



**McGill**

**School of Physical and Occupational Therapy**



**SP&OT**



EXCELLENCE THROUGH GROWTH

**B.SC. (REHABILITATION SCIENCE); MAJOR IN PHYSICAL THERAPY:  
RULES AND REGULATIONS 2015-2016**

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# I. Rules and Regulations for Student Evaluation and Promotion

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## 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 degree program in Physical Therapy](#).

Information outlined in this section supplements the McGill University [Health Sciences Calendar](#), Section 7 Student Evaluation and Promotion.

## B. Evaluation and Promotion

Students progress through the program by successful completion of successive promotion periods. Students are required to complete the program on a full-time basis except when they have been provided with written permission from the Promotion and Review Committee to register part-time. 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 (designated PHTH, POTH) in the subsequent promotion periods until the incomplete courses have been successfully completed. This means that the courses must be passed. If students chose to voluntarily withdraw from the program they will not be permitted to remain registered in professional courses (PHTH or POTH).

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 Physical Therapy Promotion and Review Committee (PTPRC). The PTPRC reviews the performance of students in the PT Program.

The PTPRC exercises final authority to determine a student's competence and suitability for the practice of physical 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.

The following guidelines for Evaluation and Promotion are 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.

## **1. Marks.**

An overall final mark of C+ (60%) is required to pass the courses with a designation of PHTH or POTH. Similarly, the passing grade on any supplemental evaluation or 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 may be permitted to write a supplemental exam in this course or re-take the 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 of that work. If the additional work is successfully passed, the original final course mark is then recorded.

If the failure is the result of a deferred exam or evaluation, remedial work will not be permitted and the student will receive a final grade of D.

Students repeating a course will not be allowed the option of remedial work and therefore will receive a final grade of D.

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

Students who fail a component in more than one professional course (POTH, PHTH) may not be allowed to carry out remedial work or a supplemental examination, and if warranted, may be asked to withdraw from the program.

### ***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 may be permitted to write a supplemental exam in this course or retake the 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 an additional evaluation of that work. If the additional work is successfully passed, the original final course mark is then recorded.

If the failure is the result of a deferred exam or evaluation, remedial work will not be permitted and the student will receive a final grade of D.

Students repeating a course will not be allowed the option of remedial work and therefore will receive a final grade of D.

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

Students who fail a component in more than one professional course (POTH, PHTH) may not be allowed to carry out remedial work or a supplemental exam, and if warranted, may be asked to withdraw from the program.

## **2. Attendance.**

Students are encouraged to attend all teaching activities described in the course outline. Attendance is required at all laboratory and small group sessions, workshops, seminars, site visits and professional activities.

Except in the case of a prior approved absence or an emergency situation with a subsequent approval, students who have missed more than 15% of the above activities 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%.

A short absence (3 days or less) does not require documentation or approval, but will be counted towards the 15% allowed absences. An absence of more than 3 days (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.

## **3. Student standing.**

All students' overall standing in the Physical Therapy Program will be reviewed and classified 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  $\leq 1$  course in an academic year, followed by successful completion.
- Remedial work and/or a supplemental examination in one (1) course in an academic year.
- Professional behaviour that meets program standards.

### **3.2 Probationary standing.**

- Failure and/or incomplete in two (2) or more courses in an academic year, followed by successful completion.
- cGPA between 2.3 and 3.0.
- Term GPA (tGPA) of  $\leq 2.49$ .
- Failure in a course followed by failure of the supplemental examination.
- Supplemental examination not taken.
- Failure in a deferred examination.
- Remedial work and/or a supplemental examination in two or more courses in an academic year.
- **Unprofessional behaviour:** Physical 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](#) in the virtual [Handbook of Student Rights and Responsibilities](#). Academic or non-academic offences as defined in the Handbook of Students' Rights and Responsibilities are also considered unprofessional behaviour.

A student who is placed on [probationary standing](#) is automatically monitored by the Physical Therapy Promotion and Review Committee and may be required:

- To pursue specific remedial activity to address areas of weakness;
- To meet specific performance criteria for subsequent promotion periods;
- To meet on a regular basis with the Program Director and/or delegate;
- To take a maximum of 12 credits per term.
- To repeat a [promotion period](#) or courses within that period.

### ***3.3 Unsatisfactory standing.***

- cGPA < 2.3.
- Failure of more than seven (7) credits of course work in an academic year.
- Failure of a repeated professional course or required science course.
- Repeated unprofessional behaviour or incompetence.
- If a student has two or more failures (consisting of course and/or component failures), the student can be considered as having Unsatisfactory Standing, requiring withdrawal from the program.

