

Appeal Policies And Procedures For Graduate Programs

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1. INTRODUCTION

This document sets out formal regulations for appeals not involving academic standing. Specifically, it addresses reappraisal of assignments and examinations; review of clinical nursing marks; course grade reviews (including capping exercise) and appeal of practicum intervention related to graduate nursing programs. Graduate students should refer to the *Faculty of Graduate Studies and Research (FGSR) Academic Appeal Regulations* for appeals concerning academic standing.

The Faculty of Nursing advocates early and informal resolution of issues. To that end, this document also sets out informal procedures for graduate students seeking early advice from those directly involved with the issue. The Faculty of Nursing recommends that students consult with the University of Alberta Student OmbudService for advice in approaches to informal issue resolution or formulating appeals; and to act as advisors at meetings with faculty members and at appeal hearings (780)-492-4689, ombuds@ualberta.ca, 5-02 SUB).

2. DEFINITIONS

“Academic Standing”	Any matter covered in a Faculty’s academic standing regulations as approved by General Faculties Council (GFC), its Executive or the GFC Academic Standards Committee (ASC) and as published in the Calendar, including such matters as continuation in a program, graduation and the requirement for a student to withdraw. Section 203.8 of the University Calendar sets out the academic standing regulations that apply graduate programs at the University of Alberta.
“Appeals Coordinator”	The Executive Secretary to the Dean and Vice Dean of the Faculty of Nursing.
“Appellant”	A student appealing a decision made by the Faculty of Nursing.
“Assignment Reappraisal”	A request for reassessment of an assignment, paper or other course component (excluding a final exam) initiated by a student claiming not to have received the mark s/he deserved.
“Chairperson”	The individual appointed to chair the appointed Faculty Practice Review Committee of the Faculty of Nursing.
“Committee”	The members appointed to the Faculty Practice Review Committee of the Faculty of Nursing.
“Dean”	The Dean (or designate) of the Faculty of Nursing. The Dean has delegated responsibility for appeals to the Vice Dean.
“Executive Secretary”	The Executive Secretary to the Dean (or designate) and Vice Dean of the Faculty of Nursing.
“GFC PRB”	General Faculties Council Practice Review Board.
“Grade”	A combination of marks that have been converted to the University of Alberta’s grading system.
“Grade Appeal”	An appeal initiated by a student claiming not to have received the final course grade s/he deserved in a course.

“Hearing”	A session during which the Committee hears the appeal.
“Marks”	The raw score given by an instructor (as a percentage, as a letter, or in any other form) on a particular assignment, exam or other component in a course.
“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. Practicums include, but are not limited to, hospital rotations or other clinical placements in the disciplines of medicine, pharmacy, nursing, nutrition, and rehabilitation medicine, residencies; education placements in schools; and placements in cooperative work settings.
“Practicum Intervention”	See GFC Policy Manual Section 87.1.b., In addition, Section 9.9 of the FGSR graduate program manual state The Practicum Intervention Policy deals with issues related to student practicum placements and gives the Deans the authority to protect the public interest by allowing them to vary, withdraw or deny the placement of a student in a practicum. The Dean’s authority is balanced by the right of the student to appeal the Dean’s decision to the Practice Review Board (PRB). The “Dean” referred to in this policy is the Dean of the Faculty where the student receives supervision and not the Dean, FGSR.
“Relief”	The terms of resolution being sought.
“Respondent”	A person designated by the Dean to represent the Faculty of Nursing during an appeal, or a Faculty member against whom allegations are made and who appears before the Committee. Usually the Associate Dean Graduate Studies, Faculty of Nursing acts as the respondent.
“Vice Dean”	The Vice Dean of the Faculty of Nursing and acts on authority delegated to him/her by the Dean to oversee the Faculty of Nursing appeals regulations.
“Working Day”	A day on which university administrative offices are open. From May 1 to August 31, a working day begins at 8:00 AM and ends at 4:00 PM. From September 1 to April 30, a working day begins at 8:30 AM and ends at 4:30 PM.

3. **PRELIMINARY PROCEDURES FOR INFORMAL RESOLUTION OF ISSUES**

- 3.1. The grounds for requests for informal resolution of reappraisals, reviews and appeals shall include, but not be restricted to the following:
 - 3.1.1. Errors in calculation;
 - 3.1.2. Procedural errors on the part of the Faculty of Nursing;
 - 3.1.3. Failure of the Faculty of Nursing to consider all factors relevant to the decision being appealed;
 - 3.1.4. Bias or discrimination against the Appellant on the part of the Faculty of Nursing.
- 3.2. Before launching a formal appeal, students should attempt to resolve the issue by working directly with the party involved through the sequential escalation process outlined below.
 - 3.2.1. Issues regarding the student's status (including marks on assignments, exams, clinical performance and grades) in a specific course should first be directed to the faculty member concerned. It is preferable to meet with this individual in person rather than by e-mail or phone. Another faculty member may be invited to join the discussion.
 - 3.2.2. If the matter remains unresolved, students should consult the Associate Dean Graduate Studies, Faculty of Nursing.

