



School of Physical and Occupational Therapy



SP & OT



EXCELLENCE THROUGH GROWTH

**B.SC. (REHABILITATION SCIENCE); MAJOR IN OCCUPATIONAL THERAPY:
RULES AND REGULATIONS 2011-2012**

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I. Rules and Regulations for Student Evaluation and Promotion

A. Introduction

The goal of the [undergraduate program](#) in the School of Physical and Occupational Therapy is to provide students with the opportunities and resources to develop and demonstrate the skills, knowledge, attitudes and behaviours required to progress to the entry level [Professional Master's Program in Occupational Therapy](#).

Information outlined in this section supplements the 2011-2012 McGill University [Health Sciences Calendar](#), Section 9.4 Student Evaluation and Promotion.

B. Evaluation and Promotion

Students progress through the program by successful completion of successive promotion periods. Students will not be permitted to proceed to the next promotion period unless they have met all criteria of the current promotion period.

Students with incomplete coursework (like failed or deferred courses) may not commence the professional courses in the subsequent promotion periods until the incomplete courses have been successfully completed. This means that the courses must be passed.

Within the School of Physical and Occupational Therapy, student evaluation, promotion and determination of suitability for the practice of the profession is within the jurisdiction of the Occupational Therapy Promotion and Review Committee (OTPRC). The OTPRC reviews the performance of students in the OT Program.

The OTPRC exercises final authority to determine a student's competence and suitability for the practice of occupational therapy. It will consider all aspects of student progress, including academic performance and professional conduct, and make final decisions on all matters relating to promotion and graduation.

1. Marks.

An overall final mark of C+ (60%) is required to pass the courses with a designation of OCC1 or POTH. Similarly, the passing grade on any remedial activity or supplemental examination is C+ (60%) for these courses. The passing grade for other courses is C (55%).

Equivalent elective/complementary courses or anatomy and physiology equivalent courses taken at other educational institutions (such as TELUQ courses) must be passed with a letter grade of C (55%) or better according to the credit system of the host university. The letter grades take precedence over numerical marks.

Students should be aware that there are specific criteria for promotion for courses having theoretical and practical components or individual and group work.

1.1 Theoretical and practical evaluation.

In any course that includes both theoretical and practical evaluation components, each student must achieve a passing grade of C+ (60%) in each of these components, as well as in the overall course, in order to receive a passing grade for the course. If the overall course mark is a failure, the student will be permitted to write a supplemental exam in this course.

If the overall course mark is a pass, but one component is a failure, the course mark is withheld from the record. The student must undertake remedial work in that failed component and successfully pass the additional evaluation. If the additional work is successfully passed, the original final course mark is then recorded.

Students will have only one opportunity to attain a passing grade through remedial work. No further supplemental exams will be permitted. Failure in remedial work will result in a final grade of D (failure) for the whole course.

1.2 Individual and group evaluation.

In any course which comprises both individual and group evaluation components, each student must achieve a passing grade of C+ (60%) in each of these components, as well as in the overall course, in order to receive a passing grade for the course. If the overall course mark is a failure, the student will be permitted to write a supplemental exam in this course.

If the overall course mark is a pass but one component is a failure, the course mark is withheld from the record. The student must undertake remedial work in that failed component and successfully pass the additional evaluation within 30 days of being advised of the original mark. If the additional work is successfully passed, the original final course mark is then recorded.

Students will have only one opportunity to attain a passing grade through remedial work. No further supplemental exams will be permitted. Failure in remedial work will result in a final grade of D (failure) for the whole course.

2. Attendance.

Students will be required to attend all small group and laboratory sessions, including Clinical Reasoning Workshops and Seminars, and are expected to attend all other course-related activities outlined in the course description and/or syllabus.

To be approved, an absence (for example, compassionate or medical reasons) must be supported by written documentation, such as a medical certificate (in the case of a medical reason), and submitted to the Program Director or delegate. The Program Director, at his or her entire discretion, may request additional information before approving the absence.

Students who have missed more than 10% of laboratory or small group sessions, or who miss any required professional workshop or seminar, without prior approval, will receive 0/10 for participation in the course. If a course does not have a participation mark, then the final course mark will be decreased by 10%. This rule applies to labs and to all required workshops, seminars or professional activities.

