

## How to Submit an Academic Standing Appeal in the Faculty of Science

The following information directly relates to the [Faculty of Science Academic Appeals Policy](#).

### Required to Withdraw

If your Academic Standing letter indicated you were **Required to Withdraw** (RTW) (less than 2.0 GPA), submit your appeal to the Associate Dean (Undergraduate) at [science.student.services@ualberta.ca](mailto:science.student.services@ualberta.ca).

### May Not Continue

If your Academic Standing letter indicated you were **May Not Continue** (MNC) (GPA of 2.0 or higher), submit your appeal to the Department responsible for your program (refer to chart below for contact information).

If you are registered in an **After Degree** program or the **BSc (Specialization in Science and Education)/BEd (Secondary)** Combined Degrees Program submit your appeal to the Associate Dean (Undergraduate) directly at [science.student.services@ualberta.ca](mailto:science.student.services@ualberta.ca) (not the Department).

### Guidelines for Appeals

Your appeal letter must include your first and last name, your student ID, and your ualberta email address. It must also indicate the decision being appealed (RTW or MNC), the rationale for your appeal, and the remedy sought. Attach your appeal in PDF format to your email message. Please also attach supporting documentation, if applicable.

### Assistance with Appeals

Office of the Student Ombuds at <https://www.ualberta.ca/current-students/ombuds>

### Department Contact List for Specialization and Honors students who are May Not Continue (MNC) in their program

<b>Department of Biological Sciences:</b> Department Chair, Department of Biological Sciences Attn: Dr. Maya Evenden – <a href="mailto:bioacu@ualberta.ca">bioacu@ualberta.ca</a>	<b>Department of Psychology:</b> Department Chair, Department of Psychology Attn: Dr. Wendy Hogleund - <a href="mailto:hogleund@ualberta.ca">hogleund@ualberta.ca</a>
<b>Department of Chemistry:</b> Department Chair, Department of Chemistry Attn: Dr. Christie McDermott – <a href="mailto:undergrad@chem.ualberta.ca">undergrad@chem.ualberta.ca</a>	<b>Department of Biochemistry:</b> Department Chair, Department of Biochemistry Attn: Jonathan Parrish – <a href="mailto:jonathan.parrish@ualberta.ca">jonathan.parrish@ualberta.ca</a>
<b>Department of Computing Science:</b> Department Chair, Department of Computing Science Attn: Sharon Gannon – <a href="mailto:csugrad@ualberta.ca">csugrad@ualberta.ca</a>	<b>Department of Cell Biology:</b> Department Chair, Department of Cell Biology Attn: Dr. Gary Eitzen – <a href="mailto:gary.eitzen@ualberta.ca">gary.eitzen@ualberta.ca</a>
<b>Department of Earth and Atmospheric Sciences:</b> Department Chair, Department of Earth and Atmospheric Sciences Attn: Dr. Murray Gingras and Dr. Alberto Reyes – <a href="mailto:eas@ualberta.ca">eas@ualberta.ca</a>	<b>Department of Mathematical and Statistical Sciences:</b> Department Chair, Department of Mathematical and Statistical Sciences Attn: Dr. Nicolas Guay – <a href="mailto:mssacu@ualberta.ca">mssacu@ualberta.ca</a>
<b>Neuroscience and Mental Health Institute:</b> Director, Neuroscience and Mental Health Institute Attn: Dr. Silvia Pagliardini – <a href="mailto:honneuro@ualberta.ca">honneuro@ualberta.ca</a>	<b>Department of Pharmacology:</b> Department Chair, Department of Pharmacology Attn: Dr. James Hammond - <a href="mailto:pmcol.undergradchair@ualberta.ca">pmcol.undergradchair@ualberta.ca</a>
<b>Department of Physics:</b> Department Chair, Department of Physics Attn: Dr. Kirk Kaminsky – <a href="mailto:physugrd@ualberta.ca">physugrd@ualberta.ca</a>	<b>Department of Physiology:</b> Department Chair, Department of Physiology Attn: Dr. Simon Gosgnach – <a href="mailto:gosgnach@ualberta.ca">gosgnach@ualberta.ca</a>