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Office of Accountability:	Associate Dean (Academic), ALES
Office(s) of Administrative Responsibility	ALES Office of the Dean, Student Services
Approver:	ALES Faculty Council
Scope:	Undergraduate Student Academic Appeal Procedures – Appeal of Academic Standing

ALES undergraduate students can appeal an academic standing decision that results in the student being required to withdraw (RTW) from their undergraduate program. Students should only appeal in cases where they believe that special consideration is warranted due to extenuating circumstances. The Associate Dean (Academic), or designate, is authorized to hear this appeal.

1. Appeal Submission Procedure and Deadline

The student must submit a formal written appeal to the Associate Dean (Academic) within 14 calendar days of the deemed receipt (defined below) of the academic standing letter. Appeal documents should be submitted in person to ALES Student Services or by e-mail to ales.academic.standing@ualberta.ca.

2. Communication

Effective delivery of appeal-related materials is governed by [GFC Policy Section 1.5.3 \(Service and Notice\)](#). Delivery is deemed to have been effected with one of the following:

- The day after an e-mail has been sent
- On the date of pick-up
- Personal receipt of hand or courier delivery
- Seven calendar days following regular or registered mailing

All written communication will normally be via email, although students have the option of communicating in person or by mail as well. All email communication will be sent to the student's ualberta.ca e-mail account. Email communication from the student must also come from their ualberta.ca account.

3. Appeal Content

The written appeal document submitted by the student should provide a clear rationale or justification for the appeal of academic standing. It must include the following information and documentation:

- Student name and University of Alberta identification number
- Student contact information (telephone number, mailing address and email address)
- Information about and explanation of reasons and extenuating circumstances for the unsatisfactory standing
- A plan to improve academic performance if allowed to remain in their academic program
- Measures already taken to ensure future academic success
- Relevant supporting documentation (e.g., a medical certificate)
- Signature of the student (in the case of hard copy submissions).

Questions about the appeal process and relevant Faculty and university regulations should be directed to the ALES Student Services Office, at 780-492-4933 or questions@ales.ualberta.ca.

Assistance in submitting appeals is available from the Office of the Student Ombuds (2-702 SUB, 780-492-4689). Appellants are advised to consult with the Student Ombuds prior to submission of their appeal.

4. Appeal Process and Outcome

The Associate Dean (Academic) will review the First Appeal submission and will normally provide a written decision via email approving or denying the First Appeal within 14 calendar days of receiving the First Appeal. As part of the process of reviewing an appeal, the Associate Dean (Academic) may request an in-person meeting with the student to clarify or confirm specific details from the written appeal document.

In the case of a successful First Appeal, the student will be allowed to continue in their academic program under academic probation. The Associate Dean (Academic) may impose conditions of probation including, but not limited to, a mandatory reduction in course load. The requirements for clearing probation will be stated in the written decision from the Associate Dean (Academic).

If the First Appeal is denied, the requirements for being considered for readmission will be stated in the written decision from the Associate Dean (Academic). In some cases, the student may not be eligible for readmission. When deemed appropriate, the Associate Dean (Academic) may recommend the student to the Open Studies Fresh Start program.

5. 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.