



## Faculty Appeals Committee Procedure

<b>Classification</b> Governance	<b>Table of Contents</b> 1 Purpose ..... 1 2 Scope ..... 1 3 Definitions ..... 1 4 Procedure ..... 2 5 Parent Policy..... 2 6 Related Information ..... 2 7 History ..... 2
<b>Approval Authority</b> General Faculties Council	
<b>Implementation Authority</b> Faculty Councils	
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- 1 Purpose**
  - 1.1** The purpose of this procedure is to establish a consistent process across all Faculty Appeals Committees deciding appeals of Academic Assessments or Graded Term Work.
  
- 2 Scope**
  - 2.1** This procedure applies to appeals made to Faculty Appeals Committees.
  
- 3 Definitions**
  - 3.1** In this procedure:
    - a) “Academic Assessment” means the determination of a Student’s final level of achievement in a specific course or graduate Student milestone, and includes: final assessment(s), credit or fail designations; graduate thesis examinations and candidacy components; and, if specified in a course outline, assessments of all aspects of professional behaviour; and as further defined in the Academic Calendar.
    - b) “Faculty Appeals Committee” means the committee constituted to hear appeals of Academic Assessments or Graded Term Work and includes: the Faculty of Graduate Studies Appeals Committee and the Continuing Education Unit Appeals Committee. The Postgraduate Medical Education (PGME) Appeals Committee is not a Faculty Appeals Committee. If there is no relevant faculty council, the General Faculties Council will establish an appropriate appeals committee.
    - c) “Graded Term Work” refers to graded term work as described in the *Reappraisal of Graded Term Work* section of the [Academic Calendar](#).



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- d) “Student” means an individual who is registered in a course or program of study with the University, whether for credit or not, at the time the subject matter of the decision under appeal occurred.
- e) “Graduate Student” means a Student registered with the Faculty of Graduate Studies at the University at the time the subject matter of the decision under appeal occurred.
- f) “University” means the University of Calgary.

#### **4 Procedure**

- 4.1** Student appeals of a decision regarding an Academic Assessment or Graded Term Work are made in accordance with the appeal process of the faculty or University unit offering the course, which includes the Faculty Appeals Committee.
- 4.2** Notwithstanding 4.1, an appeal by a Graduate Student of an Academic Assessment regarding a thesis exam or candidacy component, regardless of whether it results in the Graduate Student being required to withdraw, is made to the Faculty of Graduate Studies Appeals Committee.
- 4.3** Appeals to Faculty Appeals Committees must meet the timeframes and requirements that each faculty has set out in its Faculty Appeal Committee procedures.
- 4.4** Faculty Appeals Committees will utilize the standard procedures provided from time to time by the University Student Appeals Office, but each faculty may, in consultation with the Student Appeals Office, establish amended rules and procedures provided they are approved by the Student Appeals Office.
- 4.5** Faculty Appeals Committee procedures will be published by a faculty on their website, and will also be available through the University Student Appeals Office website.

#### **5 Parent Policy**

[Student Misconduct and Academic Appeals Policy](#)

#### **6 Related Information**

[www.ucalgary.ca/student-appeals](http://www.ucalgary.ca/student-appeals)

#### **7 History**

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