



**UNIVERSITY OF  
CALGARY**

**Schulich School of Engineering Graded Term Work and Academic  
Assessment Appeal Procedure  
GRADE, CREDIT OR FAIL DESIGNATION, AND PROFESSIONAL BEHAVIOUR APPEALS**

<b>Classification</b> Governance	<b>Table of Contents</b> 1 Principles and Definitions ..... 1 2 Procedural Fairness: Necessary for Decisions..... 3 3 Appellant Responsibilities and Grounds of Appeal..... 3 4 Submitting an Appeal..... 4 5 Receipt of the Appeal ..... 4 6 Prior to a Hearing..... 5 7 Hearing Process ..... 6 8 The Faculty Appeals Committee Decision..... 6 9 Confidentiality and Recording of Information ..... 7 10 Jurisdiction of the Dean, the Chair of the Faculty Appeals Committee, and the Faculty Appeals Committee..... 7 11 Composition of the Faculty Appeals Committee ..... 8 12 Timelines..... 9
<b>Approval Authority</b> Engineering Faculty Council	
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**1 Principles and Definitions**

- 1.1** The Schulich School of Engineering appeal process for Academic Assessment and Graded Term Work appeals
  - a) is confidential,
  - b) provides procedural fairness,
  - c) strives for consistency in terms of its decisions,
  - d) is administratively efficient, and
  - e) contributes to a fair and just University.
- 1.2** A Student wanting to appeal an Academic Assessment decision made by the Schulich School of Engineering or a Graded Term Work decision made by the Schulich School of Engineering must use these procedures.
- 1.3** The term “Academic Assessment” means the determination of a Student’s final level of achievement in a specific course offered by the Schulich School of Engineering, and includes grades, credit or fail designations, and, if specified in a Schulich School of Engineering course outline, assessments of all aspects of professional behaviour.
- 1.4** The term “Academic Progression Matter” means a matter regarding a Student’s academic achievement in the Student’s program. Academic Progression Matters include: assessments of all aspects of professional behaviour as required in University documents other than a course outline; dismissals; or the requirement to withdraw. Academic progression matters do not include: decisions regarding Academic Assessments or Student Academic Misconduct.



