

**AUGUSTANA FACULTY**  
**GUIDELINES FOR STUDENT ACADEMIC APPEAL PROCEDURES**  
**PART I: GENERAL APPEAL INFORMATION**  
**(Re all appeals regardless of the final authority for decision-making)**

**A. GENERAL INFORMATION**

**1. What a Student can Appeal**

- 1.1 The Vice Dean or designate, is authorized to hear appeals related to any Faculty regulations which a student believes merit special consideration due to procedural error, extenuating circumstances, bias or discrimination
- 1.2 Typical appeals include academic standing, denial of continuation in a program or recommendation for graduation, deviations from course requirements in the University of Alberta Calendar, final examination marks and final grades in Faculty courses and instructor performance
- 1.3 Specific types of appeals are dealt with individually in Section B of this document

**2. Appeal Submission**

- 2.1 Some appeals have specific deadlines noted in Section B of this document
- 2.2 Written appeals with appropriate documentation must be submitted by the student by the applicable deadline to the Vice Dean by email at [auappeal@ualberta.ca](mailto:auappeal@ualberta.ca)
- 2.3 Informal appeals can be made to the Vice Dean at any time
- 2.4 Informal appeals can also be made to a course instructor or a Department Chair about final grade or instructor concerns

**3. General Appeal Content [auappeal@ualberta.ca](mailto:auappeal@ualberta.ca)**

- 3.1 Specific requirements are addressed for each type of appeal in Section B
- 3.2 The following information in sections 3.3 through 3.11 is required on all appeals
- 3.3 Clearly stated grounds for the appeal, which must include one or more of the following
  - 3.3.1 Procedural error
  - 3.3.2 Extenuating circumstances or failure to consider all factors relevant to the decision being appealed
  - 3.3.3 Bias or discrimination against the student
- 3.4 Relevant information and details, including timeline involved
- 3.5 The student should include as much information as possible to make the dispute clear
- 3.6 Supporting applicable documentation
  - 3.6.1 Medical certificate (normally using University of Alberta Medical Statement form)
  - 3.6.2 Copy of death certificate or announcement
  - 3.6.3 Copy of course assignments and exams
- 3.7 Details of the remedy sought
- 3.8 University of Alberta student identification number
- 3.9 Student telephone number, mailing address and email address
- 3.10 Preferred place to send the official decision (mailing address or email address) that the student will be responsible to have monitored regularly 2/5
- 3.11 Signature of the student

**4. Response from the Vice Dean**

- 4.1 The Vice Dean may issue any remedy, including a remedy that waives the Faculty's academic

standing regulations as approved by General Faculties Council (GFC) and published in the University Calendar; this informal process is meant to precede and to avoid the need for a formal appeal to the Faculty Academic Appeals Committee, but does not preclude such a formal appeal

- 4.2 In some circumstances the Vice Dean may consult other Faculty or Faculty Committees, which may require additional time
- 4.3 The Vice Dean will provide the student with written notification of any decision through Bear Tracks
- 4.4 When formal written notification is not required the student will be notified by email and the decision will be logged in the student file
- 4.5 In cases of course or program substitution appeals, the student will only be informed if the request is not granted
- 4.6 Instructors and Department Chairs will normally respond to informal appeals within 14 calendar days

## **5. Further Appeal When Denied**

- 5.1 If an informal academic appeal is denied by the Vice Dean, the following types of appeals can be taken by way of a formal appeal to the Faculty Academic Appeals Committee (see [“Guidelines Concerning Student Academic Appeal Procedures, Part II”](#)).
  - 5.1.1 Academic standing
  - 5.1.2 Denial for recommendation for continuation in a program or graduation
  - 5.1.3 Any or all of the conditions of the student’s Academic Probation
  - 5.1.4 Final examination marks and course grades

Note: 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).

## **B. SPECIFIC APPEALS AND THEIR PROCEDURES**

### **1. Admission, Readmission, Late Course Withdrawal and Granting Credit**

- 1.1 Decisions of the Vice Dean regarding admission, readmission, late course withdrawal and granting credit for courses taken at other institutions or Faculties are final and cannot be appealed
- 1.2 Students who have questions regarding issuance of transfer credit or admissibility should contact the Assistant Dean, Enrolment Management, in L1-080, Lower Level Augustana Forum, call 780-679-1582 or email [alexis.anderson@ualberta.ca](mailto:alexis.anderson@ualberta.ca)
- 1.3 If questions remain after consulting the Assistant Dean, Enrolment Management about transfer of credit as outlined in 1.2 above, the student may appeal to the Vice Dean.

