

## Faculty Appeals Committee Procedure

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<p><b>Approval Authority</b> General Faculties Council</p>	
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- 1 Purpose** 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** This procedure applies to appeals made to Faculty Appeals Committees.
- 3 Definitions** 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; and, if specified in a course outline, assessments of all aspects of professional behaviour; and as further defined in the University and Graduate Studies Calendars and Academic Regulations.
  - 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 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) “Faculty of Graduate Studies Appeals Committee” means the Faculty Appeals Committee of the Faculty of Graduate Studies.
  - d) “Graded Term Work” refers to graded term work as described in the Reappraisal of Graded Term Work section of the [Academic Regulations](#) of the University Calendar.
  - e) “PGME Appeals Committee” means the Postgraduate Medical Education Appeals Committee of the Cumming School of Medicine.

- f) “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.
- g) “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, any graduate Student appeals of the outcome of a thesis exam or candidacy component that do not result in the graduate student being required to withdraw are 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 academic regulations and 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 additional rules and procedures provided they do not conflict with the standard procedures.
- 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.

**5 Parent Policy**

[Student Misconduct and Academic Appeals Policy](#)

**6 Related Information**

<https://www.ucalgary.ca/secretariat/student-appeals>

**7 History**

June 14, 2018	Approved.
January 1, 2019	Effective.
January 1, 2020	Editorial Revision. Updated format and links.
July 1, 2021	Revised. Revision approved on June 10, 2021.