

**UNIVERSITY OF ALBERTA
AUGUSTANA FACULTY**

**ACADEMIC APPEAL PROCEDURES
OVERVIEW**

APPEAL PROCEDURES

There are two major areas in which appeals against decisions of a non-disciplinary nature must be entertained in the Augustana Faculty:

- 1) academic standing appeals (e.g. requirement to withdraw, or decisions on continuation or graduation); however students who are on Academic Probation and fail any or all of the conditions of their Probation cannot appeal their requirement to withdraw (see the fourth paragraph of section 23.8.1 of the University of Alberta Calendar; see also Section 1.3.4.3 of the G.F.C. Policy Manual);
- 2) course grade appeals.

Procedures regarding academic standing appeals differ somewhat from those regarding course grade appeals. This statement is intended to describe briefly the procedures that will be followed in the Augustana Faculty (see also "Guidelines for Student Academic Appeal Procedures", Parts I and II, and "Guidelines for Participants in Student Appeals, Grievances and Other Judicial Processes").

[Note: Appeals regarding work term failures and/or continuation in practicums fall under Section 87 of G.F.C. Policy - Practicum Placements, Professional Practice and the Public Interest.]

ACADEMIC STANDING and GRADE APPEALS

Academic Standing:

Appeals regarding a student's academic standing must first be made in writing to the Associate Dean, Academic Programs. If the issue is not resolved to the student's satisfaction, the student may appeal in writing to the Faculty Appeals Committee, which has delegated authority from the Faculty Council to hear such appeals. A decision made by the Faculty Appeals Committee may be further appealed to the GFC Academic Appeals Committee. Grounds for appeal to GFC (Section 1.3.4) include but are not restricted to matters such as procedural error, failure to consider all relevant factors, or bias at the Faculty level. The GFC Academic Appeals Committee may only entertain and uphold an appeal if a miscarriage of justice has occurred. GFC policy and appeal procedures concerning academic standing are stated in Section 1 of the GFC Policy Manual, and in section 23.8 of the UofA Calendar.

Grades:

Appeals concerning marks or grades must be referred to the relevant Instructor, for resolution. The relevant departmental Chair, and finally, the Associate Dean, Academic Programs may consider an appeal of any decision by the Instructor in unusual circumstances. The Faculty Appeals Committee is delegated by the Faculty Council to hear appeals of grades in rare cases in which problems with grades cannot be resolved by the Instructor/Chair/Associate Dean. In such cases, the Appeals Committee must hear any grade appeal before the appeal on academic standing is considered. This may be at the same meeting. GFC cannot and will not hear appeals on the Faculty decision in this area.

PROCEDURES WITH RESPECT TO ACADEMIC STANDING, and GRADE APPEAL HEARINGS

Following are the appeal procedures in the Augustana Faculty:

- a) The Faculty Appeals Committee will consist of four (4) continuing academic staff members, one (1) each chosen from the Humanities, Science, Social Sciences, and Fine Arts Departments plus three (3) alternates, one (1) from each of the Humanities, Science, and Social Sciences Departments; and two (2) students with at least third year academic standing plus two (2) alternates, also with at least third year standing. A quorum for the committee shall consist of three academic staff members, one serving as Chair (non-voting except in the case of ties) and one student, chosen from the roster of members of the committee. As a matter of practice neither the Chair nor any other academic staff member will participate as a member of a duly constituted four-person Appeals Committee if he or she has been involved in any discussion or other activity related to the case prior to the appeal.

- b) The Academic Appeals Committee has two duties:
 - i) to hear all student initiated grade appeals which have not first been resolved by the informal grade appeal procedures established by the Departments of the Faculty, excluding those in which the grade has been determined solely as a result of a sanction imposed for a violation of the Code of Student Behaviour. Where some portion of an appealed grade has been determined as a result of a sanction imposed for a violation of the Code of Student Behaviour, that portion will not be appealable to this committee.
 - ii) to hear all student initiated appeals concerning academic standing or continuation in a program which have not first been resolved by the informal appeal procedure of the Faculty (excluding those involving requirement to withdraw as a result of failing any or all of the conditions of the student's Academic Probation).
- c) A prospective appellant must lodge a formal letter of appeal with the Associate Dean, Academic Programs within thirty (30) calendar days from the date of the decision in question. All appeal documents must be submitted to the Associate Dean, Academic Programs, with the formal letter of appeal. The decision date is defined to be the date on which a formal note is handed to a student or the date a letter from the Faculty is mailed to the address given by the student to the University. In the case of grade appeals, the decision date is defined to be the date on which the student is advised of the final decision of the Department. Students must notify Instructors of their disagreement with a grade within thirty (30) calendar days of the official posting of the grades.
- d) The appellant must state in an appeal the nature of the appeal including the decision being appealed and the relief or remedy being requested. An appellant must formally request that an Appeals Hearing be convened.
- e) Every effort will be made to convene an appeals hearing as soon as possible after a formal request is received to facilitate the academic planning and activities of the appellant. A meeting of the Appeals Committee, however, normally must be convened not later than thirty (30) calendar days after a formal request for an appeal is received by the Administrative Assistant to the Chair of the Academic Appeals Committee. [see Section 4.1 of "Augustana Faculty Guidelines Concerning Student Academic Appeals Procedures Part II: Formal Appeals"]
- f) The Appeals Committee must provide the appellant and respondent with an opportunity to present their case orally. Also, the appropriate Faculty representative -- usually the Associate Dean, Academic Programs -- is required to present the Faculty's position in relation to the case and describe the basis for the Faculty's decision or other information which may be deemed relevant. The appellant and the respondent must have at least ten (10) calendar days notice of the date on which an appeal will be heard. Subject to University regulations governing the confidentiality of documents, documents or other material that will be used by the parties to support their cases must be made available to the other party and to the Appeals Committee at least seven (7) calendar days prior to the Hearing.
- g) The Appeals Committee will make its decision with the appellant and the Faculty representative absent from its discussion.
- h) The Chair of the Appeals Committee must mail the Committee's decision to the student by registered mail not later than seven (7) calendar days after the conclusion of the Hearing. The Chair of this Committee will also inform the Associate Dean by campus mail of the Committee's decision. If the decision is adverse to the appellant, the Chair on behalf of the Dean, will specifically inform the appellant in writing of the appellant's right to further appeal to the GFC Appeals Committee within thirty (30) calendar days of notice from the Faculty. This right holds only for academic standing matters and not for grade appeals, or appeals on any other matter.
- i) The decision letter will also advise the appellant of the name of the Secretary to the GFC Academic Appeals Committee and of the existence of the Student Ombudservice and of the Student Advisor's Office.