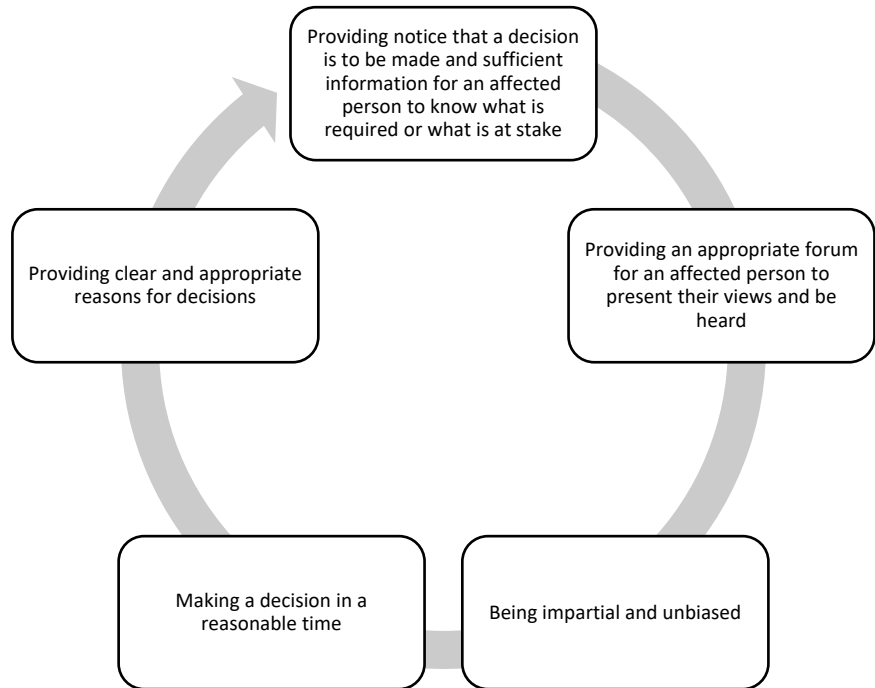
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- 1.5** The term “Appellant” means a Student who appeals an Academic Assessment or Graded Term Work decision about themselves.
- 1.6** The term “Business Days” means days that the University is open for business, excluding weekends and holiday closures.
- 1.7** The term “Dean” refers to the Dean of the Schulich School of Engineering or their delegate.
- 1.8** The term “Faculty Appeals Committee” means the Faculty Appeals Committee of the Schulich School of Engineering having the authority set out in these procedures.
- 1.9** The term “Graded Term Work” refers to graded term work as described in Section I.2 *Reappraisal of Graded Term Work* of the [academic regulations](#) of the University Calendar.
- 1.10** The term “Reasonable Apprehension of Bias” generally means that a reasonable and informed person, viewing the matter realistically and practically, would think that it is more likely than not that a decision maker was biased in respect of the decision under appeal.
- 1.11** The term “Respondent” means a person who responds to the appeal. This may or may not be the person who made the decision under appeal.
- 1.12** The term “Student” means an individual who is registered in a course in the Schulich School of Engineering at the time the decision under appeal occurred.
- 1.13** The term “Student Academic Misconduct” means plagiarism, cheating or other academic misconduct as defined in the [Student Academic Misconduct Policy](#) of the University Calendar or in any University policy that defines student academic misconduct.
- 1.14** The term “Student Non-Academic Misconduct” means conduct that is prohibited as outlined in [Appendix 1: Prohibited Conduct](#) of the [Student Non-Academic Misconduct Policy](#).
- 1.15** The term “University” means the University of Calgary.



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**2 Procedural Fairness:  
Necessary for  
Decisions**



**3 Appellant  
Responsibilities and  
Grounds of Appeal**

**3.1** A student may appeal an Academic Assessment or Graded Term Work decision on only the following grounds:

- a) that a procedural irregularity occurred in making the Academic Assessment decision or Graded Term Work decision (including a deviation from a course outline or communicated performance expectation, or where a grade was not updated); or
- b) that an Academic Assessment or Graded Term Work decision was determined on some basis other than performance, which may include allegations of a reasonable apprehension of bias.

**3.2** The following are not recognized as grounds for appeal by the Faculty Appeals Committee, and will result in an appeal being rejected:

- a) ignorance of University or Schulich School of Engineering policies, regulations, procedures, or the contents of a course outline;
- b) mere dissatisfaction or disagreement with a reappraisal, the Graded Term Work decision, the Academic Assessment decision, the course outline, or performance expectations;
- c) achievement in other course work or programs;
- d) extenuating circumstances; or
- e) the numerical calculation being close to the next highest letter grade.



