



**McGill**

**School of Physical and Occupational Therapy**



**SP&OT**



EXCELLENCE THROUGH GROWTH

**QUALIFYING YEAR FOR M.Sc. APPLIED IN OCCUPATIONAL THERAPY:  
RULES AND REGULATIONS 2018-2019**

## TABLE OF CONTENTS

A.	INTRODUCTION .....	2
B.	EVALUATION AND PROMOTION .....	2
1.	<i>Marks</i> .....	3
1.1	Theoretical and practical evaluation. ....	3
1.2	Individual and group evaluation. ....	4
2.	<i>Attendance</i> .....	5
2.1	Attendance and participation in the McGill OT Mentoring Program .....	5
3.	<i>Student standing</i> .....	6
3.1	Satisfactory standing .....	6
3.2	Probationary standing.....	6
3.3	Unsatisfactory standing.....	7
3.4	Promotion periods. ....	8
4.	<i>Promotion Periods – Dates and Conditions</i> .....	8
4.1	QY Fall September - December. ....	8
4.2	QY Winter January-April.....	8
5.	<i>Accommodations</i> .....	9
C.	ASSESSMENTS AND EXAMINATIONS .....	9
1.	<i>Introduction</i> .....	9
2.	<i>Examination regulations and procedures</i> .....	11
2.1	Regulations.....	11
2.2	Procedures. ....	12
2.3	Examination regulations – cheating.....	13
2.4	Assignments.....	14
D.	DEFERRED FINAL EXAMINATIONS, REMEDIAL EXAMINATIONS AND SUPPLEMENTAL EXAMINATIONS .....	14
1.	<i>Deferred final examinations</i> .....	14
2.	<i>Remedial examinations</i> .....	16
3.	<i>Supplemental examinations</i> .....	16
4.	<i>Consequences of Failed Remedial or Supplemental Examinations</i> .....	17
E.	PROCEDURES FOR PROMOTION AND REVIEW.....	17
1.	<i>Promotion and review committee</i> .....	17
2.	<i>Review of course marks</i> . ....	18
3.	<i>Appeal of decisions made by the OTPRC</i> . ....	19

## **A. Introduction**

The goal of the Qualifying Year in the School of Physical and Occupational Therapy is to provide students with the opportunities and resources to develop and demonstrate the skills, knowledge, attitudes and behaviours required to progress to the entry-level [Professional Master's degree program in Occupational Therapy](#) .

The qualifying year is a prerequisite for the professional Master's program and is open to applicants with a previous undergraduate degree. Note that the qualifying year in OT or PT is not open to applicants with a B.Sc. (Rehabilitation Science) with a major in the same discipline (OT or PT) from McGill University.

Based on principles of health promotion from prevention of disability to rehabilitation, courses focus on client-centered and evidence-based practice across the lifespan and across the health care continuum. In addition to fieldwork, the program requirements include courses in advanced clinical practice, research methodology and educational methodology. The master's project prepares the entry-to-practice occupational therapist in becoming an autonomous and effective professional, through the acquisition of research skills.

## **B. Evaluation and Promotion**

Students progress through the program by successful completion of successive promotion periods. Students will not be permitted to proceed to the next promotion period unless they have met all criteria of the current promotion period.

Students with incomplete coursework (like failed or deferred courses) may not commence the professional courses (designated POTH, OCC1) in the subsequent promotion periods until the incomplete courses have been successfully completed. This means that the courses must be passed.

Within the School of Physical and Occupational Therapy, student evaluation, promotion and determination of suitability for the practice of the profession is within the jurisdiction of the Occupational Therapy Promotion and Review Committee (OTPRC). The OTPRC reviews the performance of students in the OT Program.

The OTPRC exercises final authority to determine a student's competence and suitability for the practice of occupational therapy. It will consider all aspects of student progress, including academic performance and professional conduct, and make final decisions on all matters relating to promotion and graduation.

The following guidelines for Evaluation and Promotion are under constant review by the School. The School may make changes to the policies and regulations at any time. In general, such changes will not come into effect during an academic year or promotion period; however, all changes and their effective dates will be communicated to the students of the program with a reasonable amount of prior notice.