### **2. Academic Standing**

- 2.1 A student may appeal placement in an unsatisfactory standing category, particularly the required to withdraw (RTW) category, unless as the result of failing any or all of the conditions of the student’s Academic Probation
- 2.2 The student must submit a written appeal to the Vice Dean
  - 2.2.1 Once applicable Faculty academic standing procedures have been completed
  - 2.2.2 Within 30 calendar days of the deemed receipt of the academic standing letter, or by the deadline specified on the student’s academic standing notification letter
- 2.3 The Appeal must include the following:

- 2.3.1 All information outlined under General Appeal Content above (see Section A, 3.)
- 2.3.2 Information on reasons and extenuating circumstances for the unsatisfactory standing
- 2.3.3 Reasons why the current academic performance was unsatisfactory
- 2.3.4 A plan to improve academic performance if allowed to remain in the Faculty
- 2.3.5 Measures already taken to ensure future academic success
- 2.3.6 If the appeal is successful, a student may proceed under probationary status with a reduced course load (normally 9 – 12 credits in each of Fall and Winter terms) as well as other conditions determined by the Vice Dean.

### **3. Denial of Continuation in a Program**

- 3.1 A student may appeal a denial of the right to continue in a specific academic program, unless said denial occurs as a result of failing any or all of the conditions of the student's Academic Probation
- 3.2 The student must submit a written appeal to the Vice Dean, within 30 calendar days of the deemed receipt of the letter denying continuance or by the specific deadline indicated in a letter to the student
- 3.3 The appeal must include the following:
  - 3.3.1 All information outlined under General Appeal Content above (see Section A, 3.)
  - 3.3.2 Reasons for GPA being below prescribed minimum standard
- 3.4 If a student with a GPA too low to graduate bases the appeal on failure to consider all factors for the low GPA and the appeal is successful, concessions can be made only to provide opportunities to improve academic performance and meet graduation standards

### **4. Denial of Recommendation for Graduation**

- 4.1 A student may appeal denial of graduation
- 4.2 The student must submit a written appeal to the Vice Dean
  - 4.2.1 Once applicable Faculty convocation clearing procedures have been completed
  - 4.2.2 Within 30 calendar days of the deemed receipt of the letter denying recommendation for graduation or by the specific deadline indicated on a letter to the student
- 4.3 The Appeal must include the following:
  - 4.3.1 All information outlined under General Appeal Content above (see Section A, 3.)
  - 4.3.2 Reasons such as why graduation should be recommended, what course requirements were not considered, course substitutions that had not been officially approved, or reasons for too low a GPA to graduate
- 4.4 If a student with a GPA too low to graduate bases the appeal on failure to consider all factors for the low GPA and the appeal is successful, concessions can be made only to provide opportunities to improve academic performance and meet graduation standards

### **5. Deviations from Course Requirements in the Calendar**

- 5.1 Faculty approval is required for all program modifications
- 5.2 The decision of the Vice Dean is final and cannot be appealed
- 5.3 An appeal receiving an adverse decision will not be reconsidered without submission of new information
- 5.4 Appeals relating to course requirements designated by the major or minor
  - 5.4.1 The student must discuss the matter with his/her Academic Advisor who will then submit the proposed program modification on the student's behalf on a "Request for Departure from Standard Degree Requirements" form to the Vice Dean, or his/her designate, who will make the final decision

- 5.4.2 If the student is unsuccessful in securing approval from an Academic Advisor or the Assistant Dean, Enrolment Management, a written appeal may be submitted directly to the Vice Dean
- 5.6 Appeals relating to course requirements designated by the program
  - 5.6.1 The student must discuss the matter with his/her Academic Advisor
  - 5.6.2 The Academic Advisor may request a letter outlining the nature of the problem, the substitution requested and reasons for the substitution
  - 5.6.3 The Academic Advisor will forward a recommendation to the Vice Dean or his/her designate, who will make the final decision
  - 5.6.4 If the student is not successful in securing approval from his/her Academic Advisor or the Assistant Dean, then a written appeal may be submitted directly to the Vice Dean
- 5.7 Appeals for waiving of prerequisites and co-requisites must be submitted on a designated, signed form to student's Academic Advisor

**C. FURTHER INFORMATION**

- 1. Appeals
  - 1.1 Assistance in submitting appeals is available from the Student OmbudService

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