



# BSN Academic Regulation | Procedure

## Review of Assigned Standing for Nursing Practice Courses

FHSD Grade Appeals Hearing Committee (hereafter referred to as the Committee)

### Preamble

The purpose of the Review is to provide a just process for the review of the student's assigned standing in a nursing practice course. The following procedures have been developed by the FHSD Grade Appeal Committee to promote transparency and fairness.

### Grade Appeals Hearing Committee Membership

1. The Committee shall be chaired by the Associate Dean – Professional Practice & Engagement Faculty of Health & Social Development (FHSD).
2. Committee membership is made up of the following:
  - a. Chair (Non-voting)
  - b. Vice-Chair (Associate Dean – Academic Programs FHSD)
  - c. One (1) member from the School of Nursing who have no knowledge of the case under Review
  - d. Two (2) members from School of Social Work who have no knowledge of the case under Review
  - e. Two (2) members from School of Human Kinetics who have no knowledge of the case under Review
3. The Assistant Director and Associate Director are not members of the Committee.
4. If any member of the Committee is directly or indirectly involved in a matter that may be considered by the Committee to put the member in a conflict of interest, a replacement for that member shall be named by the Chair of the committee. If the Chair is involved, he/she will be replaced temporarily by a person appointed by the Chair.

### Voting

1. Quorum shall consist of six (6) members – the vote is a simple majority.
2. If there is not full membership, the Committee hearing will be rescheduled
3. All members of the Committee shall be voting members (one vote each) with the exception of the Chair.

### Procedures Prior to the Review

1. The student shall make every reasonable effort to resolve an issue related to academic standing through discussion with the relevant teacher(s).
2. The student submits a Letter of Intent to the Chair of the Committee within five business (5) days of being informed of their course grade.
3. The student submits a package to the Chair of the Committee including the following pieces of information:
  - a. A copy of the Letter of Intent
  - b. The reason(s) for requesting the Review of Assigned Standing
  - c. A brief statement including the chronological sequence of events leading up to the request for the Review of Assigned Standing.
  - d. Any related or pertinent documentation the student believes will support his/her perspective.
4. The Chair of the FHSD Grade Appeal Committee strikes the Committee membership

5. The practice teacher submits a package to the Chair of the Committee including the following pieces of information:
  - a. A summary of the student progress, in the course, with details related to areas of unsatisfactory nursing practice.
  - b. If applicable, copies of the learning contract(s) and/or related documentation, as well as, any teaching and remedial strategies put in place to support the student.
  - c. Related handouts provided to the student during the term.
  - d. A chronological sequencing of events illustrating the process the teacher has taken with the student once an unsatisfactory performance was determined during the term.
  - e. Any communication between the student and teacher relevant to the assigned grade.
6. The Assistant Director of the School of Nursing submits a package to the Chair of the Committee including the following:
  - a. A chronological sequencing of events (including communications) outlining the process that has occurred between the Assistant Director, Team Leader, teacher, and/or student in determining the assigned grade.
  - b. The Assistant Director will provide a final decision/recommendation regarding the final assigned grade.
7. The Chair of the Committee will provide copies of the packages to the committee members.

## Procedures at the Review

At the Review, the following procedures should be followed:

1. The Committee, teacher and student convene together to discuss the Review of Assigned Standing.
2. Both the student making the complaint and the teacher/faculty member giving the grade in question will be present during the open part of the committee meeting.
3. The student has the right to have a support person present during the hearing. The role of this person is to provide support to the student during the Review. The support person does not make a presentation to the Committee and is not involved in the decision making process. Examples of a support person could include a friend, nursing practice representative, or a family member
4. Introduction and opening remarks are made by the Chair.
5. All discussion is directed by the Chair and will proceed in the following order:
  - a. The student may make a brief opening statement;
  - b. The Chair will request the teacher/faculty member to provide an overview of how the grade was determined;
  - c. After the teacher's/faculty member's remarks are finished the Chair will ask if the committee has clarification questions for the teacher/faculty person;
  - d. After the committee has asked clarification questions to the teacher/faculty member, the student will present an overview of why the grade is incorrect and should be changed;
  - e. Once the student's presentation is completed the committee is given an opportunity to address clarification questions to the student;
  - f. After the committee questions are finished, first the faculty member and then the student will be invited to make a brief final statement;
  - g. After the final statements are completed, the committee may once again ask clarification questions;
  - h. Once the committee is satisfied that all need questions have been asked the faculty member and student will leave the room.

## The Decision

1. If, during the Review, the Committee requires further information in order to reach a decision, additional information may be requested. Both the student and the teacher must be given the opportunity of commenting on the additional information supplied before the Committee reaches a final decision.
2. In a closed session, the Committee shall arrive at a decision on the basis of a majority vote of the voting members of the Committee present at the Review.
3. The Chair will prepare a letter of findings that is reviewed and endorsed or changed by the FHSD Dean.

4. The letter containing the committee's findings, and Dean's endorsement is emailed to the student, Director of the School, and each committee member.
5. If the course grade requires adjustment, this will be done by the Assistant Director.
6. If the assigned grade is upheld, the student has the right to apply for a [Review of Assigned Standing | Senate Appeal](#)

## School of Nursing Submission Deadlines

1. With regard to these procedural guidelines, a reference to a number of days shall exclude Saturdays or Sundays and any days the University is closed.
2. The student submits the Letter of Intent for Review of Assigned Standing to the Chair of the Committee within five (5) days of receipt of the course grade.
3. Within seven (7) days from the date the student has submitted the Letter of Intent, the student and teacher packages are to be sent to the Chair of the Committee.
4. The Committee is to meet within a reasonable timeframe of receipt of the student and teacher packages.
5. The decision of the Committee will be communicated in writing to the student with copies provided to the within three (3) business days of the Review.
6. The Chair of the Committee may extend the timelines if necessary.