4. **PRELIMINARY PROCEDURES FOR FORMAL REAPPRAISALS, REVIEWS AND APPEALS**

- 4.1. Grounds for request of formal reappraisals, reviews and appeals
 - 4.1.1. The grounds for requests for formal resolution of reappraisals, reviews and appeals shall include, but not be restricted to the following:
 - a. Procedural errors on the part of the Faculty of Nursing;
 - b. Failure of the Faculty of Nursing to consider all factors relevant to the decision being appealed;
 - c. Bias or discrimination against the appellant on the part of the Faculty of Nursing.
- 4.2. **Assignment Reappraisals**
 - 4.2.1. Students may request reappraisal of marks for individual assignments, papers or other course components.
 - 4.2.2. Students requesting assignment reappraisals must submit a written request to the Associate Dean Graduate Studies, Faculty of Nursing using the form provided in **Appendix A:**

Request for Reappraisal of an Assignment, Paper or Other Course Components (Excluding Final Exam).

- 4.2.3. The request must be received by the Associate Dean Graduate Studies, Faculty of Nursing, in the case of off-site students, no later than ten (10) working days following the posting of the course grade(s) on Bear Tracks.
- 4.2.4. The Associate Dean Graduate Studies, Faculty of Nursing may conduct the reappraisal or seek a blind reappraisal from one or two faculty members who have not been involved in marking the student in the course and who are able to make the assessment.
- 4.2.5. The new mark, whether higher or lower than the original, becomes the final mark for the reappraised assignment, paper or other course component.
- 4.2.6. Decisions concerning reappraisals are final. Students cannot appeal to the Associate Dean Faculty of Graduate Studies (FGSR), the FGSR Academic Appeals Committee, or the GFC AAC.

4.3. Final Examination Reappraisals

- 4.3.1. Students may request reappraisal of a final examination. Students must pay a final examination reappraisal fee to the University of Alberta. (Refer to University Calendar Sections 23.5.4(2) and 22.2.12.)
- 4.3.2. Students requesting final examination reappraisals must submit a written request to the Associate Dean Graduate Studies, Faculty of Nursing, using the form provided in **Appendix B: *Request for Reappraisal of a Final Examination.***
- 4.3.3. The request must be received by the Associate Dean Graduate Studies, Faculty of Nursing by the deadlines stipulated in Section 11 of the University of Alberta Calendar.
- 4.3.4. To conduct the exam reappraisal, the Associate Dean may seek expertise of other faculty members who were not involved in marking the student's exam. Usually the faculty member(s) are blind to the student's identity.
- 4.3.5. The new mark, whether higher or lower than the original, becomes the final mark for the examination.
- 4.3.6. Decisions concerning final examination reappraisals are final. Students cannot appeal to the Associate Dean Faculty of Graduate Studies (FGSR), the FGSR Academic Appeals Committee, or the GFC AAC.

4.4. Clinical Nursing Practice Mark Reviews

- 4.4.1. Students may request a review of a clinical nursing practice mark.

- 4.4.2. Students requesting review of clinical nursing practice marks must submit a written request to the Associate Dean Graduate Studies, Faculty of Nursing, using the form provided in **Appendix C: Request for Review of Clinical Nursing Practice Mark.**
- 4.4.3. The request must be received by the Associate Dean Graduate studies, Faculty of Nursing within the deadlines stipulated in Appendix C.
- 4.4.4. The new mark, whether higher or lower than the original, becomes the final mark for the clinical nursing practice.
- 4.4.5. Decisions concerning clinical nursing practice are final. Students cannot appeal to the Associate Dean Faculty of Graduate Studies (FGSR), the FGSR Academic Appeals Committee, or the GFC AAC.

