



University of Alberta

PRACTICUM INTERVENTION POLICY

Note from University Governance: The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and "general supervision of student affairs" (section 31). GFC has thus established a Practicum Intervention Policy.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

87. Practicum Intervention Policy

Overview

This Policy provides for Practicum Interventions. Practicum Interventions are a means by which, because of public interest, public safety or public health considerations, a Student can be denied placement in a Practicum; be withdrawn from participation in a Practicum; or have participation in a Practicum suspended or varied through the imposition of conditions which must be met prior to or as part of the Student taking up, continuing, or returning to a Practicum. A procedure is established by which Practicum Interventions can be appealed. Further, this Policy has application where the circumstances that arise from a Practicum Intervention also result in charges under the Code of Student Behavior (“COSB”).

Purpose

The University has an obligation to protect the public interest, public safety, and public health by ensuring that Students in Practicums conform to accepted standards of professional, competent and safe practice in their work with patients, clients, and co-workers. This Policy provides Deans with the authority to intervene in the Practicum of a Student and/or an associated Professional Program because of such concerns. The Dean’s authority is balanced by the granting of appeal rights to a Student who is the subject of a Practicum Intervention.

NOTE: Acronyms are used throughout the policy; please refer to “Definitions” at the end of this policy.

87.1 APPLICATION AND JURISDICTION

- a. **Intervention Authority:** A Dean, or a delegate of the Dean, including a University Supervisor, may intervene in the Practicum of a Student where there are reasonable grounds to believe that this is necessary because of public interest, public safety, or public health concerns. In making a decision to intervene, third parties may be consulted. Any person acting as a delegate of the Dean in initiating a Practicum Intervention shall take steps to immediately inform the Dean of any actions taken under the delegated authority.

The intervention shall take effect immediately upon verbal or written notification by the Dean or University Supervisor.

- b. **Form of Intervention:** A “Practicum Intervention” may consist of one or more of the following decisions:
 - i) denial of placement in or assignment to a Practicum;
 - ii) withdrawal from placement in a Practicum;
 - iii) Suspension, variation or termination of placement in a Practicum including the imposition of restrictions or conditions/remediation which must be met by the Student as part of or prior to commencement or continuation of the Practicum.

A “Practicum Intervention” may result in an assessment of academic standing in accordance with the Faculty’s academic standing regulations.

- c. **Grounds:** Circumstances in which a Dean may intervene in a Practicum include, but are not limited to:

- i) public interest - which may include, but is not limited to, protection from unprofessional, incompetent or unsafe practice, including as provided for in any Professional Code of Ethics or Conduct governing the relevant profession and the practice of its discipline;
 - ii) public safety - which may include, but is not limited to, protection from behaviours of the Student as a result of mental illness, harassment by the Student or other perceived violent or disturbing behaviour by the Student; or
 - iii) public health - which may include, but is not limited to, protection from infections by bloodborne or other pathogens.
- d. **Conditions:** Restrictions or conditions (“Conditions”) forming part of a Practicum Intervention may include, but are not limited to:
 - i) the taking of additional training, remediation, or skill development;
 - ii) the improvement of language, study and/or interpersonal skills;
 - iii) the undergoing of counselling;
 - iv) the undergoing of medical testing (including psychological testing);
 - iv) prohibitions against attendance by the Student at the, or any, Practicum Site and/or Exclusion from all or parts of campus.
- e. **Implementation:** A Practicum Intervention shall take effect immediately upon verbal notification to the Student. Subject to any imposed Conditions, Students subject to a Practicum Intervention may continue to attend non-practicum classes that they are otherwise entitled to attend unless in the opinion of the Dean there is an issue of public safety or public health.
- f. **Applicability:** Interventions in Practicums are governed by the procedures and jurisdiction provided for in this Policy. Students whose academic standing is affected by a Practicum Intervention are subject to this Policy and the appeal procedures herein are applicable. Further, this Policy has application where the circumstances that give rise to a Practicum Intervention also result in charges under the COSB.
- g. **Non-Applicability:** This Policy has no application to the academic standing or the Professional Program of a Student in circumstances where no Practicum Intervention has taken place. In such circumstances any appeal recourse available to a Student shall be in accordance with other applicable University and Faculty policies e.g. an appeal of their grade in accordance with the Faculty’s grade appeal regulations, or, if a failure to meet a Faculty’s Academic Standing regulations has resulted from the failure, eligibility to appeal to the Faculty Academic Appeals Committee (AAC) and the GFC Academic Appeals Committee (GFC AAC) may arise. Further, this Policy has no application where the circumstances of a Practicum give rise to charges under the COSB but do not result in a Practicum Intervention.
- h. **Practicum sites:** These provisions do not affect the entitlement of Practicum sites to refuse placement of a Student or to require that a Student be withdrawn from a Practicum. The decisions of Practicum sites are not appealable under this or any other University Policy. Any resulting or subsequent Practicum Intervention on the part of the Dean remains subject to this policy.