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- 3.3** Appellants may ask for only one of the following outcomes in their appeal:
- that Graded Term Work be discounted from the final grade achieved;
  - that the Academic Assessment decision or Graded Term Work decision be returned to the department or decision maker, as appropriate, for another reappraisal, as directed by the Faculty Appeals Committee;
  - that the Graded Term Work or Academic Assessment be raised; and
  - that the Academic Assessment decision or Graded Term Work decision be returned to the department for any other resolution made in accordance with applicable University and Faculty policies, regulations and procedures and as directed by the Faculty Appeals Committee.
- 3.4** An Appellant is responsible to satisfy the Dean or the Faculty Appeals Committee that the Appellant's evidence or position is more likely than not to have occurred or to be accurate. This is referred to as the balance of probabilities standard of proof.
- 4 Submitting an Appeal**
- 4.1** Prior to submitting an appeal under these procedures, a Student must have completed all steps required by Section I *Reappraisal of Graded Term Work and Academic Assessments (final grades)* of the [academic regulations](#) of the University Calendar. Please also refer to [SSE's Reappraisal of Graded Term Work and Academic Assessments Procedure].
- 4.2** Appellants must submit an appeal to the Dean on or before 11:59 PM (MT) on the tenth (10<sup>th</sup>) Business Day after completing the appropriate steps referred to in Section 4.1 above.
- 4.3** Each appeal to the Dean must be submitted in writing to [enggappeals@ucalgary.ca](mailto:enggappeals@ucalgary.ca) and must include:
- the Appellant's student ID number, current address and telephone contact number(s),
  - the Academic Assessment decision or Graded Term Work decision being appealed,
  - a list of and explanation for any grounds of appeal,
  - the outcome sought by the Appellant,
  - copies of all documentation relevant to the appeal, including any correspondence regarding the decision being appealed, and
  - copies of any additional supporting evidence.
- 5 Receipt of the Appeal**
- 5.1** The Dean may refer an appeal directly to the Faculty Appeals Committee, or may seek to resolve the appeal to the Appellant's satisfaction. If the Dean is unable to resolve an appeal to the Appellant's satisfaction, the Dean will forward the appeal to a Chair of the Faculty Appeals Committee. In either case, the Dean will acknowledge the Appellant's appeal within two (2) Business Days of receipt of the appeal, and, if the Dean is not able to resolve the appeal, forward the appeal to a



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Chair of the Faculty Appeals Committee within ten (10) Business Days of receipt of the appeal.

- 5.2** Within ten (10) Business Days of receipt of an appeal from the Dean, the Chair of the Faculty Appeals Committee will issue correspondence that indicates whether:
- a) the appeal is denied, or
  - b) the appeal is proceeding to an oral hearing before the Faculty Appeals Committee.
- 5.3** If the Chair determines that the appeal is proceeding to an oral hearing before the Faculty Appeals Committee, the correspondence contemplated in Section 5.2 will include: i) the oral hearing date, location and time, and ii) the names of the Faculty Appeals Committee members that will hear and decide the appeal. The Chair will also request a response to the appeal from the Respondent, to be submitted no later than five (5) Business Days before the hearing.

## **6 Prior to a Hearing**

- 6.1** An Appellant and a Respondent will be given ten (10) Business Days advance notice of the time and place of the oral hearing. In order to ensure timely resolution of appeals, Appellants and Respondents are expected to make the necessary scheduling arrangements to participate in the hearing. The Chair will grant amendments to the hearing dates only if a written request is made and only if there are exceptional circumstances that necessitate an amendment.
- 6.2** If necessary, an Appellant or a Respondent may be offered the opportunity to attend a hearing over teleconference, videoconference, or some other electronic means.
- 6.3** Both the Appellant and the Respondent have the right to have a person of their choice appear with them at the hearing to support them. Unless otherwise decided by the Chair, persons attending in a support role are not allowed to present evidence or to ask questions or address either the Respondent or the Faculty Appeals Committee during the hearing.
- 6.4** Both the Appellant and the Respondent have the right to challenge the membership of the Faculty Appeals Committee. Challenges may only be made where it is claimed that a Faculty Appeals Committee member has a conflict of interest that may prevent a fair decision being made. A challenge must be made in writing to the Chair of the Faculty Appeals Committee, and must include reasons supporting the challenge. A challenge will be decided by the Chair, unless the Chair is the subject of the challenge, in which case the remaining panel members will decide the challenge. If the challenge is successful, the Chair will provide the names of the new panel to the Appellant and the Respondent and adjust the hearing timeline as needed.
- 6.5** Both the Appellant and Respondent will receive copies of all submissions, documents and evidence relating to the decision being appealed no later than five (5) Business Days before the hearing.



