



Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Undergraduate Medical Education (UGME) Student Appeals
Application/ Scope:	All UGME Students
Approved (Date):	December 2025
Review Date:	April 2030
Revised (Date):	April 2025
Approved By:	Curriculum Executive Committee [April 2025] College Executive Council [December 2025]

1. **PURPOSE**

This policy and related procedures pertain to the Undergraduate Medical Education Student Appeals Committee (UGME S.A.C), which is the first level of appeal for undergraduate medical students, for academic and professional matters. This committee does not deal with matters of student discipline as identified by the University of Manitoba Student Discipline Bylaw.

2. **DEFINITIONS**

- 2.1 **UGME Student Appeals Committee (UGME S.A.C.) Membership** – Committee membership is representative of the faculty of the Max Rady College of Medicine and students enrolled in the UGME program.
- 2.2 **Working Day** – Any day, other than a Saturday, Sunday, or legal holiday on which academic business may be conducted. Max Rady College of Medicine’s usual workday hours is Monday through Friday 8:00 a.m. to 4:00 p.m.
- 2.3 **Respondent** – The party responding to a grievance/appeal. The Respondent is typically the Associate Dean of UGME or designate.
- 2.4 **Notification** – A written response to a student appeal request. The student is considered notified once the document has been sent from the Committee Chair.

3. **POLICY STATEMENTS**

- 3.1 The Undergraduate Medical Education Student Appeals Committee (UGME S.A.C.) will hear appeals from students enrolled in the UGME program. This is typically the first level of appeal for students enrolled in the UGME program.
- 3.2 UGME S.A.C. is comprised of a slate of faculty members; typically, Course/Clerkship directors, and students appointed by the Manitoba Medical Students Association (MMSA).
 - The hearing committee consists of three members (two faculty members and one student) of the UGME S.A.C., without a recognized conflict of interest, who have been selected by UGME S.A.C. to hear a student appeal.
 - The selected members of UGME S.A.C. are voting members, and the selected student will not be in the same class as the student submitting the appeal.
 - The Committee Chair is an individual from the UGME S.A.C. appointed by the Dean, Max Rady College of Medicine.
 - Each faculty committee member serves during their tenure as Course/Clerkship director. Student members are appointed by the MMSA on an annual basis.
- 3.3 A student must appeal within 10 working days to the UGME S.A.C. after receipt of a decision..
- 3.4 The UGME S.A.C. will review the student appeal documents and decide whether the appeal should be heard based on the definition of the UGME S.A.C. and information provided in the Grounds for Appeal section 3.12 of this policy. This process will ordinarily be completed within 10 working days. The student waives the right of confidentiality of submitted documents for the purpose of document discovery by the Chair, Respondent and Committee members. The student waives the right of confidentiality of the marks

transcript up to and including the date of the appeal or date of relevant examination for the purposes of document discovery by Chair, Respondent and Committee.

- 3.5 A UGME S.A.C. decision to hear an appeal will result in a hearing taking place within 10 working days of the notification of such to the student.
- 3.6 A student may appeal to the Max Rady College of Medicine Student Appeals Committee if the UGME S.A.C. decides the student appeal will not be heard.
- 3.7 If the student chooses not to appear before the Committee, the hearing may be heard in absentia. This decision will be made by committee vote.
- 3.8 When the decision has been made following an appeal, this decision will be communicated to the student and respondent in writing, ordinarily within 5 working days of the appeal decision.
- 3.9 All presentations, discussions, and deliberations of the appeal process will be kept confidential. Recording of appeal proceedings is not permitted.
- 3.10 All submitted documentation for both parties will be stored centrally by the Committee Secretary. The documents will be stored in the College Archives until the student is no longer enrolled in the UGME program.
- 3.11 The UGME S.A.C. Chair will report annually to the College Executive Council through the UGME Management Committee concerning the number, types of appeals, and outcomes heard by the committee without compromising the confidentiality of the process.
- 3.12 Grounds for an appeal to the UGME S.A.C.
 - A student enrolled in the UGME program may appeal to the UGME S.A.C. if the matter relates directly to the student's course of study within the program.
AND
 - The student believes that course regulations in the academic calendar of the University of Manitoba have not been applied fairly or that procedural errors in the application of regulations have occurred.
AND/OR
 - The student believes that the course regulation on its face is either unfair or obsolete.
AND/OR
 - The student believes they are being discriminated against by a member of the faculty, staff, or other students within the UGME Program because of race, gender, ethnic origin, religion, disability, or other grounds as stipulated by the Human Rights Code. It is recommended that the student get advice in this matter from the Office of Equity, Access and Participation of the University of Manitoba before appealing a discrimination issue to UGME S.A.C.
- 3.13 This policy and its procedures will be on the first anniversary of its original passage and every five years thereafter.

