

Appeal Process for Field Placement Courses

School of Social Work Level

A student or a Field Placement Supervisor is expected to follow the normal procedures established by the School prior to requesting a hearing by the appeals committee. For Field Placement, this procedure involves the following:

- a) Students are expected to notify the Field Education Coordinator as soon as possible if a problem is occurring in Placement that is not being addressed to the student's satisfaction. The Field Education Coordinator will contact the student's Field Supervisor to discuss the issue and arrange a meeting with all parties to discuss possible remedies.
- b) Field Supervisors are expected to work with students to informally resolve field placement concerns at the time they arise. A forthright discussion between Field Supervisor and student that clearly identifies the area(s) of concern should take place, along with the remedies that are required to address the issue.
- c) If a placement situation is unresolvable and the placement is terminated early by either the student or placement agency, the situation will be reviewed by the Field Coordinators and/or the Field Education Advisory Committee who will follow the process outlined in the Field Education Manual.
- d) Student placements that violate the OCSWSSW Code of Ethics, contravene the policies of the university or the field placement setting, or that do not honour the affiliation to ethical professional standards of practice may be referred to the Professional Suitability Committee.

If repeating the Placement is not a viable option and the student receives a failing grade, the university level appeal process can be initiated if the student so chooses.

Reappraisal and Academic Appeals (Senate Policy)

I. Introduction

Lakehead University is committed to the fair and expeditious handling of all academic appeals. The Senate Policy Regarding Academic Appeals is intended to ensure that students are treated fairly with regard to academic appeals.

Specifically, the Policy provides students with a means to address their concerns about final course marks and other academic decisions. Students may appeal when they believe that an inappropriate decision was made or that their personal circumstances were not considered. Inappropriate decisions may arise during the process of evaluating course work or in decisions regarding procedures, regulations, requirements or standards of the course of study in which the student is enrolled.

Students are expected to make reasonable efforts to resolve issues beginning with the individuals making the decisions. Nothing herein shall relieve students of their obligation to review and understand any and all regulations, requirements and standards that may apply to their course of study, or to all students at Lakehead University. Accordingly, appeals filed under this policy may be dismissed by the Senate Academic Appeals Committee (SAAC) without hearing if the decision under appeal is consistent with the relevant published regulations, requirements or standards.

II. What May Be Appealed

Students may use the procedures and guidelines set forth in this Policy to appeal a Final Course Mark or an Academic Decision Other Than a Final Course Mark.

A student may not appeal both a Final Course Mark and a Decision Other Than a Final Course Mark when both appeals relate to the same issue.

Students may not use the procedures set forth in this Policy to appeal decisions regarding admission or readmission to Lakehead University.

Students may not appeal decisions concerning academic misconduct of any kind under this Policy. Sanctioning of, and appeals from decisions concerning, academic misconduct are governed by Lakehead University's *Code of Student Behaviour and Disciplinary Procedures*.

Final Course Mark

A Final Course Mark is the grade assigned to a student by the Enrolment Services - Academic Advising, Records and Retention in respect of a completed course or project including a thesis. Student work that contributes to a Final Course Mark, as described in section III (1), may be appealed only as part of an appeal of a Final Course Mark.

Note on Placements, Clinical Experiences and Fieldwork: Because required Placements, clinical experiences and Fieldwork involve performance of skills learned by students and because this performance is summarily evaluated over a period of weeks, the University policy on appeal of final grades applies only to class grades and not to required Placement, placement, clinical experience or Fieldwork grades.

If a student feels unfairly treated by the process of assigning a Placement, clinical experience, or Fieldwork grade or by the application of academic regulations pertaining to these experiences, then the student may appeal to have the process and application of the rules reviewed, but not the final grade. Refer to the following section on "Academic Decisions Other Than a Final Course Mark" for more information on the processes to be followed.

Academic Decisions Other Than a Final Course Mark

Academic Decisions Other than a Final Course Mark are decisions regarding procedures, regulations, requirements or standards of the course of study in which the student is enrolled. Examples include decisions regarding course registration; the process of assigning a Placement, clinical experience, or Fieldwork grade or by the application of academic regulations pertaining to these experiences; academic standing; and eligibility to graduate.

For further information on **How to Appeal** please refer to the full Academic Appeals Senate Policy which can be found at:

https://www.lakeheadu.ca/sites/default/files/policies_procedures/Reappraisal%20and%20Academic%20Appeals.pdf