4.5. **Grade Appeals**

- 4.5.1. Students may request an Informal Grade Appeal for a final course grade.
- 4.5.2. Students requesting a review of a Course Grade must submit a written request to the Associate Dean Graduate Studies, Faculty of Nursing, using the form provided in **Appendix D: Request for an Informal Grade Appeal.**
- 4.5.3. The request must be received by the Associate Dean Graduate Studies, Faculty of Nursing, within the deadlines stipulated in Appendix D.
- 4.5.4. The Associate Dean notifies the student of the decision made regarding the course grade in writing.
- 4.5.5. Failing resolution of a grade appeal through the Informal Procedures described in Section 3 and upon receipt of the written notification of the ruling by the Associate Dean Graduate Studies, Faculty of Nursing, students may appeal to the Faculty of Nursing Academic Appeals Committee.
- 4.5.6. Students must apply for the appeal using the process outlined in Section 4.9.
- 4.5.7. Decisions of the Faculty of Nursing Academic Appeals Committee concerning grade appeals are final and binding. There is no additional appeal option to the Associate Dean Faculty of Graduate Studies (FGSR), the FGSR Academic Appeals Committee, and the GFC AAC. [Refer to GFC 1.3.4.4. (a)]

4.6. **Practicum Intervention Appeals**

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

4.6.2. Students must apply using the process outlined in Section 4.9.

4.7. Procedure for Formal Appeals to the Faculty of Nursing Appeals Committees

4.7.1. Students requesting a formal appeal must submit a written request to the Vice Dean of the Faculty of Nursing, using the form provided in **Appendix E: Request for Formal Appeal to the Faculty of Nursing Appeal Committee.**

Written submissions should be addressed, in confidence, to:
The Vice Dean, Faculty of Nursing
University of Alberta
Level 3 ECHA
Edmonton, Alberta
T6G 1C9

4.9.2 The request must be received by the Vice Dean within the deadlines stipulated below:

- a. In the case of an appeal related to a grade or practicum intervention: within fifteen (15) working days of the deemed delivery of the written decision by the Associate Dean Graduate Studies, Faculty of Nursing,

The request for a formal appeal must:

- a. Contain the student's signature;
- b. Include a description of the steps already taken by the student to seek resolution;
- c. Set out the substance of the decision being appealed, including the grounds for an appeal, the nature of the relief being requested and, if applicable, the conditions being appealed;
- d. Indicate whether the intervention will result in any adverse effect to the student's academic standing in the case of a practicum intervention.

The Appellant is permitted only one (1) appeal on the same issue.

5. ACADEMIC APPEALS BOARD TERMS OF REFERENCE

5.1. The Faculty of Nursing shall establish an Appeals Board which is a standing committee of the Faculty of Nursing. An Academic Appeals Committee or a Practice Review Committee shall be constituted from the Board to hear individual appeals. The Vice Dean or his/her delegate will decide which committee will hear the appeal based on the substance of the decision being appealed as set out in the *Request for a Formal Appeal* form.

5.2. Composition of the Appeals Board

5.2.1. A Chairperson, who shall not to be a member of the Faculty of Nursing Executive Committee or the Administrative Team, shall be appointed by the Vice Dean.

- 5.2.2. Ten (10) full-time continuing academic staff – full-time continuing academic staff may be tenured; be in a tenure-track position or be a lecturer in the Faculty of Nursing. The ten (10) faculty members are to be elected by a vote of the full-time academic staff of the Faculty of Nursing, each serving for a period of two (2) years, to a maximum of two (2) consecutive terms. In selecting board members, the aim shall be to ensure wide representation from across the Faculty of Nursing.
- 5.2.3. The names of ten (10) undergraduate student members are to be provided by the nursing Undergraduate Association **for undergraduate appeals. The names of five (5) graduate student members (3 MN students and 2 PhD students) are to be provided by the Nursing Graduate Students Association for graduate appeals.**
- 5.2.4. The Dean, Associate Dean or Assistant Dean Undergraduate Programs, Associate Dean Graduate Studies, Year/Program Coordinators and the Coordinator Adult and Family/ All Ages and members of the GFC Academic Appeals Committee are not eligible to sit on the Appeals Board of the Faculty of Nursing.

6. ACADEMIC APPEALS COMMITTEE TERMS OF REFERENCE

6.1. Composition of the Academic Appeals Committee

- 6.1.1. The Academic Appeals Committee shall be constituted from among members of the Appeals Board. For each appeal, the Chairperson of the Academic Appeals Board shall select from the members from the Appeals Board to serve on an Academic Appeals Committee. The Academic Appeals Committee shall consist of only individuals who have not been involved in the matter in question and have no apparent conflict of interest.
- 6.1.2. Composition of the Academic Appeals Committee shall be as follows:
- a. Chairperson; (The Chairperson of the Academic Appeals Board shall normally act as the Chairperson of the Academic Appeals Committee; however, the Vice Dean may appoint another faculty member of the Board (or from outside the Board) to chair an individual appeal, as warranted by circumstances).
 - b. Three (3) full-time continuing academic staff;
 - c. Two (2) graduate students enrolled in the same program of study but usually not in the same course and/or year as the Appellant; (In a case where a conflict of interest occurs in the selection of students for representation on the Committee, the Nursing Graduate Students Association will be requested to provide alternate representatives.)
- 6.1.3. Students and faculty members who have been called to serve on the Academic Appeals Committee for a particular case may complete their service on that case even if his/her term on a committee expires or, in the case of students, a student graduates or changes status from MN to PhD student.