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. Please see [Section 4](#) for promotion period dates and conditions.

In order to be permitted to take a supplemental or remedial 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 (7) credits in an academic year.

Failure in any remedial work or supplemental examination will require the student to repeat the course, if allowed by the PTPRC. Students who are repeating a course or have a deferred or incomplete course will be required to repeat the promotion period, if allowed by the PTPRC. A student may not repeat more than one promotion period during the program. 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 PTPRC. Failure in any course during a repeat promotion period will require the student to withdraw from the program.

### **3.5 *Intrafaculty transfers.***

Intrafaculty transfers (between Physical Therapy and Occupational 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.

### **3.6 *Exchanges.***

Students may present a request to the PTPRC for an exchange or term of study at another university. A request for an exchange or term of study at another university will only be considered for the winter term of the second year (U2) of undergraduate studies. A written request must be made to the PTPRC by December 1st of U1. Only students with very strong academic standing, and no course or component failure will be considered for an exchange. The request must contain the following:

- An introduction and statement of intent.
- Clearly identify and outline the courses that will be taken at the host university, in order to fulfill degree and program requirements.
- For compulsory physical therapy courses, the student is expected to research the courses offered at the host university and obtain relevant documents (e.g. course description and schedule). The student must then contact the professor teaching the corresponding McGill course, in order to ensure that the host university course can be considered equivalent to the McGill course.
- For complementary courses, students are expected to contact the appropriate McGill Student Affairs Offices with course proposals and a selection of courses.

As per McGill's Transfer Credit Policy: Transfer credits are earned if the grade earned in the host university course(s) is equal to or higher than the grade / CGPA required to graduate from the host university.

You are expected to comply with all McGill Exchange Regulations and Conditions of Participation. Please refer to their website for specific details [Home Page | International Education - McGill University](#)

#### **4. Promotion Periods – Dates and Conditions.**

In order to be promoted to the next promotion period, a student must successfully complete all professional courses in each promotion period, as well as all requirements for inter-professional education courses.

The Physical Therapy Program promotion periods are as follows:

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

The following courses have specific criteria for evaluation:

##### ***4.1 U1 Fall/Winter September - August.***

|          |  |
|----------|--|
| PHTH 245 | Physical Therapy Seminars                |
| POTH 250 | Introduction to Professional Practice    |
| POTH 225 | Introduction to Biomechanics             |
| POTH 204 | Introduction to Psychological Statistics |

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

##### ***4.2 U2 Fall/Winter September - August.***

|          |                                      |
|----------|--------------------------------------|
| POTH 455 | Neurophysiology                      |
| PHTH 440 | Clinical Exercise Physiology         |
| POTH 434 | Musculoskeletal Biomechanics         |
| POTH 401 | Research Methods                     |
| PHTH 255 | Introduction to PT Clinical Practice |

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

##### ***4.3 U3 Fall/Winter September - April.***

|          |  |
|----------|--|
| PHTH 550 | Physical Therapy Orthopedic Management       |
| PHTH 551 | Physical Therapy Neurological Rehabilitation |
| POTH 563 | Foundations of Professional Practice         |
| PHTH 560 | Integrated Orthopedic Management             |
| PHTH 561 | Integrated Neurological Rehabilitation       |
| PHTH 552 | Cardiorespiratory Rehabilitation             |

A student must successfully complete all 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 Physical 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 MScA (PT) degree is required for licensure as a Physical Therapist and entry to practice.

## C. Examinations

Information outlined in this section supplements the 2015-2016 McGill University [Health Sciences Calendar](#), Section 7.7, and the University Student Assessment Policy. For more information please refer to: [University Student Assessment Policy January 2013.pdf](#)

### 1. Introduction.

All examinations are governed by university regulations (please refer to: [Home Page | Exams - McGill University](#)) 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: [Final Examinations | Programs, Courses and University Regulations - McGill University](#).

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 standardized 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 Conduct 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 17 of the Code of Student Conduct and Disciplinary Procedures.

Any breach of these regulations will be reported to the Chief Invigilator, and PT 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 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 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 a 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 15 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 17(a) : No student shall, in the course of an examination obtain or attempt to obtain information from another student or unauthorized source or give or attempt to give information to another student or possess, use or attempt to use any unauthorized material;” (Section I Rules of Conduct Cheating, para. 1).
- Article 21(e): “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. Such exclusion from the place of examination and its vicinity shall not exceed the remainder of the examination.” (Section II: Administration of Discipline Disciplinary Officers, para. 5).

