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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 Denial of Recommendation for Graduation

ALES undergraduate students can 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. The Associate Dean (Academic), or designate, is authorized to hear this appeal.

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 decision to deny their application for graduation. Appeal documents should be submitted in person to ALES Student Services or by e-mail to ales.academic.standing@ualberta.ca.

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.

Appeal Content

The written appeal document submitted by the student should provide a clear rationale or justification for the appeal of the decision to deny graduation. 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)
- 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, reasons for their GPA being too low
- Relevant supporting documentation (e.g., transcripts, copy of approved course substitution form)
- 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.

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 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 a successful First 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).

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.