



Appeal Process for Appeals on Academic Standing for Undergraduate Medicine, Undergraduate Medical Laboratory Sciences and Midwifery Programs in the Faculty of Medicine

This document establishes the appeal process for appeals on Academic Standing for students in undergraduate medicine; undergraduate medical laboratory sciences; and midwifery programs in the Faculty of Medicine. Every effort will be made to decide student appeals under this policy in a timely manner.

1. Initiating an Appeal

- 1.1. All appeals on academic standing for students in undergraduate medicine; undergraduate medical laboratory sciences; and midwifery programs in the Faculty of Medicine are made to the Dean. The student must forward a letter of appeal to the Dean identifying the decision under appeal and clearly setting out the grounds of appeal in accordance with this Policy. The letter of appeal must include any documents in support of the appeal that the student wishes to be considered. The student's letter of appeal must be received in the Dean's office within 10 days of the decision the student wishes to appeal.
- 1.2. The Dean, or delegate, will review the letter of appeal to determine whether the appeal is based on one of the grounds of appeal set out in this Policy. If the Dean, or delegate, determines that the appeal is not based on a ground of appeal set out in this policy then the Dean may dismiss the appeal.
- 1.3. If the Dean, or delegate, determines that the appeal is based on one of the permissible grounds of appeal set out in this Policy then the Dean will refer the appeal to an advisory committee ("Advisory Committee") which will be chaired by the Executive Associate Dean Education ("Chair") or designate.

2. Composition of Advisory Committee

- 2.1. In addition to the Chair the Advisory Committee will be composed of the following individuals:
 - (a) The Associate Dean of Equity in the Faculty of Medicine or alternate appointed by the Chair;
 - (b) A Department Head or School Director.



- 2.2. In the event an Advisory Committee composed of these individuals cannot be constituted in a timely manner the Chair may appoint a senior faculty member as an alternative committee member.

3. Grounds for Appeal

A decision on academic standing reflects the assessment of faculty as to whether a student has met the academic standards of his or her undergraduate program. It is a decision determined through the exercise of academic judgment in the evaluation process utilized by the undergraduate program.

- 3.1. A student may appeal a decision on academic standing only on the following grounds:
 - (a) The decision is inconsistent with the policies for evaluation and promotion adopted by the undergraduate program;
 - (b) The decision did not take into account all relevant evidence or relied on irrelevant evidence;
 - (c) The decision is based on an arbitrary or discriminatory exercise of academic judgment by the faculty or program.
- 3.2. In rare circumstances a student may appeal a decision on the basis of additional mitigating evidence that was not known to the student, and not available to the decision maker, at the time the decision was made.
- 3.3. A student may not appeal a decision solely on the basis that the student does not agree with the application of an evaluation or promotions policy or with the academic judgment of faculty.

4. Terms of Reference of the Advisory Committee

- 4.1. The Advisory Committee is a committee of inquiry constituted to review student appeals on academic standing referred by the Dean and to make recommendations to the Dean regarding the disposition of the appeal. The Advisory Committee will review information relevant to the issues raised in the appeal before making a recommendation to the Dean.
- 4.2. The Advisory Committee will confine itself solely to questions arising from the grounds of appeal set out in this policy. The Advisory Committee may not substitute its academic judgment for that of the faculty on the basis that, on the evidence, the Advisory Committee would have reached a different conclusion.



5. Advisory Committee Meeting

- 5.1. The Advisory Committee will notify the decision maker (eg Chair of promotions committee, head of program or school) of the request for appeal and will provide the decision maker with a copy of the letter of appeal. The decision maker may be asked to provide a written response to the matters raised in the appeal. A copy of any written response provided by the decision maker will be provided to the student and the student will be allowed to respond either in writing or orally during the meeting with the Advisory Committee.
- 5.2. The Advisory Committee will review all materials relevant to the decision under appeal and the grounds of appeal including any applicable evaluation or promotions policies, the student's academic record, any applicable narrative assessments and any faculty committee minutes relevant to the decision under appeal.
- 5.3. The Advisory Committee will schedule a meeting with the student to discuss the appeal and to attempt to resolve the dispute. At the discretion of the Chair the decision maker may also be invited to attend this meeting. Neither the student nor the decision maker will be represented by legal counsel at this meeting. However, the student may be accompanied by a support person. This meeting could be arranged through videoconferencing as appropriate.
- 5.4. Either before or during the meeting with the student the Advisory Committee may request additional information, oral or written, related to the decision or the grounds of appeal. All such additional information will be shared with the student and the decision maker and they will be given an opportunity to respond to the additional information.
- 5.5. After consideration of all information relevant to the appeal the Advisory Committee will make a recommendation to the Dean with respect to the disposition of the appeal based on a majority vote of the committee members who reviewed the appeal,
- 5.6. The decision and recommendation of the Advisory Committee will be provided to the Dean in writing.
- 5.7. The Advisory Committee may recommend that the decision be overturned, modified with specific directions or upheld as written.