- i. **Other Proceedings:** Nothing in this Policy shall prevent the University from referring an individual matter to an appropriate law enforcement agency.

87.2 PRACTICUM INTERVENTION --NOTICE

- a. Within ten (10) Working Days of a Student being verbally notified of a decision to intervene, the Dean shall provide the Student with notice in writing:
 - i) of the nature of and the reasons for the Practicum Intervention and, if applicable, any adverse effect to the Student's academic standing or upon the Student's Professional Program as a result of the Practicum Intervention;
 - ii) of any Conditions applicable to the Practicum Intervention, including those which must be met by the Student before the Student will be permitted to take up, continue or return to a Practicum (if applicable);
 - iii) of the Student's first right of appeal of the Practicum Intervention to the Faculty;
 - iv) of the applicable Faculty appeal deadlines and procedures;
 - v) where on-campus assistance is available;
 - vi) that any Conditions imposed must be appealed at the time they are imposed and that if the Student subsequently fails to meet the conditions imposed there is no further right of appeal;
 - vii) that, where applicable, the Student is not permitted to go to the placement site for any reason without the Dean's written permission.
- b. The Dean shall provide a copy of the decision to the University Supervisor. At the discretion of the Dean, a copy may also be provided to the Practicum site.
- c. If, in the opinion of the Dean, an imminent issue of public safety or public health is involved, the Dean shall also notify the Provost and Vice-President (Academic); other Deans affected; the Appeals Co-ordinator; and Campus Security Services.
- d. In cases of the Exclusion of a Student, the University is entitled to notify the University Community, by any means, of the Student's name, the fact that the Student has been excluded, and any other information that is deemed necessary for the safety of the University Community.

87.3 APPEALS TO FACULTY PRACTICE REVIEW COMMITTEES

- a. Students have the right to appeal a Practicum Intervention decision of the Dean to the Faculty Practice Review Committee ("FPRC").
- b. Appeals to a FPRC must:
 - i) be in writing;
 - ii) be signed by the Student;
 - iii) be received by the Faculty within fifteen (15) Working Days of the deemed delivery of the Dean's written decision;

- iv) indicate whether the Student is appealing any Conditions imposed and, if applicable, any adverse effect to their academic standing resulting from the Intervention;
 - v) state the full grounds of appeal; and
 - vi) state the relief requested.
- c. The FPRC has the powers set out in Section 87.1.b, and may confirm, reverse or vary the Practicum Intervention decision of the Dean and in all cases, the FPRC may establish Conditions as provided for in Section 87.1.d.
 - d. All appeals of Conditions imposed by the Dean must be appealed at the time they are imposed. If the Student subsequently fails to meet the Conditions imposed, there is no further right of appeal to the FPRC.
 - e. Each Faculty may establish additional rules and procedures for the actual hearing of FPRC appeals, and shall provide information in the Faculty section of the calendar where Students can obtain a copy of the appeal procedures.
 - f. If the appeal of a Student to the FPRC is unsuccessful, in whole or in part, the FPRC shall provide the Student, at the time it renders its written decision with notice in writing of:
 - i) the Student's right to appeal to the GFC PRB;
 - ii) the applicable GFC PRB appeal deadlines and procedures;
 - iii) where on-campus assistance is available;
 - iv) the name and contact information of the Appeals Co-ordinator and;
 - v) the FPRC's written reasons, if applicable.