No absences are permitted during any clinical fieldwork or visits. Any absences for illness or compassionate reasons must be documented at both the

site and the School and the time must be made up. The absence must be approved by the Program Director or delegate.

3. Student standing.

A student's overall standing in the Occupational Therapy Program will be recorded as satisfactory, probationary or unsatisfactory.

3.1 Satisfactory standing.

- McGill cumulative grade point average (cGPA) of 3.0 or greater.
- Term GPA (tGPA) of 2.5 or greater.
- Failure and/or incomplete in ≤ 1 academic course in an academic year.
- Professional behaviour that meets program standards.

3.2 Probationary standing.

- Failure and/or incomplete in two (2) or more academic courses in an academic year.
- cGPA between 2.3 and 3.0.
- Term GPA (tGPA) of ≤ 2.49 .
- **Unprofessional behaviour:** Occupational Therapy is a health profession and therefore our program has rigorous standards of behaviour. Professional behaviour is expected of students throughout their education, whether in a class or clinical setting. Lack of professional behaviour will result in the student being placed on probationary standing.

Academic and non-academic offences are defined in the Code of Student Conduct and Disciplinary Procedures, [Handbook of Student Rights and Responsibilities](#), Chapter 6. Academic or non-academic offences as defined in the Handbook of Students' Rights and Responsibilities are also considered unprofessional behaviour.

- Failure in a course followed by failure of the supplemental examination.
- Failure to take the supplemental examination.

- Failure in a deferred examination.
- Remedial work in two or more courses in the same term.

A Student on probationary standing may be required to

- pursue specific remedial activity to address areas of weakness;
- meet specific performance criteria for subsequent promotion periods;
- meet on a regular basis with the Program Director and/or delegate;
- take a maximum of 12 credits per term.

A student who is placed on [probationary standing](#) is automatically monitored by the Occupational Therapy Promotion and Review Committee. The OTPRC may require the student to remain on probationary standing, undertake remedial activity, or repeat a [promotion period](#) or courses within that period.

3.3 Unsatisfactory standing.

- cGPA < 2.3.
- Failure of more than three courses or more than eight (8) credits of course work in an academic year.
- Failure of a repeated professional course or required science course.
- Repeated unprofessional behaviour or incompetence.

Students in unsatisfactory standing are required to withdraw from the Program.

3.4 Promotion periods.

Promotion periods are used to track student progress. Due to the sequential nature of the curriculum, students will not be permitted to advance to subsequent promotion periods until all criteria of the previous promotion period are met.

Students who are repeating courses or have deferred or incomplete courses will be considered to be repeating the promotion period. A student may not repeat more than one promotion period during the program. A student with

two (2) failures within a promotion period will be required to repeat that period if allowed by the OTPRC.

During a repeated promotion period, students are permitted to take optional or complementary courses; however, other courses within the program may only be taken with the permission of the Program Director and the OTPRC. Failure in any program course during a repeat promotion period will require the student to withdraw from the program.

A student with an overall cGPA of between 2.3 and 3.0 or tGPA of ≤ 2.5 in the promotion period will be placed on probation, reviewed by the OTPRC and may be required to repeat the promotion period.

Failure in any supplemental examination or remedial work will require the student to repeat the course and to repeat the promotion period if allowed by the OTPRC.

In order to be permitted to take a supplemental examination in any program course, a student must have a cGPA of at least 2.3 in that promotion period. Students may not be permitted to take supplemental exams if they have failed more than seven credits in an academic year.

The Evaluation System is under constant review by the School. The School may make changes to the policies and regulations at any time. In general, such changes will not come into effect during an academic year or promotion period; however, all changes and their effective dates will be communicated to the students of the program with a reasonable amount of prior notice.

3.5 Intrafaculty transfers.

Intrafaculty transfers (between Occupational Therapy and Physical Therapy) are not available to students in the undergraduate program. Students who wish to change programs can apply to the Qualifying Year of their desired program of study, during their final year of undergraduate studies.

C. Promotion Periods

A student must successfully complete all professional courses in each promotion period in order to be promoted to the next promotion period.

The Occupational Therapy Program promotion periods are as follows:

Promotion Period 1	U1 Fall/Winter	September - April
Promotion Period 2	U2 Fall/Winter	September -April
Promotion Period 3	U3 Fall/Winter	September - April

The following courses have special conditions for evaluation.