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### 7 Hearing Process

- 7.1** The Chair of the Faculty Appeals Committee will conduct an oral hearing in the manner that they consider fair and reasonable.
- 7.2** Generally, at the commencement of an oral hearing, the Chair of the Faculty Appeals Panel will:
- a) introduce everyone participating in the hearing, provide an overview of the process, confirm that there are no conflict of interest matters, and summarize the appeal, the issues to be decided and the outcome sought;
  - b) invite the Appellant to present their appeal;
  - c) invite the Respondent to present the response to the appeal;
  - d) invite the Appellant and Respondent to ask questions of each other, and invite members of the Faculty Appeals Committee to ask questions of both, with questions being directed through the Chair;
  - e) provide the Respondent with an opportunity to make any final comments; and
  - f) provide the Appellant with an opportunity to make any final comments.
- 7.3** Following the oral hearing process, the Faculty Appeals Committee will meet *in camera* to consider the evidence and make a decision. Legal Counsel to the Faculty Appeals Committee, if any, and any support personnel for the Faculty Appeals Committee may attend deliberations.

If the Appellant or Respondent do not attend an oral hearing, the Faculty Appeals Committee may proceed with the hearing in the absence of the Appellant or Respondent and may accept the written documentation submitted by the non-attending party in lieu of oral submissions made in person.

### 8 The Faculty Appeals Committee Decision

- 8.1** All members of the Faculty Appeals Committee hearing an appeal will vote. The final decision will be carried by a majority vote.
- 8.2** Decisions of the Faculty Appeals Committee will be based solely on information, documentation and evidence that has been submitted to the Committee from the Appellant and the Respondent or that has been provided in advance of, or at, the hearing to the Appellant and Respondent by the Faculty Appeals Committee.
- 8.3** The Faculty Appeals Committee decision will normally include a brief description of the history of the appeal, a summary of the evidence, the reasons for the decision and the resulting outcome. The decision letter will also inform the Appellant that they may have a further right of appeal under the Student Misconduct and Academic Appeals Policy. The Faculty Appeals Committee decision will not record any dissenting opinions, and decisions of the Faculty Appeals Committee regarding Graded Term Work are final and not appealable at the University.



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- 8.4** The Chair of the Faculty Appeals Committee will distribute the decision, using UCalgary email addresses, to the following within ten (10) Business Days of the close of the written hearing process or the end of the oral hearing:
- a) the Appellant,
  - b) the Respondent, and
  - c) the Associate Dean of the appropriate program office.
- 9 Confidentiality and Recording of Information**
- 9.1** All written and oral information regarding an appeal is confidential.
- 9.2** A hearing will not be open to the public.
- 9.3** All appeal records will be retained for twelve (12) years.
- 9.4** There will be no audio or video recording of the hearing by the Faculty Appeals Committee or any party or participant.
- 10 Jurisdiction of the Dean, the Chair of the Faculty Appeals Committee, and the Faculty Appeals Committee<sup>1</sup>**
- 10.1** The Dean of Schulich School of Engineering has the jurisdiction to resolve an appeal made under these procedures to an Appellant's satisfaction in any circumstance.
- 10.2** The Chair of the Faculty Appeals Committee has the jurisdiction, in accordance with these procedures, to deny an appeal, or to determine that a hearing is necessary and the process for that hearing.
- 10.3** The Chair may only deny an appeal where:
- a) the appeal was not submitted before the deadline;
  - b) the decision being appealed is not identified;
  - c) the appeal does not contain the information required by these procedures;
  - d) the decision being appealed does not fall within the jurisdiction of the Faculty Appeals Committee;
  - e) the appeal is made by a person who is not a Student, or the legal counsel of a Student;
  - f) the Appellant has not yet completed all steps required in Section I *Reappraisal of Graded Term Work and Academic Assessments (final grades)* of the [academic regulations](#) of the University Calendar regarding reappraisal of term work or reappraisal of a final grade, including speaking with the Student's instructor, department head or associate dean, and seeking a grade reappraisal, if appropriate; or
  - g) the Appellant does not raise any grounds or request a specific outcome, or raises grounds or outcomes other than those permitted by these procedures, or raises grounds that are completely without merit.

