasks are done (i.e., juice, coffee, break at two (2) hours, mobile devices turned 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 the decision by the Chair (by telephone or email). 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 seven (7) working days.
 - vii. Any questions.



- a. The Appellant makes their opening statement.
 - b. The Appellant (or the Appellant's advisor) will call witnesses and present evidence.
 - c. The Respondent and Respondent's advisor question the Appellant and witnesses.
 - d. The Chair and the Committee may also question the Appellant and witnesses.
 - e. The Respondent makes their opening statement.
 - f. The Respondent presents additional evidence, calls additional witnesses (if applicable).
 - g. The Appellant and the Appellant's advisor question the Respondent and witnesses.
 - h. The Chair and the Committee may also question the Respondent and witnesses.
 - i. Final Statements
 - i. of Respondent
 - ii. of Appellant
 - j. Final Statement by the 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 seven (7) working 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
7. After the Appeal is finished, and the decision is made:
- a. The Chair immediately calls or emails both parties to notify them of the decision.
 - b. The Chair writes the Academic Appeals/Practicum Intervention Appeals Committee Hearing Summary. This document must be in the hands of both parties within seven (7) working days.