Before the commencement of any mid-term or final examination, the above quotations 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.

### **D. Deferred Final Examinations, Remedial Work and Supplemental Examinations**

#### **1. Deferred final examinations.**

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

Permission for a deferred final examination may be granted by the Program Director for the following reasons: valid health reason, family or personal crisis. Note that participation in an elite athletic event is not a reason for deferral of a final exam (see Policy on Student Athletes).

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, and no later than 1 week 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 or remedial work for the entire course or the individual and group or practical and theoretical components of a course are not permitted for students who defer an 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 etc. The final decision regarding exemption will be made by the course professor or Program Director.
- 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: [Student Health Service - McGill University](#)

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 the health professional, with the professional's name and phone number clearly printed.
- The note must include the date(s) of the student absence and the date on which the student was seen.
- It must cite the dates of the absence and expected date of return to studies.

## **2. Remedial work.**

Remedial work is activity undertaken by a student as required by the PTPRC 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 learning activities, evaluations, examination(s) or repeating a clinical course. Any remedial activity will be decided upon after discussion between the student and instructor and confirmed by the PTPRC. Failure in any remedial work or supplemental examination will require the student to repeat the course, if allowed by the PTPRC. Students who are repeating a course or have a deferred or incomplete course will be required to repeat the promotion period, if allowed by the PTPRC. A student may not repeat more than one promotion period during the program. 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 PTPRC. Failure in any course during a repeat promotion period will require the student to withdraw from the program. For remedial work administered within the PT Program, the timing will be determined by the instructor. No remedial work will be allowed if the student has deferred their final evaluation or exam.

## **3. Supplemental examinations.**

Supplemental examinations may be permitted by the PTPRC, and are examinations taken as a consequence of a failure or unsatisfactory outcome in a course.

Students who do not receive a passing grade as specified in [Section 1. Marks](#), will receive the failing grade obtained in the supplemental exam. This will be considered a failed course and will need to be repeated if allowed by the PTPRC. If a supplemental exam is permitted the student has the option not to take the supplemental exam but to re-take the course and the original failing grade will be recorded. The students will not be permitted a supplemental exam during the repeat course.

As stipulated in section 7.7.4 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 marks will be calculated in the GPA and cGPA.”

Supplemental examinations in outside departments will follow university schedules. For supplemental evaluations or examinations administered within the PT 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.

## **E. Procedures for Promotion and Review**

### **1. Promotion and review committee.**

The PTPRC is a standing committee of the School of Physical and Occupational Therapy. It is composed of 4-6 faculty members of the PT Program and the Program Director (committee Chair). All faculty members are voting members, with the exception of the Program Director who only votes in the case of a tie.

The PTPRC 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 PTPRC will require a student, who is considered unsuitable for the practice of Physical Therapy due to poor academic standing or misconduct, to withdraw from the program. The Program Director, acting on behalf of the

PTPRC, 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 PTPRC and is recorded on the student's official transcript.

## **2. Review of marks.**

**Step 1:** For academic courses, Physical Therapy students who are dissatisfied with a 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 mark unchanged or may change the mark.

**Step 2:** The following procedures are to be followed when a student wishes to contest a mark:

For academic courses, students who remain dissatisfied after speaking with the instructor may request a review of the mark by the PTPRC. **The student's request must be made in writing and must be received within 14 calendar days of notification of a mark.** A re-read charge [Additional Services Charges](#) is applicable and will be assessed to your student fee-account.

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 PTPRC 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 PTPRC will determine the fairness and veracity of a student's mark. If, after deliberation, it is deemed to have been a reasonable assessment of the student's performance, the mark will remain unchanged.

Should the Committee conclude that the mark under review was not reasonable the PTPRC will appoint another evaluator to re-read the assignment or examination.

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

### **3. Appeal of decisions made by the PTPRC.**

Students can appeal decisions of the PTPRC only 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. When a student decides to initiate an appeal, the following procedures must be followed:

1. Within 14 working days from notification of the decision of the PTPRC, the student must submit a detailed written request for appeal to the Program Director.
2. The Program Director will immediately forward the request to the Director of the School of Physical and Occupational Therapy. The Director of the School will determine if one of the following circumstances are present: (i) there is new evidence relevant to the PTPRC 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 proceed with the appeal if at least one of these circumstances is present.
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 OPPQ, 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 PTPRC's evidence which may include a summary of the student's performance and an explanation for the evaluation and decision. This information can be presented to the Committee in written form and/or verbally. Following the Program Directors' summary, the student will be invited to present their case. 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. 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 Directors. 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 of the student, 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.