1. U1 Fall/Winter September - April.

OCC1 245	OT Seminars	Section 1.2
POTH 250	Health Care Delivery	Section 1.2

A student must successfully complete all program courses in Promotion Period 1 in order to be promoted to Promotion Period 2.

2. U2 Fall/Winter September - April.

POTH 455	Neurophysiology	Section 1.2
POTH 434	Musculoskeletal Biomechanics (previously Biomechanics of Injury)	Section 1.2
POTH 401	Research Methods	Section 1.2

A student must successfully complete all program courses in Promotion Period 2 in order to be promoted to Promotion Period 3.

3. U3 Fall/Winter September - April.

OCC1 545	Therapeutic Strategies in OT 1	Section 1.1 , 1.2
OCC1 550	Enabling Human Occupation	Section 1.2
OCC1 546	Strategies in OT Professional Practice	Section 1.2
OCC1 551	Psychosocial Practice in OT	Section 1.2
OCC1 547	Occupational Solutions I	Section 1.2
OCC1 548	Holistic Approaches in OT	Section 1.2
OCC1 549	Therapeutic Strategies in OT 2	Section 1.2

A student must successfully complete all Program courses in Promotion Period 3 in order to graduate.

A cGPA of 3.0 or greater is required to proceed to the Master's Applied Program in Occupational Therapy. In determining eligibility for the Master's program, the School may calculate the cGPA based only on program credits required for BSc completion. The M.Sc.A (OT) degree is required for licensure as an Occupational Therapist and entry to practice.

D. Examinations

Information outlined in this section supplements the 2011-2012 McGill University [Health Sciences Calendar](#), Section 9.4.7, and the [University Student Assessment Policy](#). For more information please refer to: http://www.mcgill.ca/files/education/University_Student_Assessment_Policy_April_2011.pdf

1. Introduction.

All examinations are governed by [university regulations](#) (please refer to: <http://www.mcgill.ca/students/exams/>), and by specific Faculty of Medicine regulations outlined below.

Note Exams in the Faculty of Medicine can be scheduled outside of the standard university dates. The 'University Regulations concerning Final Exams' state that:

The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a

13 week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable. For more information please refer to: www.mcgill.ca/study/2010-2011/university-regulations-and-information/gi_final_examinations

Students are expected to behave in a professional manner at all examinations, including laboratory practical examinations and examinations administered in clinical settings. The regulations outlined below permit the Faculty to ensure that all examinations are administered in an organized, fair and equitable manner for all students.

Any form of communication is prohibited during an exam, including communication via electronic devices. Students are NOT permitted the use of a cell phone, pagers, or PDAs (Personal Digital Assistants) during an exam. Any electronic devices found during an examination will be removed by an invigilator and returned to the student at the end of the examination or the following working day. These incidents will be reported to the Disciplinary Officer for the School. See procedures in Code of Student Code and Disciplinary Procedures.

Please note that many multiple-choice examinations administered at McGill University are monitored by an examination-security program (Harpp-Hogan). This program is based on documented seating plan in the examinations. The data generated by the program can be used as admissible evidence, either to initiate or corroborate an investigation of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

Any breach of these regulations will be reported to the Chief Invigilator, and OT Program Director. Students exhibiting suspicious behaviour will also be reported. Inappropriate behaviour, or disruptive behaviour can be considered as unprofessional behaviour or misconduct. This type of incident can be grounds for withdrawal from the Program.

A student may not miss an examination without justifiable reason. When a student misses an examination she/he must:

1. Notify the Program Director or delegate prior to the exam (circumstances permitting), indicating the reason for absence.
2. Provide appropriate written documentation to justify absence.

2. Examination regulations & procedures.

2.1 Regulations.

1. All examination information is confidential. Any transmission of examination information, either in writing or verbally, is expressly prohibited. No one is permitted to make written notes or to record, in any way, the contents of an examination. This includes the transmission of core materials (such as, names of patients) used in oral exams or Objective-Structured Clinical Examinations (OSCE).
2. Candidates must not procure, use, or attempt to use or distribute any improper or unauthorized materials.
3. No candidate for examination may bring into the examination room any books, notes, electronic communication devices with memory capability; like PDAs, cell phones, pagers or other material containing information pertaining to the examination, unless the examiner has given permission.
4. Talk or any other form of communication between candidates is forbidden. This includes the use of all types of electronic equipment not specifically requested for the examination, including cell phones and pagers. All communication devices must be deposited with the invigilators prior to the start of the examination.
5. Candidates are not permitted to leave the examination room until one half hour after the examination has begun, and in no case before the attendance has been taken. A candidate who leaves before the examination is over must hand in all completed and attempted work.
6. Every student has the right to submit in English or in French written work that is to be graded. Personal dictionaries are not permitted. However, a French-English dictionary will be available upon request.