87.4 INTERSECTION OF PRACTICUM INTERVENTION POLICY WITH COSB OFFENCES

a. Practicum Interventions accompanied by COSB charges

- i) Where a Practicum Intervention is accompanied by charges under the COSB and one of the disciplinary streams set out in Section 30.5 of the COSB is commenced, the COSB charges, subject to the provisions and qualifications that follow, shall be heard in accordance with the procedures and jurisdiction set out in the COSB.

b. Staying of Practicum Intervention FPRC appeals pending determination of COSB charges

- i) Where an appeal of a Practicum Intervention is brought to a FPRC, the appeal shall be stayed and the hearing of the appeal held in abeyance pending a determination being made on the COSB charges by the Dean, or the Discipline Officer, as the case may be. The written reasons issued for the determination made under the COSB, once available, shall be provided to the FPRC who shall then hear the Practicum Intervention appeal with the determination under the COSB forming part of the record available to the Faculty.

c. Practicum Intervention appeals to the GFC PRB and COSB charges

- i) Any final appeal of COSB charges that accompany a Practicum Intervention shall, as and where provided for in the COSB, be an appeal to the GFC PRB instead of the UAB. The GFC PRB shall hear the appeal instead of the University Appeal Board (“UAB”), and shall in such instances, have all of the powers and jurisdiction of the UAB as provided for in the COSB.

d. Any appeals by a Student to the GFC PRB:

- i) of COSB charges that accompanied a Practicum Intervention, and
- ii) of a decision of a FPRC pertaining to a Practicum Intervention when such Practicum Intervention has been accompanied by COSB charges, shall be stayed and held in abeyance as may be necessary in order that the appeals can be conjoined and be heard and determined at the same time by the GFC PRB as constituted hereunder.

e. In such circumstances the GFC PRB shall hear and determine

- i) the COSB offence appeal in accordance with the jurisdiction and procedures provided to the UAB under the COSB, and
- ii) the Practicum Intervention appeal in accordance with the jurisdiction and procedures provided for in this Policy.

87.5 APPEALS TO THE GFC PRB

- a. Students have a right of appeal to the GFC PRB from a decision of a FPRC.
- b. Practicum Intervention appeals to the GFC PRB must:
 - i) be in writing;
 - ii) be signed by the Student;
 - iii) be received by the Appeals Co-ordinator within fifteen (15) Working Days of the deemed delivery of the FPRC decision being appealed;
 - iv) indicate whether the Student is appealing any Conditions imposed and, if applicable, any adverse effect to their academic standing resulting from the Intervention;
 - v) state the full grounds of appeal; and
 - vi) state the relief requested.

87.6 GFC PRB TERMS OF REFERENCE, POWERS AND JURISDICTION

- a. The GFC PRB shall hear and determine appeals from Students who have been subject to a Practicum Intervention and who have exercised a right of appeal to a FPRC.
- b. In hearing an appeal the GFC PRB:
 - i) shall consider the decision under appeal, the Student's written appeal, and the Faculty's response;
 - ii) shall give all parties to the appeal an opportunity to be heard and to present evidence;
 - iii) may confirm, reverse or vary the decision under appeal, including establishing conditions for entry, continuation or re-entry to the Practicum; vary any terms or conditions previously imposed by the Dean or the FPRC.
- c. A defect in procedure shall not warrant the quashing of the decision being appealed unless the defect complained of can reasonably be said to have deprived the Student of a fair hearing.
- d. In determining whether and what actions are necessary to protect the Public Interest in specific cases, the GFC PRB may seek and rely upon expert advice and third party assessment. In addition, the GFC PRB may hear from expert witnesses, and may have a resource person(s) attend any or all portions of a hearing.
- e. The GFC PRB shall also have the authority to hear appeals under the COSB as provided for in Section 30.3.3(7) of the COSB and Sections 87.1.f and 87.4.d hereof.
- f. All decisions of the GFC PRB shall be final and binding.