## **1. Marks.**

An overall final mark of B- (65%) is required to pass the courses with a designation of OCC1 or POTH. Similarly, the passing grade on any supplemental evaluation or examination is B- (65%) for these courses.

Students should be aware that there are specific criteria for promotion for courses with theoretical and practical components or individual and group work.

### ***1.1 Theoretical and practical evaluation.***

In any course that includes both theoretical and practical evaluation components, each student must achieve a passing grade B- (65%) in each component, as well as in the overall course, in order to receive a passing grade for the course. If the overall course mark is a failure, the student may be permitted to write a supplemental exam in this course or re-take the course.

If the overall course mark is a pass, but one component is a failure, the course mark is withheld from the record. The student must undertake remedial work in that failed component and successfully pass the evaluation of that additional work. If the additional work is successfully passed, the original final course mark is then recorded.

In the case of a failure in a deferred exam or evaluation, remedial work will not be permitted and the student will receive a final grade of F.

Students repeating a course will not be allowed the option of remedial work in the event of a failure and therefore will receive a final grade of F.

Students will have only one opportunity to attain a passing grade through remedial work. Failure in remedial work will result in a final grade of F

(failure) for the whole course. No further supplemental exams will be permitted.

Students who fail a component in more than one professional course (POTH, OCC1) may not be allowed to carry out remedial work or a supplemental examination, and if warranted, may be asked to withdraw from the program.

Course failures in the Qualifying Year for the MScA programs carry over to the MScA program. In other words, if you fail a course in the Qualifying Year and fail a course in the MScA, you will be required to withdraw from the MScA program. “Failing a course in a Qualifying Year is equivalent to failing a Course in a graduate program, and counts as a first failed Course if a Student is subsequently admitted to a graduate program in a related field.”(please refer to the [Failure Policy in Graduate Studies](#))

## **1.2 Individual and group evaluation.**

In any course which comprises both individual and group evaluation components, each student must achieve a passing grade of B- (65%) in each component, as well as in the overall course, in order to receive a passing grade for the course. If the overall course mark is a failure, the student may be permitted to write a supplemental exam in this course or retake the course.

If the overall course mark is a pass but one component is a failure, the course mark is withheld from the record. The student must undertake remedial work in that failed component and successfully pass an evaluation of that additional work. If the additional work is successfully passed, the original final course mark is then recorded.

In the case of a failure in a deferred exam or evaluation, remedial work will not be permitted and the student will receive a final grade of F.

Students who repeat a course and fail this course will not be allowed the option of remedial work and therefore will receive a final grade of F.

Students will have only one opportunity to attain a passing grade through remedial work. Failure in remedial work will result in a final grade of F

(failure) for the whole course. No further supplemental exams will be permitted.

Students who fail a component in more than one professional course (POTH, OCC1) may not be allowed to carry out remedial work or a supplemental exam, and if warranted, may be asked to withdraw from the program.

## **2. Attendance.**

Students are encouraged to attend all teaching activities described in the course outline. Attendance is required at all laboratory and small group sessions, workshops, seminars, site visits and professional activities.

Except in the case of a prior approved absence or an emergency situation with a subsequent approval, students who have missed more than 15% of the above activities will receive 0/10 for participation in the course. If a course does not have a participation mark, then the final course mark will be decreased by 10%.

A short absence (3 days or less) does not require documentation or approval, but will be counted towards the 15% excused absences. An absence of more than 3 days (for example, compassionate or medical reasons) must be supported by written documentation, such as a medical certificate (in the case of a medical reason), and submitted to the Program Director or delegate. The Program Director or delegate, at his or her entire discretion, may request additional information before approving the absence.

### ***2.1 Attendance and participation in the McGill OT Mentoring Program***

The McGill OT mentoring program is designed to facilitate the students' connection to the profession. The objectives of this evidence-informed program are to: 1) foster the development of the students' professional identity; 2) develop the students' skills for reflection; and 3) develop the students' sense of OT practice through clinical examples or lived experiences. Students are partnered with OT mentors, whereby each OT Mentor meets with their student groups for two, 3-hour sessions in an academic year. Various topics will be used as a platform for discussion and reflection such as, skills and attributes needed for practice, transition from student to student

therapist and preparedness for the workforce. Each student group will be followed by their OT Mentor for the entirety of their program.