6.2. Jurisdiction of the Academic Appeals Committee

6.2.2. The Committee shall hear appeals from graduate students against decisions regarding marks and grades, but not academic standing. **Matters relative to academic standing are under the jurisdiction of the FGSR Academic Appeals Committee .**

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

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

- a. A decision to refuse admission or re-admission to the Faculty of Nursing;
- b. Decisions relating to the granting of credit for courses taken or to be taken outside the University of Alberta;
- c. A discipline matter or a decision on academic standing arising from a discipline matter (refer to GFC Policy Section 30.5 of the Code of Student Behaviour for policy related to appeal of a disciplinary matter);
- d. A matter relating to a decision by the Dean (or designate) with respect to practicum intervention, or a contravention to the Code of Ethics of Registered Nurses, (refer to GFC Policy Section 30.3.3 of the Code of Student Behaviour for policy related to professional misconduct and appeals to the GFC Practice Review Board and Practicum Intervention Policy).

6.3. Powers of the Academic Appeals Committee

6.3.1. The Academic Appeals Committee of the Faculty of Nursing represents the final appeal step for grade appeals.

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

6.3.3. Provided no order to uphold the appeal shall be made which is contrary to published Faculty of Nursing regulations, the Academic Appeals Committee is empowered to grant relief.

6.3.4. The Committee may direct the Associate Dean Graduate Studies to provide a student with an additional opportunity to demonstrate a satisfactory level of knowledge or performance.

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

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

6.3.7. The Academic Appeals Committee may make other rulings, as appropriate in an individual case, and communicate these to the Associate Dean Graduate Studies.

7. PRACTICE REVIEW COMMITTEE TERMS OF REFERENCE

7.1. Composition of the Practice Review Committee

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

7.1.2. Composition of the Practice Review Committee shall be as follows:

- a. Chair; (The Chairperson of the Academic Appeals Board shall normally act as the Chair of the Practice Review Committee, however, the Vice Dean may appoint another faculty member of the Board (or from outside the Board) to chair an individual appeal, if the circumstances warrant.)
- b. Two (2) full-time continuing academic staff;
- c. Two (2) students enrolled in the same program of study but usually not in the same course and/or year as the Appellant; (In a case where a conflict of interest occurs in the selection of students for representation on the Practice Review Committee, the Nursing Graduate Students Association will be requested to provide alternate representatives.)
- d. One (1) practitioner in good standing and registered with the College and Association of Registered Nurses of Alberta (CARNA) selected in consultation with the Associate Dean Graduate Studies and CARNA.
- e. Students and faculty members who have been called to serve on the Practice Review Committee for a particular case may complete their service on that case even if his/her term on a panel expires or, in the case of students, a student graduates or changes status from MN to PhD student.

7.2. Jurisdiction of the Practice Review Committee

7.2.1. The Practice Review Committee shall hear appeals from a matter relating to a decision by the Dean (or designate) with respect to Practicum Intervention and any academic decisions that result including: Denial of promotion within a program in the Faculty of Nursing; Requirement to withdraw from a program in the Faculty of Nursing; Denial of recommendation for graduation or a contravention to the Code of Ethics of Registered Nurses, (refer to GFC Policy Section 30.3.3 of the Code of Student Behaviour for policy

related to professional misconduct and appeals to the Practice Review Board and Practicum Intervention Policy).

7.2.2. The Practice Review Committee shall have no jurisdiction to hear an appeal related to:

- a. Any matter under the jurisdiction of the Academic Appeals Committee;
- b. A discipline matter or a decision on academic standing arising from a discipline matter (refer to GFC Policy Section 30.5 of the Code of Student Behaviour for policy related to appeal of a disciplinary matter).

7.2.3 The Practice Review Committee shall hear an appeal by a student against the same decision only once.

7.3. **Powers of the Practice Review Committee**

7.3.1. The 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; vary any terms or conditions previously imposed by the Dean (or designate).

7.3.2. The Practice Review Committee shall give all parties to the appeal an opportunity to be heard and to present evidence.