87.7 COMPOSITION OF THE GFC PRB

- a. For each hearing the GFC PRB panel shall consist of five (5) regular members as follows:
 - i) one (1) Faculty member as Chair from the panel of Chairs of the GFC AAC or UAB, provided always that for any particular hearing the GFC Executive Committee shall have the discretion to appoint a Chair from outside the panel of Chairs;
 - ii) one (1) practitioner from the discipline or field relevant to the appeal selected by the Provost and Vice-President (Academic) in consultation with the Vice-Provost and Dean of Students;
 - iii) one (1) Faculty member from the relevant Faculty's Practice Review Committee (which Faculty member shall not have sat on the FPRC below); and (CLRC 24 MAY 2012)
 - iv) two (2) Student members-at-large of the GFC AAC or UAB.
- b. The GFC AAC and UAB shall comprise a pool of alternate Faculty members if, for any reason, the subject Faculty cannot provide a Faculty member from its Faculty AAC.
- c. When a hearing involves an undergraduate Student, the GFC PRB will include at least one (1) undergraduate Student.

- d. When a hearing involves a graduate Student, the GFC PRB will include at least one (1) graduate Student. For the purposes of selection and service on the GFC PRB, graduate Students are considered to be from the Faculty where they receive supervision. Students who are in any joint graduate/undergraduate Degree program (e.g., the joint MBA/LLB program) are considered to be graduate Students for the purpose of service and selection on the GFC PRB.
- e. Student and Faculty members who have been called to serve on the GFC PRB for a particular case may complete their service on that case even if his or her term on a panel expires or, in the case of Students, a Student graduates or changes status from undergraduate to graduate.
- f. In order to ensure objectivity and a fair hearing, all GFC PRB members shall declare to the Appeals Co-ordinator their interests in or knowledge of, if any, a particular case. Such interest or knowledge is deemed not to include membership in the same Faculty in which the Student is registered.
- g. For each appeal, every attempt will be made to have a member in reserve for each membership category, including the category of Chair, prepared in advance to attend the hearing.

87.8 PROCEDURES PRIOR TO GFC PRB HEARINGS

- a. When an appeal is received the Appeals Co-ordinator shall:
 - i) provide the Student and the Dean with a written acknowledgement of the appeal;
 - ii) ask the Dean to indicate who will respond to the appeal on behalf of the Faculty;
 - iii) advise the Dean that a written response to the appeal is required within ten (10) Working Days;
 - iv) select a Chair for the PRB hearing;
 - v) provide the Student and the Dean with the name of the PRB Chair and the names of potential members of the panel;
 - vi) upon receipt of the Faculty's written response to the appeal, provide a copy to the Student;
 - vii) direct the Registrar to withhold Degrees, certification of marks and/or transcripts pending the outcome of the appeal.
- b. The Appeals Co-ordinator shall consult with the Chair, who shall set a time and place for the hearing of the appeal. Appeals are intended to proceed in a timely manner and the hearing date will normally be set to occur within thirty (30) Working Days of the receipt of the appeal. Both parties shall be provided with reasonable notice of the hearing date. The normal timeframe of (30) Working Days may not apply if there are also COSB charges (See Section 87.4.d.).
- c. The Appeals Co-ordinator shall provide the parties and the PRB panel with:
 - i) the date, time and place of the appeal hearing; and
 - ii) the appeal, the Faculty response, any documentation received from the parties, and the FPRC decision under appeal.