Students are required to participate in all mentoring sessions. If a student cannot attend a mentoring session (due to illness or extenuating personal circumstances), he/she should contact the OT Mentor or the faculty member in charge of the mentoring program. Should the student miss two sessions without contacting the OT Mentor prior to the mentoring session(s) or does not provide acceptable reasons for their absences, formal documentation of their absences will be sent to the OT Promotions and Review Committee.

### **3. Student standing.**

All students' overall standing in the Occupational Therapy Program will be reviewed and classified as satisfactory, probationary or unsatisfactory. For acceptance into the professional Master's Program, students must be in satisfactory standing and have a McGill cGPA of 3.0 or better.

#### ***3.1 Satisfactory standing.***

- McGill cumulative grade point average (cGPA) of 3.0 or better with no failures or incomplete courses.
- Professional behaviour that meets program standards.

#### ***3.2 Probationary standing.***

- A cGPA between 2.7 and 3.0.
- Failure or incomplete in one (1) course at any time within the Qualifying Year. Note that a supplemental examination not taken or a failure in a deferred examination will constitute a failure in a course.
- Remedial work and/or a supplemental examination in two or more courses in the same term.
- Unprofessional behaviour: Occupational Therapy is a health profession and therefore our program has rigorous standards of behaviour. Professional behaviour is expected of students throughout their education, whether in a class or clinical setting (refer to the [Code of Professional Conduct for](#)

[Occupational and Physical Therapy students](#)). Lack of professional behaviour will result in the student being placed on probationary standing. Students are expected to read and sign the Code of Professional Conduct for Occupational and Physical Therapy students during the clinical seminars.

[Academic](#) and [non-academic offences](#) are defined in the [Code of Student Conduct and Disciplinary Procedures](#), in the virtual [University Policies and Regulations](#). Academic or non-academic offences are also considered unprofessional behaviour.

A student who is placed on [probationary standing](#) is automatically monitored by the Occupational Therapy Promotion and Review Committee and may be required:

- To pursue specific remedial activity to address areas of weakness;
- To meet specific performance criteria for subsequent promotion periods;
- To meet on a regular basis with the Program Director and/or delegate;
- To take a maximum of 12 credits per term.

### **3.3 *Unsatisfactory standing.***

- cGPA <2.7 at the end of a term.
- Failure of two courses during the program.
- Conditions of admission to program have not been met.
- Repeated unprofessional behaviour or [incompetence](#) .
- Falsifying self-declaration of criminal history.
- If a student has two or more failures, consisting of course and/or component failures, the student can be considered as having Unsatisfactory Standing, requiring withdrawal from the program.

Students in unsatisfactory standing are required to withdraw from the program and will not be allowed to progress to the Master's program.



### **3.4 Promotion periods.**

Promotion periods are used to track student progress. Due to the sequential nature of the curriculum, students will not be permitted to advance to subsequent promotion periods until all criteria of the previous promotion period are met. The Qualifying Year consists of two (2) promotion periods. Please see [Section 4](#) for promotion period dates and conditions.

In order to be permitted to take a supplemental or remedial examination in any program course, a student must have a cGPA of at least 2.7 in that promotion period.

## **4. Promotion Periods – Dates and Conditions**

In order to be promoted to the next promotion period, a student must successfully complete all professional courses in each promotion period, as well as all requirements for inter-professional education courses.

The Occupational Therapy Program promotion periods are as follows:

Promotion Period 1	QY Fall	September -December
Promotion Period 2	QY Winter	January-April

The following courses have special conditions for evaluation. Please refer to Sections [1.1](#), and [1.2](#) for details of these evaluation conditions.