6. Decision of the Dean

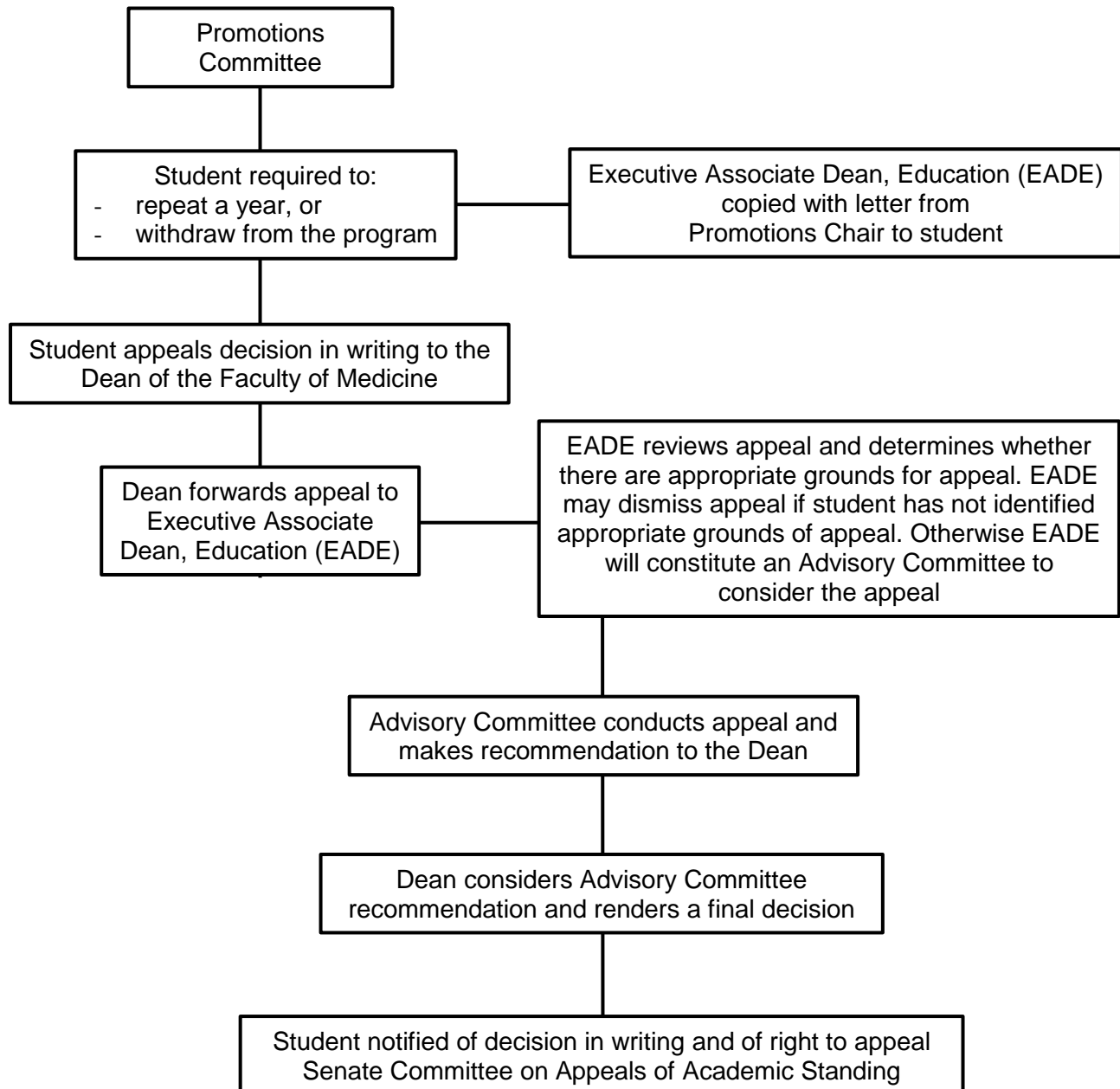
- 6.1. Upon receipt of the recommendation of the Advisory Committee the Dean may request additional information from the student or the decision maker before making a final decision. Any additional information provided in response to a request from the Dean will be provided to the student or faculty and they will have an opportunity to respond to the information.