2.2 Procedures.

1. If books, notes, etc., cannot be left outside the examination room, they must be put in a place designated by the Invigilator before the candidate takes a seat.

2. Students writing examinations are responsible for arriving at the right time and place and must have with them their McGill student identification cards. Forgetfulness or inadvertently arriving at the wrong time or place are not acceptable excuses.
3. The doors of the examination room will normally be opened at least five minutes before the starting hour. Candidates will be permitted to enter the examination room up to one half hour after the scheduled start of the exam. These students should be aware that a portion of time could be lost while the examination is assigned and instructions are being given by an invigilator. They must enter the room quietly, and time will not be extended for the examination.
4. Candidates must remain seated. A candidate needing to speak to the invigilator (for instance to ask for additional supplies) should so indicate by raising his or her hand.
5. Questions concerning possible errors, ambiguities, or omissions in the examination paper must be directed to the Invigilator, who will investigate them through the proper channels. The Invigilator is not permitted to answer questions other than those concerning the paper.
6. All work must be done in accordance with the examination instructions, and must be handed in to the Invigilator.
7. At the close of the examination, candidates must stop writing and submit their work at once.
8. Food or beverage is permitted at the discretion of the Chief Invigilator. Food should be brought in prior to the exam. Students will not be permitted to go to vending machines/cafeteria during an examination.
9. Bathroom privileges: only one student at a time will be allowed to go to the bathroom, and the student may be escorted there and back by an Invigilator (at the Invigilator's discretion).
10. No student will be permitted to leave during the final ten minutes of the examination.

2.3 Examination regulations – cheating.

Cheating is an academic offence in the [Code of Student Conduct and Disciplinary Procedures](#) which states:

Article 16(a)

No student shall, in the course of an examination obtain or attempt to obtain information from another student or other unauthorized source or give or attempt to give information to another student or possess, use or attempt to use any unauthorized material... (Cheating, para. 1)

Article 21(d)

The chief or senior invigilator at an examination shall have like powers of exclusion over any student undergoing the examination when the chief or senior invigilator has reasonable grounds to believe that the student is breaking, has broken, or is attempting to break a university or faculty examination regulation... (Section B Disciplinary Officers, para. 6)

Before the commencement of any mid-term or final examination, the above quotation will be read out loud.

2.4 Assignments.

The Faculty adheres to the definitions of plagiarism and cheating described in the Code of Student Conduct and Disciplinary Procedures. Any course instructor has the right to require that assignments (including case reports) be submitted in hardcopy format with the student's signature. [Refer to the section on Academic Integrity – Plagiarism](#). A McGill student guide to avoid plagiarism is also found online: <http://www.mcgill.ca/students/srr/honest/>

2.5 Midterm exams.

A copy of a valid medical note or appropriate documentation must be provided to the course instructor and the original document to the Program Director for all missed midterm exams. If approved, the instructor may choose one of the following three options:

- Preparing an alternative evaluation for that particular student.
- Shifting the weight normally assigned to the evaluation to the weight assigned to the remaining evaluation.
- Deferring the evaluation or examination to another time.

E. Deferred Examinations, Remedial Work and Supplemental Examinations

1. Deferred examinations.

Deferred final examinations are examinations rescheduled because the original was missed for valid reasons.

Permission for a deferred examination will be granted by the Program Director for the following reasons (a) valid health issues; (b) family or personal crises; (c) participation in elite athletic events (this does not apply to final exams please see section D. Policy on Student Athletes, in the Important Information for Students booklet).

Except for cases of emergency on the day of the exams, students must make their request for a deferred exam **PRIOR TO** the scheduled exam. The request must be accompanied by supporting documents (such as, physician's medical certificate). The Program Director reserves the right to verify all documentation.

In the case of an emergency on the day of the exam, supporting documents must be presented to the Program Director as soon as possible after the examination. These documents must indicate that the student was unable to write the examination for an approved reason on the specific date of the examination. The Program Director may request further corroborative documentation.