### **4.1 QY Fall September - December.**

OCC1 545 Therapeutic Strategies in Occupational Therapy 1  
POTH 563 Foundations of Professional Practice  
OCC1 550 Enabling Human Occupation

### **4.2 QY Winter January-April.**

OCC1 547 Occupational Solutions 1  
OCC1 548 Holistic Approaches in Occupational Therapy  
OCC1 549 Therapeutic Strategies in Occupational Therapy 2  
OCC1 551 Psychosocial Practice in Occupational Therapy

A cGPA of 3.0 or greater is required to be admitted to the Master's Applied in Occupational Therapy program. In determining eligibility for the Master's program,

the School may calculate the cGPA based only on program credits required for Qualifying Year completion, if a student has taken extra credits. Even when the cGPA requirement is attained, the OTPRC may recommend that a student not be admitted to the Master's program if, during the Qualifying Year, (i) he/she has had 3 or more documented performance deficiencies (flags), with or without probationary status; or (ii) the student has not progressed sufficiently towards achievement of the required skills and attributes for entry to practice (see [Essential Skills and Attributes](#)).

Note that the MScA (OT) degree is required for licensure as an Occupational Therapist and entry to practice.

If the student meets the promotion requirements, the OTPRC will recommend to Graduate and Postdoctoral Studies that GPS extend an admissions offer for the professional program. The decision as to whether to extend the admissions offer resides with GPS and not the School.

## **5. Accommodations**

Students must register with the OSD at the beginning of the term if they expect to receive accommodation. Please refer to the [OSD process and flowchart for students](#) for further details.

## **C. Assessments and Examinations**

Information outlined in this section supplements the 2018-2019 McGill University [Health Sciences Calendar](#), Section 7.6.7, and the University Student Assessment Policy. For more information please refer to: [University Student Assessment Policy April 20 2016.pdf](#)

### **1. Introduction.**

All examinations are governed by university regulations (please refer to: [Home Page | Exams - McGill University](#)) and by the specific Faculty of Medicine regulations as outlined below.

**Note** Exams in the Faculty of Medicine can be scheduled outside of the standard university dates. The 'University Regulations concerning Final Exams' state that:

The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than 13 week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable. For more information please refer to: [Final Examinations | Programs, Courses and University Regulations - McGill University](#)

Students are expected to behave in a professional manner at all examinations, including laboratory practical examinations and examinations administered in clinical settings. The regulations outlined below permit the Faculty to ensure that all examinations are administered in an organized, fair and standardized manner for all students.

Any form of communication is prohibited during an exam, including communication via electronic devices. Students are NOT permitted the use of a mobile phones, smart phones, smart watches, and web-accessible electronic devices during an exam.

“All mobile phones, smart phones, smart watches, and web-accessible electronic devices must be turned off and must not be in the student’s possession during the exam. Unauthorized items found on the person or desk will be confiscated and turned over to the relevant Disciplinary Officer.” For more information please refer to: [Exams regulations](#)

Any electronic devices found during an examination will be removed by an invigilator and returned to the student at the end of the examination or the following working day. These incidents will be reported to the Disciplinary Officer for the School. See procedures in [Code of Student Conduct and Disciplinary Procedures](#).

Please note that many multiple-choice examinations administered at McGill University are monitored by an examination-security program (Harpp-Hogan). This program is based on documented seating plan in the examinations. The data generated by the program can be used as admissible evidence, either to initiate or corroborate an investigation of cheating under [Section I \(17\)](#) of the Code of Student Conduct and Disciplinary Procedures.

Any breach of these regulations will be reported to the Chief Invigilator, and OT Program Director or delegate. Students exhibiting suspicious behaviour will also be reported. Inappropriate behaviour or disruptive behaviour can be

considered as unprofessional behaviour or misconduct. This type of incident can be grounds for withdrawal from the Program.

A student may not miss an examination without justifiable reason. When a student misses an examination, she/he must:

1. Notify the course instructor and Program Director or delegate prior to the exam (circumstances permitting), indicating the reason for absence.
2. Provide appropriate written documentation to justify absence to the Program Director or delegate.