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

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

8. **COMMITTEE PROCEDURES PRIOR TO THE HEARING**

8.1. The Vice Dean, as soon as possible after receipt of an appeal, shall deliver the same to the Chairperson.

8.2. When the Chairperson of either an Academic Appeals Committee or Practice Review Committee (referred to as the “Committee”) receives a request for a formal appeal from the Vice Dean (or designate), s/he shall:

8.2.1. Confirm that the appeal falls within the Committee’s jurisdiction;

8.2.2. Ask Appeal Board members to declare any possible bias and select members from the Appeals Board who are free of bias or other conflicts of interest to serve on the Committee.

No member of the Board shall be called upon if the Chairperson is aware of any reason why a particular member is unable to effectively serve on the Committee.

- 8.2.3. Set a time and a place for the hearing of the appeal. Appeals are intended to proceed in a timely manner and the hearing date will normally be set to occur within thirty (30) Working Days of the receipt of the appeal for a practicum intervention and sixty (60) Working Days for other appeals. Both parties shall be provided with reasonable notice of the hearing date. The standard timeframes may not apply if there are also Code of Student Behaviour (COSB) charges.
- 8.2.4. Review the relevant Faculty of Nursing Regulations.
- 8.3. The Appeals Coordinator shall provide the Appellant and Respondent with:
 - 8.3.1. The date, time and place of the hearing;
 - 8.3.2. The appeal, any documentation received from the parties, and the decision under appeal (if applicable).
- 8.4. The Appellant and Respondent will have five (5) Working Days after receipt of the names of the anticipated panel members to lodge any challenge requesting that a Chairperson or a committee member not serve on the appeal.
 - 8.4.1. Challenges must be made to the Appeals Coordinator.
 - 8.4.2. Challenges may only be made on the grounds that the Chairperson or committee member may have a bias that would prevent a fair hearing.
 - 8.4.3. The challenge must include written reasons to support the challenge.
 - 8.4.4. The Chairperson shall consider and rule upon the challenge. The decision of the Chairperson may be made without a hearing and shall be final and binding. In the event the Chairperson is challenged, the Vice Dean or designate will adjudicate.
- 8.5. For appeals regarding academic standings, if the time of the hearing is after the start of classes in the spring, summer or winter session, the Appellant will be permitted a temporary registration subject to cancellation if the appeal is denied. For appeals regarding practicum intervention, subject to any imposed conditions, students may continue to attend non-practicum classes which they are entitled to attend. However, no temporary registration or continued attendance in non-practicum classes will be permitted if, in the opinion of the Vice Dean, there is an issue of public safety or public health.
- 8.6. The Appellant and Respondent must notify the Appeals Coordinator immediately upon selecting an Advisor for purposes of representation at the hearing.
- 8.7. A witness list must be provided to the Appeals Coordinator by both the Appellant and Respondent at least five (5) Working Days prior to the hearing date. The Appeals Coordinator shall inform the other party and the Committee of the identity of the witnesses.

- 8.8. Each party is responsible for securing the attendance of their witnesses at the hearing.
- 8.9. Either the Appellant or Respondent may request, in writing, an extension of any time limits. The Chairperson may extend any of the time limits where the Chairperson is of the opinion that the applicant has a reasonable ground for requesting such extension. The decision of the Chairperson may be made without a hearing and shall be final and binding.
- 8.10. All other procedural matters or questions that arise before the hearing will be decided by the Chairperson. The Chairperson will make a decision and before doing so may consult with the Vice Dean, Appeals Coordinator and/or with members of the Committee. The Chairperson's decision shall be final and binding.

9. PROCEDURES AT THE HEARING

- 9.1. Quorum for the Committee shall be no less than four (4) members as follows: The Academic Appeals Committee must include the Chairperson, two faculty members and one student; and, the Practice Review Committee must include the Chairperson, one faculty member, one student and the practitioner.
- 9.2. Functions of the Chairperson shall be to ensure the impartiality of the Committee, and to oversee the appeal procedures. The Chairperson does not participate in the discussion or in the Committee's deliberations and does not vote, except to cast a deciding vote in the case of a tie.
- 9.3. If the Appellant or the Respondent 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.
- 9.4. The appeal will be heard *in camera* with no minutes recorded, except for the decision of the Committee and the basis upon which the decision was made.
- 9.5. The two parties concerned (with, as the case may be, their respective advisors and witnesses), the members of the Committee, shall be the only persons present at any time during the hearing.
- 9.6. The Chairperson shall confirm that the Appellant and the Respondent have had the right to challenge the membership of the Committee, and shall confirm that there are no concerns. The Chairperson shall ask the Appellant and Respondent whether they have any questions or objections to the procedures to that point in time.
- 9.7. The Committee shall conduct the hearing in a manner which, in its sole discretion, it considers proper and has adopted the following Suggested Hearing Procedures, which it may vary.
 - 9.7.1. The Chairperson shall invite the Appellant and/or the Appellant's advisor to provide an opening statement or evidence for the appeal.
 - 9.7.2. The Chairperson shall ask the Appellant to call witnesses to appear, one at a time, before the Committee.
 - 9.7.3. The Chairperson shall invite each of the Appellant's witnesses to give evidence.