In general, an approved deferred examination will be written in the deferred/ supplemental exam period or at the earliest feasible time. Deferred examinations will generally be in the same format as the missed examination. Supplemental examinations are not permitted for students who fail to achieve the required passing grade on a deferred examination.

Medical Notes obtained from McGill Student Health Services adhere to the following guidelines.

- Medical notes will ONLY be issued on the DAY of the missed exam, assignment, project, class or conference. Health Service physicians and nurses will write notes based on their medical findings and professional assessments.
- Absolutely NO medical notes will be written for past illness (i.e. on a weekend, the day before, etc.).
- The nurses and physicians at McGill Student Health Services DO NOT have the authority to exempt students from exams, or other academic obligations. The final decision will be taken by the professor, faculty and/or department.
- No medical notes will be issued once the clinic is CLOSED for the day. Due to the high volume of drop in patients we encourage you to arrive as EARLY as possible to ensure you will be seen on the day of your exam or class in question. For more information please refer to:
<http://www.mcgill.ca/studenthealth/>

Medical notes can also be issued by medical personnel at private clinics, CLSCs, emergency rooms, etc., but note that you may be charged for this service. Medical Certificates from these health care settings must contain the following minimum information.

- The note must be written, signed and dated by a physician. In addition, the physician's name and phone number must be clearly printed.
- It must include the date(s) of the student absence and the date on which the student was seen by the physician.
- It must cite a specific reason for the absence and expected date of return to studies.

2. Remedial work.

Remedial work is activity to be undertaken by a student as required by the OTPRC as a consequence of a failure or unsatisfactory evaluation in a course, a component of a course or a clinical rotation. This activity will generally include additional study and additional examination(s). Any remedial activity will be decided upon after discussion between the student and instructor and confirmed by the OTPRC.

3. Supplemental examinations.

Supplemental examinations may be permitted in some courses. These are examinations taken as a consequence of a failure or unsatisfactory outcome in a course.

Students who do not successfully pass supplemental exams administered by the School will receive a final supplemental grade of D (failure).

As stipulated in section 9.4.7.4 of the [McGill Health Sciences Calendar](#), “it should be noted that the supplemental result will not erase the failed grade originally obtained which was used in calculating the GPA. Both the original mark and the supplemental result will be calculated in the GPA and cGPA”.

In general, remedial work or supplemental examinations in outside departments will follow university schedules. For remedial work or supplemental examinations administered within the OT Program, the timing will be determined by the instructor. Supplemental examinations will cover material from the entire course or section of a course. The format of the supplemental examination may differ from the original examination.

F. Promotion and Review

1. Promotion and review committee.

The OTPRC is a standing committee of the School of Physical and Occupational Therapy. It is composed of 4-6 Faculty members of the OT Program. All Faculty members are voting members. The Director will vote in the case of a tie.

The OTPRC will track the records of any student in academic difficulty and the records of any student with a documented incident of misconduct. Examples of misconduct are: unethical or unprofessional behaviour, dishonesty, drug or substance abuse, criminal conviction, and academic offences such as plagiarism or cheating. This type of incident could result in the student being withdrawn from the Program.

The OTPRC will require a student, who is considered unsuitable for the practice of Occupational Therapy due to poor academic standing or misconduct, to withdraw from the program. The Program Director, acting on behalf of the OTPRC, can withdraw a student from the Program or from a specific course, if the student fails to withdraw voluntarily within one week of a written request.

A grade is not final until it has been reviewed by the OTPRC and is recorded on the student's official transcript.

2. Review of grades, evaluations and decisions.

2.1 Review of course grades.

Step 1: For academic courses, Occupational Therapy students who are dissatisfied with an evaluation or mark must first discuss the matter with the course instructor within one calendar week of being informed of the mark. Following discussion of the student's concerns, the instructor may leave the evaluation/mark unchanged or may change the evaluation/mark.

Step 2: The following procedures are to be followed when a student wishes to contest an evaluation/mark of a course.

For academic courses, students who remain dissatisfied after speaking with the instructor may request a review of the evaluation or mark by the OTPRC. **The student's request must be made in writing and must be received within 14 calendar days of notification of the evaluation or mark.** A \$35 charge is applicable. The request must be made by completing a [Reread Form](#) available in the office of the Undergraduate Student Affairs Coordinator.