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<sup>1</sup> **NOTE:** In the case where the Academic Assessment being appealed is the initial decision of the Faculty of Graduate Studies regarding a Graduate Student's thesis exam or candidacy component, the appeal must be made to the Faculty of Graduate Studies. Please see the University and Graduate Calendars for more information.



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- 10.4** A decision made by the Chair in accordance with this procedure is final and not appealable at the University.
- 10.5** The Faculty Appeals Committee has the jurisdiction to hear and decide appeals of Academic Assessments and Graded Term Work.
- 10.6** The Faculty Appeals Committee does not have jurisdiction to hear appeals regarding decisions related to:
- a) Student Academic Misconduct;
  - b) Student Non-academic Misconduct;
  - c) Academic Progression Matters;
  - d) the Student Accommodation Policy; or
  - e) extenuating circumstances.
- 10.7** After hearing an appeal, the Faculty Appeals Committee may:
- a) deny the appeal;
  - b) uphold the appeal and direct that Graded Term Work be discounted from the final grade achieved and provide guidance on how the final grade should be calculated;
  - c) uphold an appeal and determine that the Academic Assessment decision or Graded Term Work decision be returned to the department or decision maker for another Independent reappraisal, as directed by the Faculty Appeals Committee; or
  - d) uphold the appeal and direct that the Academic Assessment decision or Graded Term Work decision be returned to the department or decision maker for resolution in accordance with applicable University and Faculty policies, regulations and procedures.
- 10.8** The Chair can make recommendations to the Dean to improve Faculty regulations or procedures.
- 11.1** The Faculty Appeals Committee will be appointed by the Engineering Faculty Council and will consist of:
- a) One (1) or two (2) Academic Staff members serving as Chair(s), appointed as set out in Section 11.2;
  - b) At least one (1) representative from each of the five departments (including the Chair(s)); and
  - c) One (1) graduate student or one (1) undergraduate student (appointed for individual appeal panels).
- 11.2** The Chair(s) will be named annually by the Schulich School of Engineering Striking Committee and will be selected from the members on the Committee. The Striking Committee may name two Chairs to share responsibilities, as it sees fit.

**11 Composition of the  
Faculty Appeals  
Committee**





- 11.3** Engineering Faculty members will normally serve for a two year term commencing July 1, with terms staggered so that approximately two such members complete their terms each year. Renewal is possible for a second but not a third term.
- 11.4** Quorum of the Faculty Appeals Committee panel for the purposes of making decisions regarding appeals made under these procedures will be three (3) members, including the Chair and, where possible, a student, appointed pursuant to this Procedure. The panel members who are selected to hear an appeal will not be from the same Department as the Appellant.

**12 Timelines**

Appeal Step	Timeline for Communication
Student submits appeal to the Dean	Within 10 Business Days of the date of the written decision being appealed
Dean will acknowledge receipt of the appeal	Within 2 Business Days of receipt of the appeal
Dean will resolve the appeal or forward to the Faculty Appeals Committee Chair	Within 10 Business Days of receipt of the appeal
Chair will determine whether the appeal is denied or whether the appeal will proceed to a written or oral hearing. If appeal is proceeding to a hearing, Chair will request the Respondent provide a response to the appeal.	Within 10 Business Days of the date of receipt of the appeal from the Dean
Circulation of all submissions, documentation and evidence that will be used by the Faculty Appeals Committee in making its decision to the Appellant, Respondent and to the Faculty Appeals Committee	No later than 5 Business Days before the hearing
Faculty Appeals Committee decision	Normally within 10 Business Days after the hearing
Appeal to University Appeals Committee, where appropriate	Within 10 Business Days of the date of the written Faculty Appeals Committee decision