**Policy & Procedures**

<table>
<thead>
<tr>
<th>Policy Title:</th>
<th>Student Appeals</th>
<th>Policy Number:</th>
<th>AP-14</th>
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</thead>
<tbody>
<tr>
<td>Responsible Committee:</td>
<td>Academic Committee</td>
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<tr>
<td>Approval Date:</td>
<td>24 November 2016</td>
<td>Date of Next Policy Review:</td>
<td>This policy shall be reviewed within one (1) year from approval and thereafter as deemed necessary by the responsible committee.</td>
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<td>Effective Date:</td>
<td>The policy will take effect upon approval of the Calendar Statement by the UBC Vancouver Senate.</td>
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<td>Applicability:</td>
<td>The policy applies to all students in a program within the Faculty of Pharmaceutical Sciences Academic Portfolio.</td>
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<td>Purpose:</td>
<td>To clearly set out the processes for student appeals from a Faculty decision on academic or professional performance, including the terms of reference for participating committees.</td>
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<td>Exclusions:</td>
<td>This policy does not apply to students in programs outside of the Academic Portfolio.</td>
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<td>This policy does not apply to appeals on admission or readmission decisions. These appeals are heard by the Senate Admissions Committee.</td>
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<td></td>
<td>This policy does not apply to appeals to have a final grade re-evaluated. For these appeals, undergraduate students must follow the Enrolment Services ‘Review of Assigned Standing’ process.</td>
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<td>Related Policies:</td>
<td>Review of Assigned Standing (Enrolment Services) <a href="http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,49,0,0">http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,49,0,0</a></td>
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<td>Appeals on Undergraduate Admission or Readmission Decisions <a href="http://www.calendar.ubc.ca/vancouver/?tree=2,16,0,0">http://www.calendar.ubc.ca/vancouver/?tree=2,16,0,0</a></td>
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<td>UBC Vancouver Senate Student Appeals on Academic Discipline <a href="https://senate.ubc.ca/vancouver/rules/discipline">https://senate.ubc.ca/vancouver/rules/discipline</a></td>
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<td></td>
<td>UBC Vancouver Senate Appeals on Academic Standing</td>
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President’s Advisory Committee on Student Discipline
http://universitycounsel.ubc.ca/discipline/

Calendar Statement: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,213,956,1565
Appeals
A student has the right to appeal a decision of the Faculty to the Dean’s Advisory Committee on Student Appeals.

History: This policy replaces the “Undergraduate Student Appeal Process” document approved by the Faculty Advisory Council on 19 March 2009.

Contact: Office of the Associate Dean, Academic

PREAMBLE
Appeals from a Faculty decision on academic or professional performance may be made to the Dean’s Advisory Committee on Student Appeals (DACSA).

DEFINITIONS
Day(s)  When referring to a number of days means working days and will not be construed as including Saturdays and Sundays or any other days on which the University or Faculty is closed, unless required otherwise by the context.

Appellant  A student wishing to appeal from a decision of the Faculty on academic or professional performance.

Respondent  Refers to the course coordinator(s) and/or other responsible faculty member(s)\(^1\) of the relevant course(s) to the decision under appeal, or other person contributing material that informed the initial academic or professionalism performance decision under appeal.

\(^1\) “Other responsible faculty member(s)” includes Module Leaders, Integration Activity Leaders, Element Leaders, and/or Curricular Theme leaders.
STUDENT APPEALS POLICY

1. An undergraduate student has the right to appeal from any academic or professional performance decision of the Student Progress Committee (SPC).

2. A student who wishes to appeal an academic or professionalism performance decision must notify the Office of the Associate Dean, Academic in writing, with inclusion of a full explanation of the grounds for the appeal and any supporting documentation. The Office of the Associate Dean, Academic must receive this notification within 10 days of the student being informed of the decision. The Associate Dean, Academic may extend this time limit if, in the Associate Dean, Academic’s opinion, circumstances warrant.

3. The Associate Dean, Academic shall allow an appeal where he or she decides that the decision has been arrived at through improper or unfair procedures, and that as a result a wrong decision on the merits has or may have been arrived at. Without limiting the generality of the phrase 'improper or unfair procedures' shall be construed to include the consideration of information that ought not to have been considered, and the failure to consider information that ought properly to have been considered.