- 9.7.4. The Chairperson shall invite the Respondent and/or the Respondent's advisor to question the Appellant and witnesses.
- 9.7.5. The Chairperson and the members of the Committee may then question the Appellant and witnesses.
- 9.7.6. New evidence from the Appellant, beyond what was submitted on the *Request for a Formal Appeal* form or accompanying that form, as circulated to the members of the Committee, shall normally only be heard if the Appellant can demonstrate both that it was unavailable at the time of submission of the appeal, and that it is of substantial importance to the outcome of the case. The decision as to whether such new evidence will be accepted or considered shall be made by the Chairperson of the Committee and shall be final.
- 9.7.7. After the last of the Appellant's witnesses has been questioned:
- a. The Chairperson shall invite the Respondent and/or the Respondent's advisor to make an opening statement to provide evidence.
 - b. The Chairperson shall ask the Respondent to call witnesses to appear, one at a time, before the Committee.
 - c. The Chairperson shall invite each of the Respondent's witnesses to give evidence.
 - d. The Chairperson shall invite the Appellant and/or the Appellant's advisor to question the Respondent and witnesses.
 - e. The Chairperson and the members of the Committee may then question the Respondent and witnesses.
- 9.7.8. New evidence from the Respondent, beyond the written response to the appeal as circulated to the members of the Committee, shall normally only be heard if the Respondent can demonstrate that it was unavailable at the time of submission of the written response to the appeal, *and* that it is substantially important to the outcome of the appeal. The decision as to whether such new evidence will be accepted or considered shall be made by the Chairperson of the Committee and shall be final.
- 9.7.9. The Chairperson shall invite the Respondent to present a brief final statement. (Note: There shall be no questioning by anyone during final statements.)
- 9.7.10. The Chairperson shall invite the Appellant to present a brief final statement. (Note: There shall be no questioning by anyone during final statements.)
- 9.7.11. Upon completion of final statements, the appeal hearing is adjourned and both parties withdraw.

All written and oral submissions will remain strictly confidential.

10. PROCEDURES AFTER THE APPEAL HAS BEEN HEARD

- 10.1. The Committee shall immediately reconvene and decide whether to uphold or deny the appeal. The final decision will be reached by a secure ballot and determined by majority vote.
- 10.2. Within 48 hours of the appeal hearing the Chairperson will communicate the Committee's decision verbally to the Vice Dean. A summary of the arguments and evidence presented, along with the reasons for the decision shall be included. A written document will be submitted to the Vice Dean within 10 working days.
- 10.3. The Vice Dean shall convey the outcome of the hearing in writing to the Appellant and the Respondent as soon as possible after receipt of the written document from the Chairperson. A cover letter with the decision along with the document from the Chairperson shall be included.
- 10.4. The Vice Dean is responsible, in the event of an unsuccessful appeal, to inform the student in writing of:
 - 10.4.1. His/her right to appeal to GFC committees;
 - 10.4.2. GFC appeal deadlines and procedures; (The student has fifteen (15) Working Days of the deemed receipt of the written Faculty decision (Academic Appeals Policy, Section 1.2.1.1.c.) to appeal the decision to GFC AAC in the case of decision from the Faculty of Nursing Academic Appeal Committee; or in the case of a decision from the Faculty of Nursing Practice Review Committee, s/he has fifteen (15) working days to appeal the decision to the GFC PRB.)
 - 10.4.3. The name of the Appeals Coordinator (or delegate);
 - 10.4.4. The existence of and contact information of the Student OmbudService.
- 10.5. In accordance with *Freedom of Information and Protection of Privacy Act*, 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. APPEALS TO THE FACULTY OF GRADUATE STUDIES (FGSR) ACADEMIC APPEALS COMMITTEE

See Section 203.17 of the University Calendar and Section 9.2 of the FGSR Graduate Program Manual.

