When the University, or your faculty, alleges academic misconduct, non-academic misconduct or requires you to withdraw, you have the right to appeal. If you believe the decision was unfair you have the right to appeal by submitting a "letter of appeal".

*Tuition Fee Appeals: Normally, tuition fee appeals must be filed with the Office of the Registrar no later than 14 calendar days following the last day of regularly scheduled classes in the relevant term. After this time period, only tuition appeals based on medical incapacity or bereavement and accompanied by official supporting documentation will be considered. No appeal of any kind will be considered after six months from the last day of the term to which the disputed charges apply (December 31 for Fall, April 30 for Winter and August 31 for both Spring and Summer).

If you want to pursue this option, here are the steps to take:

1. Note the appeal deadline. The deadline is normally 15 calendar days from the date you received the decision letter.
2. For appeals of decisions regarding non-academic misconduct charges you must appeal the decision within 5 working days of receiving the decision letter. See, http://www.ucalgary.ca/registrar/misconduct.
3. If you note a discrepancy in the date the letter was addressed and the date received, i.e. the letter was dated May 5th and you received it June 5th, call or email the contact person indicated asap.
4. Obtain a copy of your faculty’s appeal regulations from the Dean’s office or the web. Sometimes they are also included with your letter.
5. Draft your appeal letter following the above regulations. Tips are also included below.
6. Visit the University of Calgary Student Ombudsperson in the Administration building, A166 (403-220-6420) for letter proofing, consultation and review. Email: Ombuds@ucalgary.ca

**Preparing an Appeal Letter**

Letters of appeal are normally addressed to either the Dean or the Faculty Appeals Committee Chair. Fee appeals are directed via email to the chair of the Registrar’s Fee Appeal Committee. This information is specified in the regulations of the faculty (or contact the Ombudsperson for
verification.) It is very important to take the time to write a clear, comprehensive and concise letter. If your case goes to a hearing, the hearing panel will read this letter. It forms the documentation for your case.

If you do not provide the following information as requested - specifically the decision being appealed, your grounds for appeal and your intended remedy - the Faculty can deny your appeal request. Again, review the Faculty regulations or talk to the Ombudsperson to ensure you take this step. The Faculty Appeals Committee may still deny your request for an appeal hearing if they think there are insufficient grounds.

The four parts to the introductory paragraph of a letter of appeal are:

1. **Identifying Information**
   Include your immediate contact information should the Dean or Faculty Appeal Committee need to contact you. The Faculty may not have your current summer residence address, etc. on file. Include your full-name, ID#, program; year, telephone number, email and course in question if applicable.

2. **The Decision being Appealed**
   If you have received a letter from your faculty, it is best to quote the date of the letter and the decision as stated in the letter. For example "I am appealing the decision of Associate Dean Smith which requires me to withdraw from the university as stated in her letter dated June 1, 2011."

3. **Grounds for Appeal**
   You must include a statement which indicates the reasons (the grounds) for your appeal and your evidence. The university makes it very clear that unhappiness with the decision is not an acceptable reason to appeal.

4. **Your Remedy**
   State what you would like the decision maker to do and include any options. For instance if you are suspended from school for a year, maybe you wish the Faculty to consider probation as an alternative. In this section you will wish to include any action you are taking to ensure the situation does not occur again, ie. taking time management classes offered through Counseling Services, seeing a psychiatrist for depression, etc.

### Faculty Appeals Committee Appeal letter Checklist

- **Have you found out the date your appeal is due?**
  At the time of writing it is usually 15 days but be sure to check the Faculty Regulations. If in doubt, check with your Faculty office. If you do not launch your appeal by the official deadline you are deemed to have waived your right to an appeal.

- **Have you checked all the regulations pertinent to your case?**
  Each faculty has guidelines for students appealing an academic decision. Be sure to obtain a copy of these guidelines from your faculty.

- **Have you identified yourself?**
  Include your name, Faculty, year of study and ID number.

- **Have you included your telephone number?**

Appeal Handout. Updated 11/2011
Have you described the decision being appealed and included a copy of the decision letter? Remember, because you disagree with the decision is no grounds for appeal.

Have you included for the committee/Chair the factors and events which affected your academic performance?
You may organize the letter either chronologically or by subject. The letter should be clear and concise.

Have you told the committee/Chair the whole story?
While you should not be repetitive, detail is important. Detail will make the story believable. If possible, choose specific statements over general statements (e.g. instead of saying “I have had family problems”, say, “my parents separated in Oct.”) Do not conceal embarrassing or very personal facts if they have had an impact on your academic performance. While these may be hard to discuss, the committee/Chair can only make a decision based on the facts you give them. Any information presented to the committee/Chair will be held in confidence. Do not lie or tell half truths as these may be grounds for further disciplinary action against you.

If you are alleging bias on the part of a Faculty member, have you included evidence to back up your allegations? Don’t include allegations concerning a particular person unless you feel very strongly that they have a personal bias against you and you can provide proof to back up your suspicions.

If helpful, note your previous academic performance.
What you want to do is establish a link between the events of this year and your poor academic performance to establish the fact that without these events you would have in fact been able to attain acceptable grades.

Have you outlined any steps that you took during the year to inform the Faculty of your situation?
If you did not take any steps you may want to discuss why not.

Have you included your plan to change your circumstances to ensure that your academic performance will improve?
If the circumstances of the past year have been resolved, state this clearly. If the situation still persists advise the committee/Chair how you intend to deal with the situation so that your studies will not be affected (e.g. taking fewer courses, learning effective study skills, counseling, obtaining student loans etc.).

Have you included any options that you would like as relief / remedy? Check regulations to see if there are any restrictions as to what the committee may grant. If possible give the committee some options.

Have you signed and dated the letter?

Have you attached copies of supporting documentation/evidence?
This may include a death certificate, doctor’s note, letter from counselor, professor, religious leader etc. Make sure to refer to attached documents so the committee/Chair can properly identify their significance. Submit copies and keep the originals in your file.

Is the letter typed?
If at all possible, type the letter. This makes the letter neater and easier for all to read and edit.

☐ Has someone proofread your letter?
After you have composed a draft of your appeal letter, have it proofread for content and grammar.

☐ Have you made alternate plans in case your appeal isn’t successful?
Understand that there is always the possibility that your appeal will not succeed. Therefore it is prudent to check out your alternatives. This will show the committee that you are practical, goal-oriented, and realistic about your future.

☐ Have you made a copy of your letter for your records?
It is extremely important to maintain a record of all documents that pertain to your appeal for future reference.

As a final reminder; avoid accusations, inferences or overly flowery language. The members of the appeal panel (should the Committee decide to hear your appeal) usually include potential future professors and a student representative. A logical and easy-to-read letter is appreciated and will impact the way you are viewed by panel members. Refrain from making unsubstantiated accusations as this may negatively impact your standing before the committee.