4. PROCEDURES

RESPONSIBILITIES OF STUDENT

- 4.1 The student must appeal within 10 working days to the UGME S.A.C. after receipt of a UGME committee decision.
- 4.2 The student must submit a completed UGME S.A.C. Student Appeal Form (Appendix 1) available from the Office of Associate Dean, UGME, 260 Brodie Centre, or from the Max Rady College of Medicine, UGME website.
- 4.3 The student must submit all documentation in support of the appeal..
- 4.4 The student can choose to include additional documentation. If this is so, this information must be included in the Student Appeal Form (Appendix 1). All revised student appellant provided documentation must be received no later than three (3) working days before the date of a scheduled appeal hearing. If the hearing is postponed, no further student appellant provided documentation may be provided without the express approval of the Chair and must be submitted no less than three (3) working days before the new date of the appeal hearing.

- 4.5 The student is invited to be present throughout the appeal meeting except for the in-camera committee deliberations after the conclusion of the hearing.
- 4.6 The student may have one support person and/or one legal counsel present during the appeal. Neither of these parties may present the appeal.
- 4.7 It is recommended that the student contact the Student Advocacy Office and have a Student Advocate present at the appeal.
- 4.8 If a student identifies witnesses for the appeal, the student must include the names on the UGME S.A.C Student Appeal Form (Appendix 1). Further witnesses may be added no less than three (3) working days before the scheduled appeal hearing.
- 4.9 The student is responsible for having the witnesses present at the appropriate time.
- 4.10 The student is responsible for informing the witnesses that they will be present in the hearing only for the time required to present information to the committee.

RESPONSIBILITIES OF UGME S.A.C. CHAIR

- 4.11 After receipt of the student's appeal documents, the Chair forwards all appeal materials to the respondent and requests a meeting or response document within five (5) working days.
- 4.12 The UGME S.A.C. will review the documents with the Chair and decide to hear the appeal based on Grounds for Appeal in the policy document, ordinarily within 10 working days of receipt of the appeal documents.
- 4.13 If the decision is to hear the appeal, the Chair sends a letter to the student and notifies the respondent.
- 4.14 If the decision is to have a hearing, the Chair organizes the committee members who will action this hearing.
- 4.15 The Chair ensures the appeal takes place within 10 working days of the date of the notification to the student.
- 4.16 The Chair reserves the right to review and refuse any new documentation submitted by the student that is not relevant.
- 4.17 The Chair must notify both the student and the respondent of the names of all individuals participating in the appeal hearing including the names of the committee members. This is to ensure that no conflict of interest between the student, respondent, or committee member will occur. In the case of a potential conflict of interest, either party can voice an objection to the Chair. The Chair will review the objection and decide if there is a need to reformat the Committee. The decision of the Chair will be binding on both parties.
- 4.18 The Chair will inform all participants in writing of the time and place of the appeal. The notification information will include all documents received by the Chair.
- 4.19 The Chair will identify a UGME support staff member to be the recording secretary for the appeal. The recording secretary will not vote.
- 4.20 When the decision has been made, the Chair will communicate the decision to the student and respondent in writing within five (5) working days of the appeal decision.

RESPONSIBILITIES OF RESPONDENT

- 4.21 The respondent must respond to the Chair, UGME S.A.C. within five (5) working days of the date of notification from the Chair.
- 4.22 The respondent can request a stop of the procedure should the student introduce new information that has not been presented.
- 4.23 A request for a stop of procedure must be made within five (5) working days of the date of notification from the Chair.
- 4.24 The names of all respondents who will speak on behalf of the respondent will be communicated to the UGME S.A.C. Chair at least three (3) working days before the appeal.
- 4.25 The respondent members must be present for the full hearing except for the in-camera Committee deliberations.
- 4.26 It is recommended that the respondent seek advice from the University of Manitoba Office of Legal Counsel.