- d. The Student and the Faculty will have five (5) Working Days after receipt of the names of the anticipated panel members to lodge any challenge requesting that a Chair or a panel member not serve on the appeal.
 - i) challenges may only be made on the grounds that the Chair or panel member may have a bias that would prevent a fair hearing;
 - ii) the challenge must include written reasons to support the challenge;
 - iii) the Chair shall consider and rule upon the challenge. The decision of the Chair may be made without a hearing and shall be final and binding; and
 - iv) membership in the same Faculty as the Student is deemed not to constitute such a bias unless the anticipated GFC PRB panel member sat on the FPRC which heard the Student's appeal at that level.
- e. The Student and Faculty must notify the Appeals Co-ordinator immediately upon selecting an Advisor for purposes of representation at the PRB hearing.
- f. A witness list must be provided to the Appeals Co-ordinator by both the Student and the Faculty at least five (5) Working Days prior to the hearing date. The Appeals Co-ordinator shall inform the other party and the PRB of the identity of the witnesses.
- g. Each party is responsible for securing the attendance of their witnesses at the hearing.
- h. Either the Student or the Faculty may request, in writing, an extension of any time limits. The Chair may extend any of the time limits where the Chair is of the opinion that the applicant has a reasonable ground for requesting such extension. The decision of the Chair may be made without a hearing and shall be final and binding.
- i. All other procedural matters or questions that arise before the hearing will be decided by the Chair. The Chair will make a decision and before doing so may consult with the Appeals Co-ordinator and with members of the GFC PRB. The Chair's decision shall be final and binding.

87.9 PROCEDURES AT THE GFC PRB HEARING

- a. The quorum for the GFC PRB shall be the Chair and three (3) members. A member who is unable to participate in a GFC PRB panel may be replaced by an alternate member from the same category as the absent member, prior to the commencement of the hearing.
- b. Appellant and Respondent may each be accompanied by one Advisor. (EXEC 04 JUN 2012)
- c. If the Appellant or Respondent does not appear on the date set for the hearing of the appeal, the GFC PRB may, in its discretion, reschedule the hearing or proceed with the hearing in the absence of the Appellant or Respondent. (EXEC 04 JUN 2012)
- d. The GFC PRB may accept any evidence that it, in its sole discretion, considers proper, whether admissible in a court of law or not, and it is not bound by the *Alberta Evidence Act* or the law of evidence applicable to judicial proceedings.
- e. Material not submitted and/or witnesses not identified prior to the hearing will not be accepted unless the GFC PRB is of the opinion that, with the exercise of reasonable diligence, the document or witnesses could not have been made available or identified

prior to the hearing and that the material or testimony of the witnesses is relevant to the appeal.

f. The Appellant, Respondent, and the GFC PRB may call and question witnesses and call evidence. (EXEC 04 JUN 2012)

g. The GFC PRB may receive advice from the Appeals Coordinator or other third party as to procedural, evidentiary, expert or legal issues that are raised during the course of an appeal. (EXEC 04 JUN 2012)

h. **SUGGESTED HEARING PROCEDURES**

The GFC PRB shall conduct hearings in a manner which, in its sole discretion, it considers proper. All determinants of process shall be made by the Chair. The hearing will normally follow these procedures, which it may vary: (EXEC 04 JUN 2012)

i) The Appeals Coordinator shall present the appeal to the GFC PRB and introduce the parties. (EXEC 04 JUN 2012)

ii) The Chair shall explain the rules of decorum, review the procedures to be followed, and confirm the jurisdiction of the GFC PRB. The Appellant and Respondent may make statements, present evidence and ask questions as noted in this section. All questions should be directed through the Chair unless the Chair decides otherwise. The Chair shall ensure that everyone has sufficient opportunity to ask questions. (EXEC 04 JUN 2012)

