

# FGSR Appeals Procedures

## A Reference Guide

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### General Description

The Academic Appeals Committee is a standing committee of the Faculty of Graduate Studies and Research's (FGSR's) Faculty Council. The mandate of the committee is to hear and resolve academic appeals brought to it for consideration by graduate students registered in FGSR.

Decisions that are made in reference to FGSR institutional regulations and/or those of the student's disciplinary Faculty program and their resulting effect on a student's academic standing may become the subject of dispute and occasionally a formal appeal. Appeals are usually avoidable and the FGSR advocates early and informal resolution of such matters.<sup>1</sup>

### Jurisdiction of the Committee

- The Committee shall hear and determine appeals brought to it from students appealing academic decisions made by the FGSR, or individuals acting under the FGSR's authority, with respect to decisions that affect their academic standing (e.g. a requirement to withdraw).
- The Committee does not hear appeals from students concerning such course grades, assessment of fees, voluntary withdrawals, or disciplinary decisions.

### Membership

- The Committee consists of the Chair and 10 FGSR Council members, comprising six faculty and four graduate students who are FGSR Council members at the time of their appointment.

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<sup>1</sup> For the full FGSR Academic Appeals Procedure, please consult [this document](#).

- Faculty members shall be appointed by the FGSR Council upon their respective nominations made by the Vice-Provost and Dean. In selecting committee members, the aim shall be to ensure equitable, diverse, and inclusive representation.
- Student members shall be appointed by the Graduate Students' Association Council. In selecting committee members, the aim shall be to ensure wide representation.
- Length of membership for individuals serving on the FGSR Appeals Committee is normally two years.
- The Chair of the Committee shall be appointed by the Vice Provost and Dean, and shall serve for a term of office determined at the time of appointment.

## Initiating an Appeal

- If a student decides to proceed with an appeal, they must submit a signed, written statement that includes the following:
  - the decision being appealed
  - the name of the person or body making the decision
  - the grounds for appeal
  - and the relief/resolution requested
- The statement will be submitted to the FGSR Academic Appeals Committee Coordinator ([ascdean@ualberta.ca](mailto:ascdean@ualberta.ca)) within 15 working days of receipt of the original decision letter from the FGSR outlining its decision to change the student's academic standing.
- The chair will review each submitted statement of appeal and determine if it falls within the jurisdiction of the FGSR Academic Appeals Committee.

## Hearing

- Appeals are heard by a panel of three members (the Chair [or designate], one faculty member and one graduate student). The Chair selects the Panel.
- The Chair will ensure that proceedings are conducted in a fair and timely manner.
- Hearings are normally held during business hours (8:30 a.m. to 4:00 p.m.) between Monday and Friday, and will normally be limited to two hours.
- The conduct of hearings can be found in Section 6 of the [FGSR Academic Appeals Procedures](#).

- Students must submit their arguments in writing to the Panel in advance of the proceedings. The appealing student should assume that the Panel has thoroughly reviewed their submission. The purpose of the opening statement is to provide a very brief overview of their arguments.

## Decisions

- The Panel Chair will communicate, through the FGSR Appeals Coordinator, the written decision of the Panel to the Respondent, appealing student, and Chair of the FGSR Academic Appeals Committee within seven working days of the hearing.

## Contact

FGSR Appeals Coordinator  
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