12. APPEALS TO THE GFC PRACTICE REVIEW BOARD

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

13. SERVICE AND NOTICE

- 13.1. Notices, decisions and other appeal materials sent by the Appeals Coordinator and the Vice Dean may be hand-delivered, sent by email, sent by courier, or sent by any method of delivery offered by Canada Post. Alternatively, at the student's request, the student may pick up the notice, decision or material at an arranged place. Where a student has requested to pick up the material but fails to do so, the Vice Dean will decide which method of delivery will be used.
- 13.2. During a formal appeal, the Appeals Coordinator will decide which method of delivery will be used.
- 13.3. When sent by Canada Post or courier, notices, decisions or appeal materials shall be sent to the last address provided by the student to the University of Alberta.
- 13.4. Delivery is deemed to have been effected on the date of pick-up, receipt by hand or courier delivery of five (5) working days after being sent via Canada Post to Canadian addresses, and seven (7) working days after being sent via Canada Post to International addresses.

Approved by Faculty of Nursing Council: _____

Appendix A. Request for Reappraisal of an Assignment, Paper or Other Course Component (Excluding Final Exam)



TO BE COMPLETED BY THE STUDENT AND SUBMITTED TO THE ASSOICATE DEAN GRADUATE STUDIES, FACULTY OF NURSING, PRIOR TO THE INITIATION OF THE REAPPRAISAL PROCEDURE

The request must be received by the Associate Dean, in the case of off-site students, no later than ten (10) working days following the posting of the course grade(s) on Bear Tracks.

Name: _____ Student ID#: _____ Email: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Res: _____ Bus: _____ Fax: _____

Course: _____ Term: _____ Program: _____

		YES	NO
1.	I have met with _____ (name of Faculty member) on _____ (date of meeting) who marked the assignment/paper and was unable to resolve the issue(s). If NO meeting held, please provide reason:		
2.	I am aware that the assigned mark on the reappraisal of the assignment/paper will replace the original mark.		
3.	I have submitted the original marked copy of the assignment/paper.		
4.	I have submitted a letter indicating my grounds for requesting a reappraisal.		
5.	I have provided a clean copy of the assignment/paper for reappraisal.		
6.	I have provided all guidelines/instructions regarding the assignment/paper from the course outline and those distributed during the course.		
7.	I have notified the faculty member of the request for reappraisal.		

Signature: _____ Dated: _____

This form is to be submitted to the Associate Dean Graduate Studies, Faculty of Nursing

To be completed by the Associate Dean Graduate Studies, Faculty of Nursing

		YES	NO
1.	I have received all of the above-noted documents.		
2.	The reappraisal will be completed by:	DATE:	
3.	The time period for the reappraisal will be:		
4.	Result of the reappraisal is:		
5.	Student notified:	YES	DATE:
6.	Faculty member notified:	YES	DATE:
7.	Action taken to change mark/grade if that is the outcome.	YES	DATE:

Signature: _____ Date Completed: _____

Appendix B. Request for Reappraisal of a Final Examination



TO BE COMPLETED BY THE STUDENT PRIOR TO THE INITIATION OF THE FORMAL REAPPRAISAL PROCEDURE

The request must be received by the Associate Dean Graduate Studies, Faculty of Nursing by the deadlines stipulated in Section 23.5.4 (2) Reappraisals of the University of Alberta Calendar.

Name: _____ Student ID#: _____ Email: _____
 Address: _____ City: _____ Province: _____ Postal Code: _____
 Phone: _____ Res: _____ Bus: _____ Fax: _____
 Course: _____ Term: _____ Program: _____

		YES	NO
1.	I have met with _____ (name of Faculty member) on _____ (date of meeting) who marked the final examination and was unable to resolve the issue(s). If NO meeting held, please give reason:		
2.	I am aware that the mark given on the reappraisal of the examination will replace the original mark.		
3.	I have paid the reappraisal fee to the University as outlined in 22.2.8 of the Calendar		
4.	I have submitted the original marked copy of the final examination (if applicable).		
5.	I have provided a clean copy of the final examination for reappraisal (if applicable).		
6.	I have provided all instructions regarding the final examination.		
7.	I have notified the faculty member of the request for reappraisal.		

Signature: _____ Dated: _____

To be completed by the Associate Dean Graduate Studies, Faculty of Nursing

1.	I have received all of the above-noted documents.	YES	NO
2.	The reappraisal will be completed by:	DATE:	
3.	The time period for the reappraisal will be:		
4.	Result of the reappraisal is:		
5.	Student notified:	YES	DATE:
6.	Faculty member notified:	YES	DATE:
7.	Action taken to change mark/grade if that is the outcome.	YES	DATE:

Signature: _____ Date Completed: _____

Appendix C. Request for Review of a Clinical Nursing Practice Mark



TO BE COMPLETED BY THE STUDENT PRIOR TO THE INITIATION OF THE FORMAL REAPPRAISAL PROCEDURE

This Form must be received by the office of the Associate Dean, Graduate Studies, Faculty of Nursing by the following dates: February 1st for courses delivered in the Fall Term and June 25th for courses delivered in Winter Term. The deadline for appeals for courses offered in Spring/Summer is within fifteen (15) working days following posting of course results on Bear Tracks.

