
Undergraduate Student Academic Appeal Procedures

Appeal of Denial of Recommendation for Graduation

Original Approval Date:**Most Recent Approval Date:** January 2018**Most Recent Editorial Date:** February 2024**Office of Accountability:** Associate Dean (Academic), ALES**Office of Administrative Responsibility:** ALES Office of the Dean, Student Services**Approver:** ALES Faculty Council**Scope:** Undergraduate Student Academic Appeal Procedures – Appeal of Denial of Recommendation for Graduation

ALES undergraduate students have the right to appeal a decision to deny their application for graduation from their undergraduate program. Students should only appeal in cases where they believe that special consideration is warranted due to extenuating circumstances or error. The Faculty of ALES Dean delegates to the Associate Dean (Academic), or designate, authorization to hear this appeal.

Appeal Submission Procedure and Deadlines

The student must submit an appeal to the Associate Dean (Academic) through the Appeals Submission Form found on the ALES Student Services website: uab.ca/ALESsso within 14 calendar days of the deemed receipt (defined below) of the decision to deny their application for graduation. Appeal documents should be submitted to ALES Student Services by email to alesacad@ualberta.ca.

Eligibility

The student must have completed a minimum units for their current program, as outlined in the University Calendar (uab.ca/calendar) and meet residence requirements to appeal the Denial of Recommendation for Graduation.

Grounds

The following constitute grounds for an appeal Denial of Recommendation for Graduation:

- Error in assessing student program requirements, such as completed course requirements or approved course substitutions that were not considered
- Extenuating circumstances which had a significant effect on academic performance, including but not limited to:

- Illness
- Personal hardship
- Family emergencies or severe domestic affliction

Appeal Content

The student should complete and submit the Academic Standing Appeals Form which includes a written section and should provide a clear rationale or justification for the appeal of the decision to deny graduation. The written portion of the Appeals Submission Form must include the following information and documentation:

- Current graduation GPA calculated on the last 60 units
- Information about and explanation of reasons and extenuating circumstances for the unsatisfactory graduation GPA
- An explanation of the reasons why the initial decision to deny the application for graduation is incorrect, such as completed course requirements approved course substitutions that were not considered
- Relevant supporting documentation (e.g., transcripts, copy of approved course substitution form)

Appeal documents should be submitted to ALES Student Services by email to alesacad@ualberta.ca.

Questions about the appeal process and relevant Faculty and university regulations should be directed to the ALES Student Services Office, at questions.ales@ualberta.ca or 780-492-4933. Student Service Staff are not authorized to speculate on the probability of an appeal's outcome. In order to maintain impartiality, Student Service Staff are also prohibited from providing guidance on the content of the appeal. While they may offer general information about the appeals process and necessary documentation, they should not offer advice or suggestions regarding the content of the appeal itself.

Assistance with the content and submission of appeals is available from the Office of the Student Ombuds (uab.ca/ombuds). Appellants are advised to consult with the Student Ombuds prior to submission of their appeal.

Appeal Process and Outcome

When an appeal is submitted, the Associate Dean (Academic) may request assistance from Student Services Staff to gather relevant student data and communications pertaining to the appeal. Student Services Staff will access relevant student records, including academic transcripts, enrollment history, and communication and advising records.

Student Services Staff will compile a summary of relevant student data and communications and provide it to the Associate Dean (Academic) in a timely manner. Staff members may provide insights or interpretations of the data to assist the Associate Dean (Academic) in making an informed decision; however, adjudication of the appeal is the sole discretion of the Associate Dean (Academic).

Information obtained for the purpose of appeal assistance should be accessed and shared only on a need-to-know basis and used solely for the appeals process.

The Associate Dean (Academic) will review the Appeal submission and will normally provide a written decision via email approving or denying the First Appeal within 14 calendar days of receiving the Appeal.

In the case of a successful Appeal where the basis of the appeal is that relevant information was not considered in the original decision, the student will be allowed to graduate as per the original application by the student.

In the case of an unsuccessful appeal where the basis of the appeal is failure to consider all factors for a low graduation GPA, concessions can be made only to provide opportunities for the student to improve academic performance so that they may go on to meet graduation GPA standards. If this is the case, the concessions will be stated in the written decision from the Associate Dean (Academic). Exceptions may be noted on the students official transcript.

Further Appeal

If the student's First Appeal is denied, a further appeal can be made to the Faculty Academic Appeals Committee (AAC). A copy of the procedures for Appeals to the AAC is available from ALES Student Services website (uab.ca/ALESsso).

Communication

Effective delivery of appeal-related materials is governed by [GFC Policy Section 1.5.3 \(Service and Notice\)](#). In accordance with the University's Electronic Communication Policy for Students and Applicants, (University Calendar), electronic communications sent by the University will be deemed received the next University business day after the day the email was sent.

All official written communication will be via email, although students have the option of communicating in person with Student Service Staff for informal guidance. All email communication will be sent to the student's ualberta.ca email account. Email communication from the student must also come from their ualberta.ca account.