## **2. Examination regulations and procedures.**

### **2.1 Regulations.**

1. All examination information is confidential. Any transmission of examination information, either in writing or verbally, is expressly prohibited. No one is permitted to make written notes or to record, in any way, the contents of an examination. This includes the transmission of core materials (e.g., names of patients) used in oral exams or Objective-Structured Clinical Examinations (OSCE).
2. Candidates must not procure, use, or attempt to use or distribute any improper or unauthorized materials.
3. No candidate for examination may bring into the examination room any books, notes, electronic communication devices with memory capability; like mobile phones, smart phones, smart watches, and web-accessible electronic devices or other material containing information pertaining to the examination, unless the examiner has given permission.
4. Talk or any other form of communication between candidates is forbidden. This includes the use of all types of electronic equipment not specifically requested for the examination, including mobile phones, smart phones, smart watches, and web-accessible electronic devices. All communication devices must be deposited with the invigilators prior to the start of the examination.

5. Candidates are not permitted to leave the examination room until one hour after the start of the examination, and in no case before the attendance has been taken. A candidate who leaves before the end of the examination must hand in all completed and attempted work.
6. Every student has the right to submit in English or in French written work that is to be graded. Personal dictionaries are not permitted. However, a French-English dictionary will be available upon request.
7. Students are not to be penalized if they cannot write examinations or be otherwise evaluated on their religious holy days where such activities conflict with their religious observances. However, students should refer to this policy ([Policy on holy days](#)) or Section G of [Important Information for Students](#) as to how to proceed when a conflict is present.

## **2.2 Procedures.**

1. If books, notes, etc., cannot be left outside the examination room, they must be put in a place designated by the invigilator before the candidate takes a seat.
2. Students writing examinations are responsible for arriving at the right time and place and must have with them their McGill student identification cards. Forgetfulness or inadvertently arriving at the wrong time or place, are not acceptable excuses.
3. The doors of the examination room will normally be opened at least five minutes before the starting hour. Candidates will be permitted to enter the examination room up to one hour after the scheduled start of the exam. These students should be aware that a portion of time could be lost while the examination is assigned and instructions are being given by an invigilator. They must enter the room quietly, and time will not be extended for the examination.
4. Candidates must remain seated. A candidate needing to speak to the invigilator (for instance to ask for additional supplies) should raise his or her hand.
5. Questions concerning possible errors, ambiguities, or omissions in the examination paper must be directed to the invigilator, who will

- investigate them through the proper channels. The invigilator is not permitted to answer questions other than those concerning the paper.
6. All work must be done in accordance with the examination instructions, and must be handed in to the invigilator.
  7. At the close of the examination, candidates must stop writing and submit their work at once.
  8. Food or a beverage is permitted at the discretion of the Chief Invigilator. Food should be brought in prior to the exam. Students will not be permitted to go to vending machines/cafeteria during an examination.
  9. Bathroom privileges: only one student at a time will be allowed to go to the bathroom, and the student may be escorted there and back by an invigilator (at the invigilator's discretion).
  10. No student will be permitted to leave during the final 15 minutes of the examination.

### ***2.3 Examination regulations – cheating.***

Cheating is an academic offence in the [Code of Student Conduct and Disciplinary Procedures](#) which states:

- Article 17(a) : “No student shall, in the course of an examination obtain or attempt to obtain information from another student or unauthorized source or give or attempt to give information to another student or possess, use or attempt to use any unauthorized material...” (Section I: Rules of Conduct Cheating, para. 1).
- Article 21(e): “The chief or senior invigilator at an examination shall have like powers of exclusion over any student undergoing the examination when the chief or senior invigilator has reasonable grounds to believe that the student is breaking, has broken, or is attempting to break a university or faculty examination regulation...” (Section II: Administration of Discipline Disciplinary Officers, para. 5).

Before the commencement of any mid-term or final examination, the above quotation will be read out loud.