iii) The Chair shall invite the Appellant (and/or Advisor) to make an opening statement and present the case. (EXEC 04 JUN 2012)

iv) The Chair shall invite the Respondent (and/or Advisor) to question the Appellant. (EXEC 04 JUN 2012)

v) The Panel may question the Appellant. (EXEC 04 JUN 2012)

vi) The Appellant's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Appellant (and/or Advisor), then by the Respondent (and/or Advisor), and finally by the Panel. The Appellant (and/or Advisor) may then re-question the witness, only on matters that have arisen in the course of the previous questioning by the aforementioned parties. (EXEC 04 JUN 2012)

vii) When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness. (EXEC 04 JUN 2012)

viii) The Chair shall invite the Respondent (and/or Advisor) to make an opening statement and present the case. (EXEC 04 JUN 2012)

ix) The Chair shall invite the Appellant (and/or Advisor) to question the Respondent. (EXEC 04 JUN 2012)

x) The Panel may question the Respondent. (EXEC 04 JUN 2012)

xi) The Respondent's witnesses shall be called by the Chair one at a time and shall be present only when they are providing evidence. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Appellant (and/or Advisor); and finally by the Panel. The Respondent (and/or Advisor) may re-question the witness,

only on matters that have arisen in the course of the previous questioning by the aforementioned parties. (EXEC 04 JUN 2012)

- xii) When questioning is concluded, the witness shall be dismissed by the Chair. The questioning procedures shall be repeated for each witness. (EXEC 04 JUN 2012)
- xiii) the Chair may invite expert witnesses or resource persons to address the hearing or to answer questions;
- xiv) The Chair shall invite the Appellant (and/or Advisor) to present any evidence he/she may have by way of rebuttal. Such evidence shall be subject to questioning by the Respondent (and/or Advisor); followed by the Panel. (EXEC 04 JUN 2012)
- xv) The Chair shall invite the Appellant (and/or Advisor) to make a brief closing statement which is not subject to questioning.
- xvi) The Chair shall invite the Respondent (and/or Advisor) to make a brief closing statement which is not subject to questioning. (EXEC 04 JUN 2012)
- xvii) The Chair shall adjourn the hearing for the GFC PRB's deliberation; the Appellant and Respondent (and Advisors) shall leave the hearing. (EXEC 04 JUN 2012)
- i. The GFC PRB shall reach a decision by majority vote. (EXEC 04 JUN 2012)
- j. The Chair of the GFC PRB, where practical, will communicate the decision to the Appeals Coordinator. The Appeals Coordinator, as soon as possible, will relay the decision to the Appellant (and Advisor) and the Respondent (and Advisor). (EXEC 04 JUN 2012)
- k. The Chair shall normally submit the written decision of the GFC PRB to the Appeals Coordinator within ten (10) Working Days of the decision being reached. The Appeals Coordinator shall then send a copy of the decision to the Appellant/ Respondent, the Panel, the panel of AAC/UAB Chairs, and the AAC delegate on the Academic Standards Committee. (EXEC 04 JUN 2012)

87.10 CONFIDENTIALITY OF HEARING AND MATERIAL

- a. Hearings of the GFC PRB are closed and all material related to those hearings is confidential.
- b. At the discretion of the Chair, incoming members of the GFC PRB may attend the hearing as observers.
- c. The Student may incorporate a request for an open hearing and offer to waive confidentiality in the written appeal. Such a request will be conveyed to the GFC PRB Chair who, through the Appeals Co-ordinator, will consult with both parties before making a decision. The Chair's decision on this matter shall be final and binding.