4.27 Respondent may have legal counsel present at the appeal, but the appeal must be answered by the respondent members present.

THE CONDUCT OF APPEAL

4.28 The quorum for the appeal will be two faculty members and one student plus the UGME S.A.C. Chair.

4.29 The Chair will explain the appeal procedures to the student, respondent, and committee members.

4.30 The Chair will introduce the committee members.

4.31 The student will introduce themselves and the supporting individuals to the committee.

4.32 The student will present first followed by the respondent. Witness(es) will then present individually. Any questions to the witness(es) from the Appellant, Respondent or Committee members will be directed to the Chair who may allow them, at the Chair's discretion. Each witness will then be dismissed from the proceedings. Any questions of the Appellant or Respondent to each other will be directed to the Chair who may allow them at the Chair's discretion.

4.33 Following presentations by the student and the respondent, the Chair will lead a question period directed to both the student and the respondent. All committee members may participate.

4.34 All discourse from the student and the respondent will be directed to the Chair.

4.35 Following the question period, the Chair will request that the student and the respondent make brief closing statements. No new evidence can be introduced at this point.

4.36 Following closing statements, the student, respondent, and their representatives will be asked to leave the room.

4.37 The committee will then deliberate on the appeal.

4.38 If a decision cannot be reached by consensus, then a vote by secret ballot will be taken.

4.39 If the committee members require more information to decide, the Chair may schedule an additional meeting to allow for this.

4.40 When the decision has been made, the Chair will communicate the decision affirm or reverse or vary the original UGME decision to the student and respondent in writing within three (3) working days of the appeal decision.

4.41 The Chair shall advise the student that they have a right to appeal the UGME S.A.C. decision to the Max Rady College of Medicine S.A.C. if the student does not accept the decision.

5. **POLICY CONTACT**

Associate Dean of UGME.



Undergraduate Medical Education Student Appeal Application Form

Student Information

First Name: _____

Last Name: _____

Email Address: _____

Student Number: _____

Program Year: _____

The Undergraduate Medical Education Student Appeals Committee (UGME S.A.C.) will send you time sensitive information regarding your appeal. Generally, this is sent by email.

You must ensure that UGME has up to date email and telephone contact information. Ensure that you monitor your email regularly. Telephone: _____

I authorize the UGME S.A.C. to share information relating to this appeal with Student Advocacy, University of Manitoba.

Signature

Appeal Request Information

I am requesting an appeal because I believe that (check only those that apply):

_____ The course regulations in the academic calendar of the University of Manitoba have not been applied fairly or that procedural errors in the application of regulations have occurred.

_____ The course regulation on its face is either unfair or obsolete.

_____ I have been discriminated against by a member of the faculty, staff, or other students within the Undergraduate Medical Education Program because of race, gender, ethnic origin, religion, disability, or other grounds as stipulated by the Human Rights Code.

In the space below, please briefly describe the nature of your appeal and the remedy that you seek.

Appeal Documentation Information

The UGME S.A.C. will consider additional information provided at least three (3) working days before the hearing.

_____ I have enclosed all the documentation.

_____ I have included new documentation (amended appeal application).

Witness/Support/Advocate/Legal Counsel Information

The student must present their appeal but may also call witnesses and have a support person and/or legal counsel in accordance with the Procedures – Responsibilities of Student within the Undergraduate Medical Education (UGME) Student Appeals policy.

Please list below the individual(s) you will be calling or who will be present during the appeal. Check the appropriate column.

Name	Witness	Support	Student Advocacy Rep	Legal Counsel

By submitting this appeal, I acknowledge having read and understood the Undergraduate Medical Education (UGME) Student Appeal policy.

Name (Please print)

Signature

Date

The UGME S.A.C. Chair will contact you in accordance with stated policy and procedures.

Administrative Use Only:

Form received from: _____ on _____

Information sent to Respondent on _____

Committee Review Decision: The appeal **will be** heard OR The appeal **will not be** heard

Review decision communicated to the student on: _____

Appeal Date (If applicable): _____

The Appeal Decision: UGME S.A.C. rules in favour of the: **Student OR Respondent**

The UGME S.A.C decision to be communicated to all parties on: _____