## **2.4 Assignments.**

The Faculty adheres to definitions of plagiarism and cheating described in the Code of Student Conduct and Disciplinary Procedures. Any course instructor has the right to require that assignments (including case reports) be submitted in hardcopy format with the student's signature. Refer to the section on [Academic Integrity – Plagiarism](#). A McGill student guide to avoid plagiarism is also found online: <http://www.mcgill.ca/students/srr/honest/>

## **2.5 Midterm exams.**

A copy of a valid medical note or appropriate documentation must be provided to the course instructor and the original document to the Program Director or delegate for all missed midterm exams. If approved, the instructor may choose one of the following three options:

- Preparing an alternative evaluation for that particular student;
- Shifting the weight normally assigned to the evaluation to the weight assigned to the remaining evaluation;
- Deferring the evaluation or examination to another time.

## **D. Deferred Final Examinations, Remedial Examinations and Supplemental Examinations**

### **1. Deferred final examinations.**

Deferred final examinations are examinations rescheduled because the original examination was missed for valid reasons.

Permission for a deferred final examination may be granted by the Program Director or delegate for the following reasons: valid health reason, family or personal crisis. Note that participation in an elite athletic event is not a reason for deferral of a final exam (see Policy on Student Athletes).

Except for cases of emergency on the day of the exams, students must make their request for a deferred exam **PRIOR TO** the scheduled exam. The request must be accompanied by supporting documents (such as, physician's medical certificate). The Program Director or delegate, reserves the right to verify all documentation.

In the case of an emergency on the day of the exam, supporting documents must be presented to the Program Director or delegate as soon as possible and no later than 1 week after the examination. These documents must indicate that the student was unable to write the examination for an approved reason on the specific date of the examination. The Program Director or delegate may request further corroborative documentation.

In general, an approved deferred examination will be written in the deferred/supplemental exam period or at the earliest feasible time. Deferred examinations will generally be in the same format as the missed examination. Supplemental examinations are not permitted for students who defer an examination.

Medical Notes obtained from McGill Student Health Services adhere to the following guidelines:

- Medical notes will ONLY be issued on the DAY of the missed exam, assignment, project, class or conference. Health Service physicians and nurses will write notes based on their medical findings and professional assessments.
- Absolutely NO medical notes will be written for past illness (i.e. on a weekend, the day before, etc.)
- The nurses and physicians at McGill Student Health Services DO NOT have the authority to exempt students from exams etc. The final decision regarding exemption will be made by the course professor or Program Director or delegate.
- No medical notes will be issued once the clinic is CLOSED for the day. Due to the high volume of drop-in patients, you are encouraged to arrive as EARLY as possible to ensure that you will be seen on the day of your exam or class in question. For more information please refer to: [Student Health Service - McGill University](#)

Medical notes can also be issued by medical personnel at private clinics, CLSCs, emergency rooms, etc., but note that you may be charged for this service. Medical Certificates from these health care settings must contain the following minimum information:



- The note must be written, signed and dated by the health professional, with the professional's name and phone number clearly printed.
- The note must include the date(s) of the student absence and the date on which the student was seen.
- It must cite the dates of the absence and expected date of return to studies.

## **2. Remedial examinations.**

A remedial examination is required by the OTPRC as a consequence of a failure or unsatisfactory evaluation in a component of a course. A course component refers to theoretical, practical, individual or group evaluations (see Sections [1.1](#) and [1.2](#)). In addition to the remedial examination, a student may be required to carry out additional learning activities or assignments.

Remedial examinations and other requirements will be decided upon by the instructor and confirmed by the OTPRC. The timing of remedial examinations and requirements will be determined by the instructor. In the situation of a deferred final evaluation or exam, where the outcome is a failure, a remedial examination will not be allowed.

Please see the [Clinical Reference document \(Policies\)](#) for further details on remedial fieldwork.

## **3. Supplemental examinations.**

Students who have failed one course required by their department while registered as a graduate student may automatically write one supplemental examination, if the departmental policy permits, or retake that course or substitute an equivalent course. Supplemental examinations may be permitted in some courses. These are examinations taken as a consequence of a failure or unsatisfactory outcome in a course. Students who do not successfully pass supplemental exams administered by the School will receive a final supplemental grade of F (failure).

It should be noted that the supplemental result will not erase the failed grade originally obtained which was used in calculating the cGPA. Both the original mark and the supplemental result will be calculated in the tGPA and cGPA.

