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# Undergraduate Student Academic Appeal Procedures

## Appeal of Academic Standing

**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 Academic Standing

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ALES undergraduate students have the right to appeal an academic standing decision that results in the student being required to withdraw (RTW) from their undergraduate program, as outlined by the University Calendar ([uab.ca/calendar](http://uab.ca/calendar)). Students should only appeal in cases where they believe that special consideration is warranted due to extenuating circumstances. The Faculty of ALES Dean delegates to the Associate Dean (Academic), or designate, authorization to hear this appeal.

## Appeal Submission Procedure and Deadline

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](http://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](mailto:alesacad@ualberta.ca).

## Grounds for Appeal

The following constitute grounds for an Academic Standing Appeal:

- Extenuating circumstances which had a deleterious impact on academic performance, including but not limited to:
  - Illness
  - Personal hardship
  - Family emergencies or severe domestic affliction
- Documentation of improvement or past academic success
- Errors in grading or evaluation
- Incomplete grades or coursework
- Lack of appropriate accommodations

- Administrative errors

## 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 academic standing. The written portion of the Appeals Submission Form must include the following information and documentation:

- GPA for the most recent academic year
- Information about and explanation of reasons and extenuating circumstances for the unsatisfactory academic 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)

Appeal documents should be submitted to ALES Student Services by email to [alesacad@ualberta.ca](mailto: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](mailto: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](http://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).

The Associate Dean (Academic) may also seek input from other academic staff when making a decision. Information obtained for the purpose of making a decision on the appeal should be accessed and shared only on a need-to-know basis and used solely for the appeals process.

As part of the process of reviewing an appeal, the Associate Dean (Academic) may request an in-person meeting with the student. 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 First Appeal.

In the case of a successful 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) and will not be revisited during the following academic year.

If the 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.

## Further Appeal

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

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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.