- 6.2. The Dean will make the final decision regarding the disposition of the appeal after consideration of the Advisory Committee's recommendation and of any additional information provided in response to the Dean's request under paragraph 6.1.
- 6.3. The Dean will notify the student of the final decision in writing at the earliest opportunity.
- 6.4. A student may appeal the decision of the Dean to the Senate Committee on Academic Standing. Information on how to bring an appeal to the Senate Committee is available in the UBC calendar.

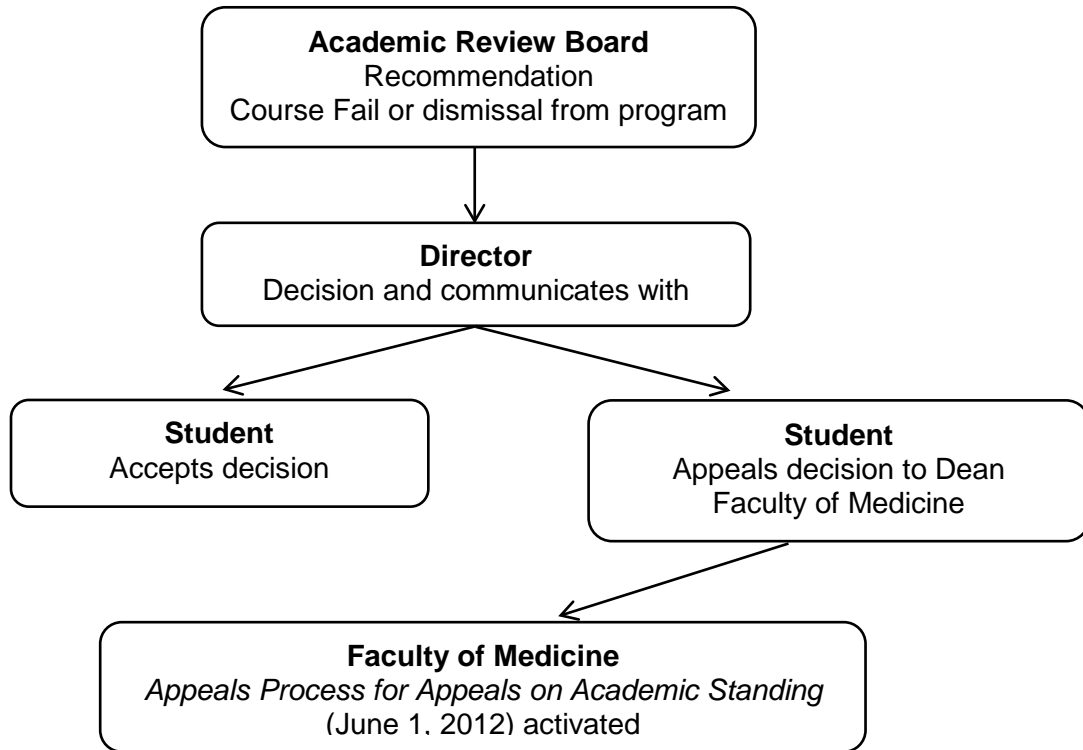


UBC Faculty of Medicine Undergraduate Student Appeals Process for Promotions Decision or Appeals Directly to the Dean