Students with any further failures in the failed course, including the supplemental, or a failure in any other course, will be required to withdraw from the program. **Therefore, two failures, one of which can be the supplemental examination, will put the student in unsatisfactory standing and require withdrawal from the program.** Please refer to the Graduate & Postdoctoral Studies Calendar, Failure Policy online: [Failure Policy | Programs, Courses and University Regulations - McGill University](#)

For remedial work, supplemental evaluations or examinations administered within the OT Program, the timing will be determined by the instructor. Supplemental examinations will cover material from the entire course or a section of a course. The format of the supplemental examination may differ from the original examination.

#### **4. Consequences of Failed Remedial or Supplemental Examinations**

Failure in any remedial or supplemental examination will require the student to repeat the course, if allowed by the OTPRC. Students who are repeating a course or have a deferred or incomplete course will be required to repeat the promotion period, if allowed by the OTPRC. A student may not repeat more than one promotion period during the program. During a repeated promotion period, students are permitted to take optional or complementary courses; however, other courses within the program may only be taken with the permission of the OTPRC. Failure in any course during a repeat promotion period will require the student to withdraw from the program.

### **E. Procedures for Promotion and Review**

#### **1. Promotion and review committee**

The OTPRC is a standing committee of the School of Physical and Occupational Therapy. It is composed of 4-6 faculty members of the OT Program and the Program Director or delegate (committee Chair). All faculty members are voting members, with the exception of the Program Director or delegate who only votes in the case of a tie.

The OTPRC will track the records of any student in academic difficulty and the records of any student with a documented incident of misconduct. Examples of

misconduct are: unethical or unprofessional behaviour, dishonesty, drug or substance abuse, criminal conviction, and academic offences such as plagiarism or cheating. This type of incident could result in the student being withdrawn from the Program.

The OTPRC will require a student, who is considered unsuitable for the practice of Occupational Therapy due to poor academic standing or misconduct, to withdraw from the program. The Program Director or delegate, acting on behalf of the OTPRC, can withdraw a student from the Program or from a specific course, if the student fails to withdraw voluntarily within one week of a written request.

A grade is not final until it has been reviewed by the OTPRC and is recorded on the student's official transcript.

## **2. Review of course marks.**

**Step 1:** For academic courses, including clinical courses, Occupational Therapy students who are dissatisfied with a mark (theoretical, practical) must first discuss the matter with the course instructor or Academic Coordinator of Clinical Education within one calendar week of being informed of the mark. Following discussion of the student's concerns, the instructor may leave the mark unchanged or may change the mark.

**Step 2:** The following procedures are to be followed when a student wishes to contest a mark:

For academic courses, including clinical courses, students who remain dissatisfied after speaking with the instructor may request a review of the mark by the OTPRC.

**The student's request must be made in writing to the Chair of OTPRC and must be received within 14 calendar days of notification of the mark.**

Both the student and the instructor have the right to state her or his case to the OTPRC committee in person and/or in writing. The proceedings will be conducted in an orderly and respectful manner.

Following the review of the written or oral information presented, the OTPRC will determine the fairness and veracity of a student's mark. If, after deliberation, it is deemed to have been a reasonable assessment of the student's performance, the mark will remain unchanged.

Should the OTPRC conclude the mark under review was not reasonable, the OTPRC will appoint another evaluator to re-read the assignment or examination. Note that “the reread by a second reader is a review of the mark, not the work assigned. It is the second reader's task to determine whether the original mark is fair and reasonable, not to give the work a totally new assessment.” ([Graduate and Postdoctoral Studies, 2015](#))

- For academic courses the OTPRC will appoint another evaluator to re-read the assignment or examination. The evaluator then provides OTPRC with their conclusion. As a result of the re-read, the mark may remain unchanged, be upgraded or downgraded.
- For clinical course the OTPRC will make the final decision about the contested mark.

**Step 3:** Should the student remain dissatisfied after a review of the mark by OTPRC, the student may request a re-read of written evaluations according to the Graduate Studies Reread Policy [Graduate Studies Guidelines and Policies | Programs, Courses and University Regulations - McGill University](#).