Name: _____ Student ID#: _____ Email: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Res: _____ Bus: _____ Fax: _____

Course: _____ Term: _____ Program: _____

		YES	NO
1.	I have met with _____ (name of Faculty member) on _____ (date of meeting) who assigned the clinical practice mark and was unable to resolve the issue(s). If NO meeting held, please give reason:		
2.	I am aware that the mark given on the review will replace the original mark.		
3.	I have submitted all evaluation documents of the Clinical Nursing Practice Evaluation.		
4.	I have provided all instructions regarding the Clinical Course (from the course outline).		
5.	I have notified the faculty member of the request for review.		

Signature: _____ Dated: _____

This form is to be submitted to the Associate Dean Graduate Studies, Faculty of Nursing

To be completed by the Associate Dean Graduate Studies, Faculty of Nursing

		YES	NO
1.	I have received all of the above-noted documents.		
2.	The review will be completed by:	DATE:	
3.	The time period for the review will be:		
4.	Result of the review is:		
5.	Student notified:	YES	DATE:
6.	Faculty member notified:	YES	DATE:
7.	Action taken to change the clinical practice mark if that is the result.	YES	DATE:

Signature: _____ Date Completed: _____

Appendix D. Request for Grade Appeal



TO BE COMPLETED BY THE STUDENT PRIOR TO THE INITIATION OF THE INFORMAL GRADE APPEAL

This Form must be received by the office of the Associate Dean, Graduate Studies, Faculty of Nursing by the following dates: February 1st for courses delivered in the Fall Term and June 25th for courses delivered in Winter Term. The deadline for appeals for courses offered in Spring/Summer is within fifteen (15) working days following posting of course results on Bear Tracks.

Name: _____ Student ID#: _____ Email: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Res: _____ Bus: _____ Fax: _____

Course: _____ Term: _____ Program: _____

		YES	NO
1.	I have met with _____ (name of Faculty member) on _____ (date of meeting) who assigned the grade and was unable to resolve the issue(s). If NO meeting held, please give reason:		
2.	I am aware that the grade given on the review will replace the original grade.		
3.	I have submitted all relevant documents.		
4.	I have provided all instructions regarding the Course (from the course outline).		
5.	I have notified the faculty member of the request for review.		

Signature: _____ Dated: _____

This form is to be submitted to the Associate Dean Graduate Studies, Faculty of Nursing

To be completed by the Associate Dean Graduate Studies, Faculty of Nursing

1.	I have received all of the above-noted documents.	YES	NO
2.	The review will be completed by:	DATE:	
3.	The time period for the review will be:		
4.	Result of the review is:		
5.	Student notified:	YES	DATE:
6.	Faculty member notified:	YES	DATE:
7.	Action taken to change the grade if that is the result.	YES	DATE:

Signature: _____ Date Completed: _____

Appendix E. Request for Formal Appeal



TO BE COMPLETED BY THE STUDENT PRIOR TO THE INITIATION OF THE FORMAL APPEAL PROCEDURE

The Request for an Appeal must be received by the Vice Dean of the Faculty of Nursing as follows:

Grade Appeals and Practicum Intervention Appeal: Within fifteen (15) working days of the deemed delivery of the written decision by the Associate Dean Graduate Studies, Faculty of Nursing

TO: THE VICE DEAN OF THE FACULTY OF NURSING

Name: _____ Student ID#: _____ Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: Res: _____ Bus: _____ Fax: _____

Program of Study: _____

1. Please accept this as my appeal arising from the following Faculty decision (Letter/Correspondence communicating the decision of the Associate Dean Graduate Studies, faculty of Nursing, is attached):

2. The following outlines the initial procedures I undertook to resolve the issue(s) prior to submitting this Formal Appeal:

3. My grounds for appeal are as follows (additional pages or supporting documentation may be attached. ALL known grounds must be listed and explained):

Appendix E. Request for Formal Appeal



4. I am requesting that I be granted the following relief (if additional/alternative forms of relief are requested, list them in order of preference):

5. At my appeal hearing, I intend to:
(Check all that are relevant at the time of submitting this request)

_____ Be accompanied by an advisor. Name: _____

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

_____ Make an oral statement.

_____ Have my advisor make an oral statement.

The student may have an opportunity to invite advisors or name different witnesses from those named above provided reasonable notice is given.

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.

Dated: _____

Signature: _____
Appellant

Printed Name: _____
Appellant

Signature: _____
Witness

Printed Name: _____
Witness