87.11 IMPACT ON TRANSCRIPTS

In the case of a Practicum Intervention:

- a. The reflection on the Student's transcript of a withdrawal or denial of a Practicum decision will be as follows:

- i) where medical issues have given rise to the Practicum Intervention, the transcript will normally show that the Student has been withdrawn for medical reasons. A grade of W (withdrew with permission) will be assigned by the Faculty;
 - ii) for unprofessional, incompetent or unsafe practice on the part of the Student, a grade of F in a credit course, a grade of NCR in a credit/non-credit course, or grade of F in a pass/fail course will be assigned. In addition, an academic comment of “withdrawn from Practicum” may be assigned by the Faculty, in which case, the comment shall remain on the record for no more than 2 years from the end date of the term in which it was assigned. After that time, the remark will be removed by the Faculty.
 - iii) for COSB offences, and in accordance with the COSB, the transcript may reflect the sanctions imposed by the Dean and/or Discipline Officer.
- b. The grade assigned by the Dean will be held in abeyance until such time as the appeal process has been exhausted or the deadline for appeal has passed; during this time, a grade of IN will be assigned by the Dean
 - c. The Dean shall direct the Registrar to update the student’s grade, and withhold Degrees, certification of marks and/or transcripts pending the outcome of any appeals.
 - d. Following the completion of any appeals, the Dean will direct the Registrar to amend the Student’s Permanent Academic Record as appropriate to the final decision.

87.12 SERVICE AND NOTICE

- a. Notices, decisions and other appeal materials sent by the Appeals Co-ordinator and the Dean may be hand-delivered, sent by e-mail, courier, or sent by any method of delivery offered by Canada Post. In cases where students have an official campus address, material may be sent to that address by campus mail. Alternatively, at the Student’s request, the Student may pick up the notice, decision or material at an arranged place. Where a Student has requested to pick up the material but fails to do so, the Dean will decide which method of delivery will be used. (CLRC 25 SEP 2008) (CLRC 29 JAN 2009 (CLRC 24 MAY 2012)
- b. During an appeal to the GFC PRB the Appeals Co-ordinator will decide which method of delivery will be used.
- c. When sent by Canada Post or courier, notices, decisions or appeal materials shall be sent to the last address provided by the Student to the University.
- d. Delivery is deemed to have been effected on the date of pick-up, receipt of hand or courier delivery, or five (5) Working Days after being sent by Canada Post to Canadian addresses, and seven (7) Working Days after being sent by Canada Post to International addresses, or two (2) Working Days following being sent by campus mail. In accordance with the University’s *Electronic Communication Policy for Students and Applicants*, (University Calendar, Section 20.3), electronic communications sent by the University will be deemed received the next University business day after the day the e-mail was sent. (CLRC 25 SEP 2008) (CLRC 29 JAN 2009) (CLRC 24 MAY 2012)
- e. Notices, decisions and other appeal materials sent by the Appeals Co-ordinator to a Faculty shall normally be sent by campus mail. Any of the other methods of deliveries noted in this part may also be used. (CLRC 29 JAN 2009)

- f. Deemed receipt by a Student of an FPRC decision, that is not already covered by a Faculty's deemed receipt policy, is governed by this section.

87.13 PROVOST

- a. The Provost or delegate:
 - i) may Intervene in a case concerning a Practicum Intervention where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (See Section 91 GFC Policy Manual);
 - ii) shall have access to Student records held by a Faculty, Department or unit, the Office of Student Judicial Affairs, the Office of the Registrar and Student Awards, or University Governance in an instance where the Provost has invoked, or is considering invoking, the Protocol For Urgent Cases of Disruptive, Threatening or Violent Conduct (See Section 91 GFC Policy Manual).

87.14 Amendment of the Practicum Intervention Policy

a. Legislative Authority

- i) The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and "general supervision of student affairs" (section 31). (EXEC 02 MAY 2005)

b. Editorial Amendments

- i) The GFC Campus Law Review Committee (CLRC) decides which amendments are editorial. (EXEC 02 MAY 2005)
- ii) On delegated authority from General Faculties Council, all editorial amendments will be approved by the GFC Campus Law Review Committee (CLRC) except editorial amendments to Section 87.5 through 87.10. (EXEC 02 MAY 2005)
- iii) All amendments to Section 87.5 to 87.10 will be forwarded to the GFC Executive Committee for approval. (EXEC 02 MAY 2005)