The deadline for the request to GPS must be within 30 days of the initial notification of the mark and not 30 days from the decision of the OTPRC. For information on procedures, please refer to this [link](#). A re-read charge ([Additional Services Charges](#)) is applicable and will be assessed to your student fee account.

### **3. Appeal of decisions made by the OTPRC.**

Students can appeal decisions of the OTPRC only in the following situations: (i) the decision requires the student to repeat a promotion period; or (ii) the decision requires the student to withdraw from the Program.

When a student decides to appeal a decision requiring repetition of a promotion period, the following procedure must be followed:

1. Within 14 working days from notification of the decision of the OTPRC, the student must submit a detailed written request for appeal to the Program Director or delegate.
2. The Program Director or delegate will immediately forward the request to the Director of the School of Physical and Occupational Therapy. The Director of the School will determine if one of the following circumstances are present: (i) there is new evidence relevant to the OTPRC decision, which was not available at the earlier consideration; and/or (ii) there has been a breach of natural justice. The Director of the School will proceed with the appeal if at least one of these circumstances is present.
3. If the appeal proceeds, the Director of the School of Physical and Occupational Therapy will convene an Ad Hoc Promotions Appeal Committee.
  - The Ad Hoc Promotions Appeal Committee is comprised of four (4) members of the Faculty (School of Physical and Occupational Therapy) and one (1) student from a different academic unit, who have had no previous knowledge of the case under review. Those selected will have appropriate background and knowledge to bring to the Committee. One member will be designated as Chair.
  - One representative from the OEQ, Faculty of Medicine, or Dean of Students Office may be substituted for a Faculty member.
4. The Director of the School of Physical and Occupational Therapy will communicate to each party, the names of the members of the Ad Hoc Promotions Appeal Committee, the time and place of the review with a minimum 10 working days notice.
5. The Director of the School of Physical and Occupational Therapy will call for a detailed dossier from each party which will be circulated to the committee and the 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 review the materials. The Program Director or delegate must be informed of the names of witnesses and advisers at least two (2) working days prior to the hearing.
6. The Program Director, or delegate, will present the OTPRC's evidence which may include a summary of the student's performance and an

explanation for the evaluation and decision. This information can be presented to the Committee in written form and/or verbally. Following the Program Directors' summary, the student will be invited to present their case. The Chair and other committee members may ask questions to the parties.

7. Both parties (the student and the Program Director or delegate) may be accompanied by an adviser if they so wish. Witnesses may be called if needed. As defined by the [Charter of Students' Rights](#), the advisor must be a member of the McGill community (such as a fellow student, a faculty member, or a student from the Student Advocacy Program of the Legal Information Clinic) and not be paid for these services.

The role of the adviser is to advise and help the parties present their case. It is important for the Committee to hear directly from the student and Program Directors. The adviser(s) may speak only at the invitation of the committee Chair.

8. The meeting is conducted in a respectful and non-confrontational manner. No observers are permitted at the proceedings.
9. The Committee will consider all relevant and valid evidence submitted in writing or orally by the parties and their witnesses. The Committee may ask questions of the student, the Program Director or delegate, or the witnesses. The parties may also question each other in order to clarify points.
10. Notes taken during the meeting are for the use of the Committee members in arriving at their decision, and are destroyed after they have completed their deliberations.
11. When the parties have completed their presentations and the Chair and the Committee members have no further questions, the meeting will be adjourned. The Committee will continue to deliberate in private.
12. All members of the Committee, including the Chair, vote. A simple majority is required for a decision.
13. The parties shall be informed verbally by the Chair as soon as the decision has been made. The decision will be confirmed in writing with sufficient detail no later than 10 working days following the meeting. No further appeal is permitted.

When a student decides to appeal a decision requiring withdrawal from the program, the following procedure must be followed:

Within 30 working days from notification of the decision of the OTPRC, the student must submit a detailed written request for appeal to Graduate and Postdoctoral Studies <http://www.mcgill.ca/gps/>.