
Undergraduate Student Academic Appeal Procedures

Appeal of Final Examination Marks

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Approver: ALES Faculty Council

Scope: Undergraduate Student Academic Appeal Procedures – Appeal of Final Examination Marks

ALES undergraduate students can appeal final exam marks. Students should only initiate an appeal in cases where they believe that an error has been made or there are legitimate reasons why the mark is inappropriate. The procedures described in this document apply to courses offered by the Faculty of ALES. **For courses offered by other Faculties, students should refer to procedures established by those Faculties.**

If students have concerns about their final examination mark, they should first contact the course instructor and/or department to exhaust avenues of appeal at those levels. These steps are outlined below.

Reappraisal of Final Exam Marks

If a student feels that an error has been made in the grading of their final examination paper, they should first approach the course instructor to discuss their concerns and to try and reach an acceptable outcome. Final exam reappraisals are governed by Faculty regulations under the University Calendar (uab.ca/calendar) -- Notification of Results (Reappraisals), including an application and the payment of a fee. To initiate a reappraisal of a final exam, the student must ask the Department to submit a Final Examination Reappraisal form. (Note: The fee is refunded if the appeal is successful.)

If the student is not satisfied with the outcome from the reappraisal process and wishes to pursue the appeal further, an appeal in writing may be submitted to the Associate Dean (Academic), following the procedures outlined below.

First Appeals to the Associate Dean (Academic)

First Appeal Submission Procedure and Deadlines

If the student is not satisfied with the outcome from a final exam reappraisal and wants to

pursue a further appeal, the student may submit an appeal to the Associate Dean (Academic) through the Appeals Submission Form found on the ALES Student Services website: uab.ca/ALESsso. The deadlines for submitting such an appeal are as follows:

- March 1 for Fall term courses
- July 1 for Winter term (or two-term) courses
- October 1 for special sessions (Spring / Summer) courses
- Two months after posting of a deferred final examination mark

Grounds for Appeal

The following constitute grounds for an Appeal of Final Examination Marks:

- errors in calculation
- procedural errors
- failure to consider all relevant factors
- bias and/or discrimination

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 final exam mark. The written portion of the Appeals Submission Form must include the following information and documentation:

- Course and grade initially received for final exam
- A clear explanation of the rationale for and/or justification of the appeal of the final exam mark; for example, relevant information or details about any errors in grading, procedural errors, extenuating circumstances or failure to consider all relevant factors, bias or discrimination against the student
- Supporting documentation (where relevant)

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 First Appeal submission and may meet with the student to discuss the appeal. The Associate Dean (Academic) will then discuss the appeal with the instructor and Department Chair. The Associate Dean (Academic) will normally provide a written decision via email approving or denying the First Appeal within 14 calendar days of receiving the First Appeal. The decision will be communicated to the student, course instructor and Department Chair.

Further Appeal

If the First Appeal is denied by the Associate Dean (Academic), a further appeal can be made to the Faculty Academic Appeals Committee (AAC). A copy of the procedures for Appeals to the Faculty 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.