c. Substantive Amendments

- i) Amendments to the Practicum Intervention Policy deemed substantive by the GFC CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of General Faculties Council. (EXEC 02 MAY 2005)
- ii) Only substantive changes to Section 87.5 through 87.10 proceed to the Board Learning and Discovery Committee, which will decide whether or not it can act on behalf of the Board of Governors. (EXEC 02 MAY 2005) (BG 20 JUN 2008)
- iii) The Coordinator of the GFC CLRC, in consultation with the Appeals Coordinator, shall maintain the Official Copy of the Practicum Intervention Policy and all amendments thereto. (EXEC 02 MAY 2005)

DEFINITIONS

"AAC"

Academic Appeals Committee

“Academic Standing”	“Academic Standing” means any matter covered in a Faculty's academic standing regulations as approved by GFC, its Executive or the GFC Academic Standards Committee (ASC) and as published in the Calendar. Academic standing comprises such matters as continuation in a program, promotion, graduation, and the requirement for a student to withdraw. Unless stated otherwise, changes to academic standing regulations affect new students, continuing students, and students readmitted to a program or Faculty. Students should refer annually to the Calendar for the academic standing regulations governing their degree programs.” (University Calendar, Section 23.6) (CLRC 24 MAY 2012)
“Advisor”	A person who will assist the Student or a Faculty during the appeal process. Assistance may be provided by the Student OmbudService, Student Legal Services, legal counsel or some other advisor.
“Appeals Co-ordinator”	The person or delegate responsible for administration of the GFC Practice Review Board and related appeal procedures.
“Chair”	The Chair of the GFC Practice Review Board.
“COSB”	Code of Student Behaviour (Section 30, GFC Policy Manual).
“Dean”	The “Dean” shall be interpreted as the Dean or any delegate acting on behalf of the Dean who invokes a Practicum Intervention offered by the Faculty. In cases where a Student is required to withdraw from his/her program, “Dean” shall be interpreted as the Dean (or delegate) of the Faculty in which the Student is enrolled.
“Exclusion”	Exclusion prohibits or restricts the Student’s presence on campus and participation in any class, University activity or Student affair for either a specified time or for an indefinite period of time. A Student may be excluded from all or a specified part of the University.
“GFC”	The General Faculties Council.
“GFC AAC”	The General Faculties Council Academic Appeals Committee.
“GFC Executive Committee”	Carries out functions delegated to it by GFC and recommends to GFC on academic proposals and student affairs issues.
“GFC PRB”	The GFC Practice Review Board.
“Practicum”	Any placement (volunteer or otherwise) which is part of a Student’s Professional Program and which places or may place the Student in contact with the public. Practicums include, but are not limited to, hospital rotations or other clinical placements in the disciplines of medicine, pharmacy, nursing, nutrition, and rehabilitation medicine, residencies; education placements in schools; and placements in cooperative work settings.
“Practicum Intervention”	See Section 87.1.b.
“Professional Program”	An academic program that prepares Students for vocations where the right to practice or right to title is dependent on membership in a

specialist occupational organization. Examples include but are not limited to dentists, dental hygienists, lawyers, medical laboratory technicians, nurses, occupational therapists, pharmacists, physicians, physical therapists, speech language pathologists, and teachers.

“UAB”

University Appeal Board.

“University Community”

University Community includes those who are employed by the University, who are officially associated with the University, and those who are Students, former Students, or alumni of the University.

“University Supervisor”

The faculty member, clinical co-ordinator and/or Practicum co-ordinator who is directly responsible for supervising a Student who is assigned to a Practicum.

“Working Day”

"Working Day" or "Business Day" is defined as a day on which University administrative offices are open. For the purposes of these regulations, the day preceding the Christmas holiday period shall not be considered a Working Day for appeal deadlines. (CLRC 24 MAY 2012)