4. Appeals are considered by a quorum of the DACSA.

5. The Appellant and the Respondent may make written submissions regarding the appeal to the DACSA for consideration at the meeting.

6. The DACSA will confine itself solely to questions arising from the grounds of appeal set out in this policy.

7. The DACSA will make a recommendation to the Dean. Recommendations may include:
   a. to uphold the original decision,
   b. to reverse the original decision, or
   c. to substitute an alternate decision devised by the DACSA.

8. The DACSA has no jurisdiction where the question raised in an appeal is solely based on the academic judgment of a faculty member or members with regards to student performance. See Review of Assigned Standing http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,49,0,0

9. The Dean will make the final decision with regards to the outcome of the appeal.

10. Appeals of the decision of the Dean may be made to the appropriate University Committee, based on the nature of the decision.
**STUDENT APPEALS PROCEDURES**

**BACKGROUND**
Decisions about academic progress, such as passing or failing courses, eligibility for supplemental exams, promotion to the next year of the program and similar are made by the Student Progress Committee (see policy AP-13, Student Progress). The Student Progress Committee receives progress recommendations from Course Coordinators, the Course Progress Review Groups (for within-course, mandatory pass components) and the Mentoring and Advising on Professionalism Group (for issues of professionalism) and makes final decisions based on the recommendations.

Student Progress Committee decisions on academic progress reflect

- the exercise of academic judgment by faculty members to determine whether a student has met the educational outcomes of the program, and
- the application of University and Faculty academic regulations and policies.

**THE DEAN’S ADVISORY COMMITTEE ON STUDENT APPEALS (DACSA)**
The DACSA is a committee of inquiry constituted to review student appeals on academic standing and student misconduct referred by the Associate Dean, Academic and to make recommendations to the Dean regarding the disposition of the appeal. The DACSA will review information relevant to the issues raised in the appeal before making a recommendation to the Dean.

**INITIATING AN APPEAL**

A. Student appeals from decisions of the Faculty of Pharmaceutical Sciences are made to the Associate Dean, Academic. The student must forward a letter of appeal to the Associate 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 Associate Dean, Academic’s office within 10 days of the decision the student wishes to appeal.

B. The Associate Dean, Academic, or delegate, will review the letter of appeal to determine whether the appeal is based on the grounds of appeal set out in point 3 of the Student Appeals Policy. If the Associate Dean, Academic, or delegate, determines that the appeal is not based on a ground of appeal set out in this policy then the Associate Dean, Academic may dismiss the appeal.

C. If the Associate Dean, Academic, or delegate, determines that the appeal is based on a permissible ground of appeal set out in point 3 of the Student Appeals Policy then the Associate Dean, Academic will refer the appeal to the DACSA.

**BEFORE THE MEETING**

D. The DACSA will notify the Respondent of the request for appeal and will provide the Respondent with a copy of the letter of appeal.
E. The Respondent will be asked to provide a Faculty statement in writing to respond to the matters raised in the appeal within 10 days.

F. The DACSA 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.

G. At its own discretion, the DACSA may request additional information from either the Appellant and/or the Respondent. Additional information may be collected in person or in writing.

**THE MEETING**

H. A quorum of the DACSA will meet to deliberate all relevant aspects of the appeal.

I. After consideration of all information relevant to the appeal the DACSA 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.

J. The decision and recommendation of the Advisory Committee will be provided to the Dean in writing.

K. The Advisory Committee may recommend that the decision be overturned, modified with specific directions or upheld as written.

**DECISION OF THE DEAN**

L. The Dean will make the Faculty decision regarding the final disposition of the appeal after consideration of the DACSA’s recommendation.

M. The Dean will notify the Appellant of the Faculty decision in writing within 14 days. A copy of the Faculty decision will be provided to the Respondent and to the DACSA.

N. A student may appeal the Faculty decision to the Senate Committee on Appeals on Academic Standing or the Senate Committee on Student Appeals on Academic Discipline, as appropriate to the issue.