Division of Midwifery Academic Appeal Process



Flowchart updated August 2013

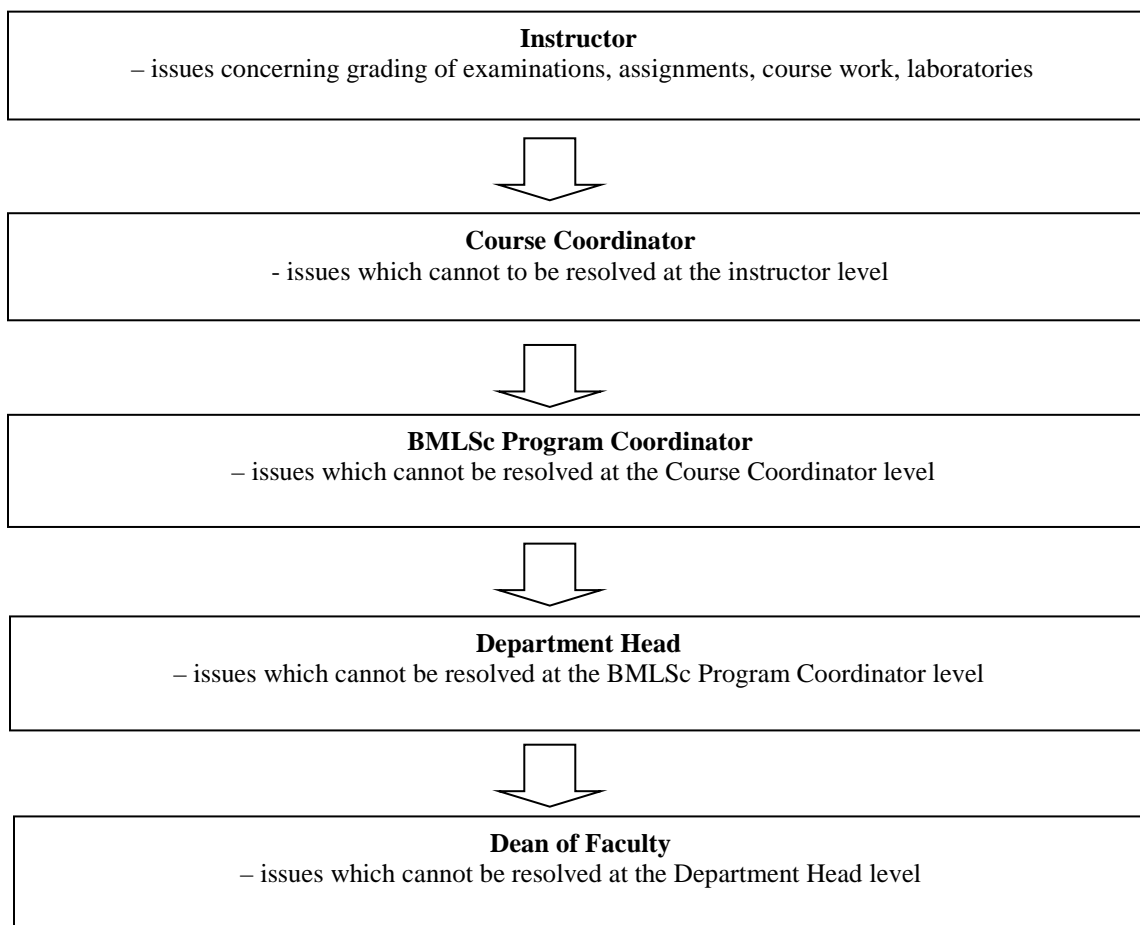


Bachelor of Medical Laboratory Science Program Policy and Process for Student Academic Appeals

The BMLSc Program adheres to the University of British Columbia policy on Senate Appeals on Academic Standing (UBC-V on-line calendar 2010-11):

“Students who wish to protest decisions relating to their academic studies may do so. The protest should be made initially as near the source of difficulty as possible, presumably an instructor, and progress to the head of the Department concerned and then to the dean of the Faculty.”

Following is a flowchart for the process of Student Academic Appeals:



Record of Revisions and Approvals

Created January 23, 2008

Approved by Faculty Executive: May 15, 2012

Effective June 1, 2012

Revised: August 18, 2011, February 10, March 15, May 10, 2012, July 10, 2012, August 19, 2013