Both the student and the instructor have the right to state his or her case to the OTPRC in person and/or in writing. The proceedings will be conducted in an orderly and respectful manner.

Following review of the written or oral information presented, the OTPRC will determine the fairness and veracity of a student's evaluation. If, after deliberation, it is deemed to have been a reasonable assessment of the student's performance, the evaluation/mark will remain unchanged.

Should the Committee conclude that the evaluation/mark under review was not reasonable, a “**de novo**” assessment may be recommended by the committee. In this situation, the OTPRC will appoint another evaluator to re-read the assignment or examination.

As a result of the re-read, the evaluation/mark may remain unchanged, be upgraded or downgraded. Decisions made by the OTPRC on a course evaluation/mark are final.

2.2 Appeal of decisions made by the OTPRC.

Decisions of the OTPRC can only be appealed in the following situations: (i) the decision requires the student to repeat a promotion period; or (ii) the decision requires the student to withdraw from the Program.

The following procedures are to be followed when a student wishes to appeal a decision of the OTPRC:

1. Within 14 working days from notification of the decision of the OTPRC, the student may request an appeal of this decision. This request must be made in writing in sufficient detail to the Program Director.

2. The Program Director will immediately forward the request to the Director of the School of Physical and Occupational Therapy. Decisions of the OTPRC may be appealed if the following circumstances are present: (i) there is new evidence relevant to the OTPRC decision, which was not available at the earlier consideration; and/or (ii) there has been a breach of natural justice. The Director of the School will determine if one of these circumstances has been met and whether to proceed with the appeal.
3. If the appeal proceeds, the Director of the School of Physical and Occupational Therapy will convene an Ad Hoc Promotions Appeal Committee.
 - The Ad Hoc Promotions Appeal Committee is comprised of five (5) members of the Faculty (School of Physical and Occupational Therapy) who have had no previous knowledge of the case under review. Those selected will have appropriate background and knowledge to bring to the Committee. One member will be designated as Chair.
 - One representative from the OEQ, Faculty of Medicine, or Dean of Students Office may be substituted for a Faculty member.
4. The Director of the School of Physical and Occupational Therapy will communicate to each party, the names of the members of the Ad Hoc Promotions Appeal Committee, the time and place of the review with a minimum 10 working days notice.
5. The Director of the School of Physical and Occupational Therapy will call for a detailed dossier from each party which will be circulated to the committee and the parties prior to the meeting. The dossiers should be made available to the committee at least two (2) working days prior to the meeting so they have time to review the materials. The Program Director must be informed of the names of witnesses and advisers at least two (2) working days prior to the hearing.
6. The Program Director, or designate, will present the School's evidence in written form and/or verbally to the Committee after which the student will be invited to present his/her case. The Program Director will give a summary of the student's performance to the Committee, an explanation for the evaluation and the decision. The student will then present his/her

version of the performance and the evaluation. The Chair and other committee members may ask questions to the parties.

7. Both parties (the student and the Program Director) may be accompanied by an adviser if they so wish. The adviser(s) will speak only at the invitation of the committee Chair. Witnesses may be called if needed. As defined by the Charter of Student Rights and Responsibilities, the advisor must be a member of the McGill community (such as a fellow student, a faculty member, or a student from the Student Advocacy Program of the Legal Information Clinic) and not be paid for these services.

The role of the adviser is to advise and help the parties present their case. It is important for the Committee to hear directly from the student and Program Director. The adviser(s) may speak only at the invitation of the committee Chair.

8. The meeting is conducted in a respectful and non-confrontational manner. No observers are permitted at the proceedings.
9. The Committee will consider all relevant and valid evidence submitted in writing or orally by the parties and their witnesses. The Committee may ask questions to the student, of the Program Director or the witnesses. The parties may also question each other in order to clarify points.
10. Notes taken during the meeting are for the use of the Committee members in arriving at their decision, and are destroyed after they have completed their deliberations.
11. When the parties have completed their presentations and the Chair and the Committee members have no further questions, the meeting will be adjourned. The Committee will continue to deliberate in private.
12. All members of the Committee, including the Chair, vote. A simple majority is required for a decision.
13. The parties shall be informed verbally by the Chair as soon as the decision has been made. The decision will be confirmed in writing with sufficient detail no later than 10 working days following the meeting. No further appeal is permitted.