

UGME: STUDENT APPEALS COMMITTEE

FAQs

UGME's Student Appeals Committee (SAC) is the first level of appeal for academic decisions for UGME students. SAC is comprised of 3 voting members and a non-voting chair. The committee is comprised of faculty members, course/clerkship directors, and student representatives appointed by the Manitoba Medical Students' Association (MMSA).

Appeals are a highly technical and procedural process that focus on policy and conformity to the rules and regulations of the program rather than consideration of a student's personal circumstances. To proceed with submitting an appeal to the SAC a student must establish the required grounds for an appeal.

GROUND'S FOR APPEAL:

1. 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. The student must clearly identify which policy or regulation was violated by citing the relevant policy point and providing a clear explanation and supporting evidence of UGME's violation of that policy.
2. The student believes that the course regulation on its face is either unfair or obsolete. The student must clearly cite the policy or regulation that is unfair and have a robust argument as to why the policy is unfair, and how the application of that policy resulted in a biased or unfair result to the student. The student must be able to articulate how a change in the policy and regulation would result in a more just outcome for their specific case, and as well deliver a more just and fair assessment overall should the policy change be implemented.
3. 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 SAC.



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Compassionate circumstances are **not** grounds for an appeal. Appeals will only proceed to a hearing for consideration if the student can establish that UGME made a significant policy error in addressing the student's situation. A student must establish, with evidence, that UGME made a significant error in following policy or procedure for consideration of their appeal request.

If a student is experiencing adverse circumstances that they anticipate will impact their ability to perform their best clinically or academically and only route to address this is through the **Exam Deferral Policy**.

SAMPLE SCENARIO:

Scenario: My close family member passed away, and I'll miss a few days of my clinical rotation and miss out on study time for my upcoming NBME. I don't feel confident in my ability to write the exam, but I don't want to delay my time in the program, what should I do? Is SAC an appropriate remedy?

Answer: To ensure your academic success we suggest you consider deferring the exam; since the situation/extenuating circumstances are known in advance of an exam, deferral is an appropriate avenue. This will give you time to spend with your family, give you additional time to study, and ensure the grades that are recorded for you reflect your usual performance and skill level. If you write and don't pass it is not likely you would be successful in an appeal, because the committee will only consider whether UGME made an error, not what your personal experiences were. Unfortunately, underperforming on an exam due to personal circumstances is not grounds for an appeal.



UGME: EXAM DEFERRALS & POLICY

FAQs

Students, as members of a self-regulating profession, are expected to self-assess their circumstances and determine whether they are fit to perform or practice at the minimum required level. If a student feels they cannot perform at the required level, they should contact UGME Student Affairs Medicine to arrange exam deferrals or to arrange time away from the program as required.

In the event of emergency circumstances, a student can request a deferral of the examination up to 48 hours after the exam start time, provided the student has not submitted the examination as completed.

Students may apply for an examination deferral due to a known condition, such as participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; religious obligations; or a medical condition, they must file an application (20) working days prior to the scheduled examination.

Students who become ill or receive word of a family emergency during the examination and are unable to continue must inform the Chief Invigilator immediately and follow the steps in the UM procedure. Submitted exams are not eligible for retroactive deferrals.

Exams can be deferred at any time before submission, after an exam is submitted it cannot be deferred. If a student identifies during an exam that they are not fit to perform at the required academic standard the student should immediately discontinue writing the exam and report to the invigilator that they will not complete the exam and will request a deferral.

Deferral requests for urgent matters, including and especially medical reasons (physical and mental health) can be completed with UGME Student Affairs Medicine up to 48 hours after the exam.

Student Advocacy can certainly assist a student in navigating exam deferral requests.



University
of Manitoba

Student Services at
Bannatyne Campus

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REMOVE A GRADE FROM MY RECORD?

Grade expungements are very rare and can only be granted by the SAC through an appeal. You must be able to establish one of the three grounds for the appeal to proceed; UGME must have made a significant error in applying their rules, policies, and procedures for this remedy to be considered.

Adverse personal circumstances are not sufficient reasons for expungements to be granted. It is better to defer an exam than write if a student is not feeling like they will or can perform at the minimum required level.



UGME: STUDENT ADVOCACY SUPPORT

FAQs

Student Advocacy is a supporting role, based on empowering you to represent yourself and your perspective.

You have the right to choose to work with an advocate or not. Advocates can be heavily involved in supporting you through a situation, or minimally involved, based on discussion between you and the Advocate about your options. Some students may want support attending a meeting, taking notes, and having discussions with faculty/administrations, or other students may want to debrief after a meeting without having their advocate attend.

An advocate's advice is based on what you report and is subject to change if new or different information comes to light, or as we navigate our way through any given situation. Advocates expect that in our work together, given the **confidential** nature of our meetings, that you are completely upfront and honest, so they can give you the best and most accurate advice possible.

ROLE OF A STUDENT ADVOCATE:

- Assist you in understanding policies & procedures that may apply to your given situation/circumstances
- Support you in representing your own interests and perspectives, either in writing or in person (or both)
- Provide writing/drafting templates to assist you in putting your perspective forward and can help you ensure your submissions meet the minimum policy requirements
- Provide feedback, edits, and suggestions on submissions advise what areas of your materials could be improved
- Help you with the tone & content of your material
- Review evidence you want to put forward to ensure it's relevant & helps prove the point you're trying to make
- Help you prepare for meetings by listening to your statements and asking questions the administration is likely to ask and help you prepare responses



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An advocate's role is **not** to represent your interests or take the situation forward without you leading the way. This means that in most cases an advocate cannot speak on your behalf, or craft arguments or submissions for you. An advocate will not write drafts for you, or establish policy grounds for you, but will review your drafts and your arguments establishing the appropriate policy grounds on a matter.

Advocates cannot influence or change the policies, but can help you raise concerns about them if we encounter them. Advocates are not mental health experts or practitioners, but can help you connect with one; advocates have referral resources to help make your overall student experience better!

LEARN MORE:

Tiffani Sawatzky (she/they), J.D., is the Student Advocate dedicated to supporting Bannatyne Campus learners including medical students and residents. All advocacy services are free and strictly confidential.

Student Services at Bannatyne Campus

- S211 Medical Services Building (750 Bannatyne Avenue)
- Monday - Friday, 8:30 am - 4:30 pm
- **Email:** bcss@umanitoba.ca
- **Phone:** 204.272.3190