



Policy Name: Appeals of Student Promotions Committee Decisions

Approved By: MDCM Program Committee

Approved On: April 11, 2016

Last Updated: April 9, 2016

Pertinent to: Students

Purpose: Outline conditions for a decision appeal of the Student Promotions Committee.

Decisions of the MDCM Program's Student Promotions Committee (SPC) are considered final and may only be appealed under the following circumstances:

- Dismissal of a student from the Program; or
- Perceived procedural irregularities.

The student has fourteen (14) working days in which to appeal the decision of the SPC.

The following procedures are to be followed:

1. The student files a letter of appeal to the Dean, Faculty of Medicine
2. The Dean remits the appeal to the Administrative Officer (Office of the Dean) who will then appoint an ad hoc Promotions Review Committee (PRC)
 - The Committee consist of five senior members of the Faculty's academic community who have had no previous knowledge of the student or the case under appeal. Those selected will have an appropriate background and knowledge to bring to the Committee. One member will be designated as Chair
 - One representative from the Collège des médecins du Québec or from the Ordre des Dentistes du Québec may be substituted for an academic member
3. The Administrative Officer (Office of the Dean) will communicate to the parties the names of the PRC members, the time and place of the hearing, etc. In order to give the student time to prepare for the meeting, there will be a minimum two-week notice period. The hearing can be scheduled earlier if the student so requests it, or otherwise agrees in advance to the shorter notice period
4. The Administrative Officer (Office of the Dean) will call for a detailed dossier from each party that will be circulated to the Committee and all 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 become acquainted with the issues
5. The Associate Dean UGME, or designate, presents the Faculty's evidence in written form and/or verbally to the Committee, after which the student is invited to present

6. Both parties (the student and the Associate Dean) may be accompanied by an adviser if they so wish. Such advisers must be members of the McGill community and must not be paid for these services (e.g. [McGill Student Advocacy Office](#)). The role of the adviser is to advise and help the student and/or Associate Dean present his/her case. It is important for the Committee to hear directly from the student and the Associate Dean. The adviser(s) will speak at the invitation of the Committee Chair. Witnesses may be called if needed. The Administrative Officer (Office of the Dean) must be informed of the names of any witnesses and advisers at least two (2) working days prior to the hearing
 7. The meeting is informal and non-confrontational. The Committee listens to all evidence and may ask questions of the student and/or adviser; and of the Associate Dean and/or adviser. The parties may also question each other in order to clarify points
 8. The Administrative Officer (Office of the Dean) acts as a technical adviser and secretary to the Committee in an ex officio capacity. Any notes from the meeting are for the use of the Committee in arriving at their decision and are destroyed after they have completed their deliberations
 9. When both parties feel that all the information pertaining to the case has been presented, the Chair will ask both to retire and the Committee meets further to make a decision on the matter. All members of the Committee, including the Chair, may vote. Decisions are by simple majority
 10. The PRC may uphold or overturn the decision of the SPC. This decision is binding upon the Dean and the SPC, though subject to appeal at the level of the University Senate as per the [Handbook on Students Rights and Responsibilities](#). If the decision is overturned, the PRC may choose to offer recommendations on a course of action to be considered by the SPC
 11. The parties (i.e. the student and the Associate Dean) are informed verbally by the Administrative Officer (Office of the Dean) as soon as feasible after the decision has been made, and in writing as soon as possible, with a copy sent to the SPC
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