

Continuing Education Unit Academic Assessment and Graded Term Work Appeals Procedure

GRADE, PASS OR FAIL DESIGNATION, CREDENTIAL ACHIEVEMENT, AND PROFESSIONAL BEHAVIOUR APPEALS

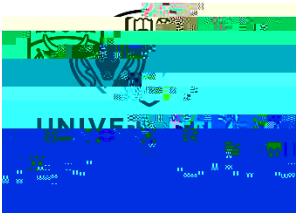
Classification Governance	Table of Contents 1 Principles and Definitions 1 2 Procedural Fairness: Necessary for Decisions 3 3 Appellant Responsibilities and Grounds of Appeal 3 4 Submitting an Appeal 4 5 Receipt of the Appeal 4 6 Prior to a Hearing..... 5 7 Hearing Process 6 8 The Continuing Education Unit Appeals Committee Decision 7 9 Confidentiality and Recording of Information 8 10 Jurisdiction of the Director, the Chair of the Continuing Education Unit Appeals Committee, and the Continuing Education Unit Appeals Committee 8 11 Composition of the Continuing Education Unit Appeals Committee 9 12 Timelines..... 9
Approval Authority Continuing Education	
Implementation Authority Director, Continuing Education	
Effective Date May 25, 2021	
Last Reviewed May 25, 2021	

1 Principles and Definitions

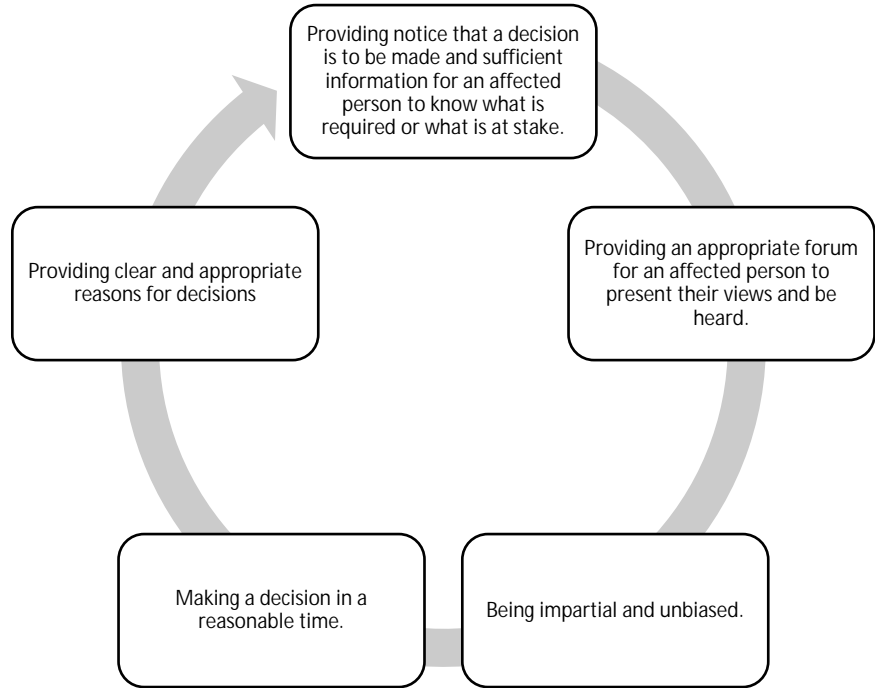
- 1.1 The Continuing Education Unit’s appeal process for Academic Assessment and graded term work appeals is:
 - a) confidential,
 - b) provides procedural fairness,
 - c) strives for consistency in terms of its decisions,
 - d) administratively efficient, and
 - e) contributes to a fair and just University.

- 1.2 A Student wanting to appeal an Academic Assessment decision or a graded term work decision (such as a Pass, Fail, or Credit designation) is appealing the level of achievement in a specific Continuing Education Unit course, and includes grades, credit or fail designations, credential achievement, and, if specified in a Continuing Education Unit 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

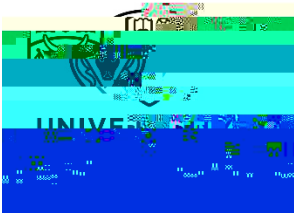


2 Procedural Fairness: Necessary for Decisions



3 Appellant Responsibilities and Grounds of Appeal

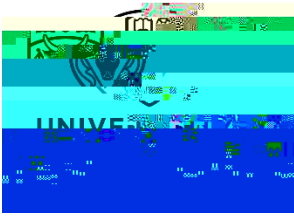
- 3.1 A student may appeal an Academic Assessment or Graded Term Work decision on only the following grounds:
- that a procedural irregularity occurred in making the Academic Assessment decision or Graded Term Work decision (including a deviation from a course outline or communicated performance expectation, or where a grade was not updated), or
 - 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 Continuing Education Unit Appeals Committee, and will result in an appeal being rejected:
- ignorance of University or Continuing Education Unit policies, regulations, procedures, or the contents of a course outline;
 - mere dissatisfaction or disagreement with the Academic Assessment, Graded Term Work decision, a reappraisal, the course outline, or performance expectations;
 - achievement in other course work or programs;
 - extenuating circumstances;
 - the numerical calculation being close to the next highest letter grade, or



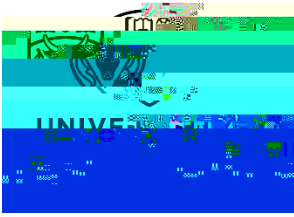
- f) dissatisfaction with entry requirements for any Continuing Education Unit or University of Calgary program.
- g) failure to meet the minimum specified requirements for a credential

Appellants may ask for only one of the following outcomes in their appeal:

- a) that Graded Term Work be discounted from the final grade achieved;
- b) that the Academic A



- 5.2 Within ten (10) Business Days of receipt of an appeal, the Chair of the Continuing Education Unit Appeals Committee will issue correspondence that indicates whether:
- a) the appeal is denied, or
 - b) the appeal is



- 7.4 Following either an oral or written hearing process, the Continuing Education Unit Appeals Committee will meet _____ to consider the evidence and make a decision. Legal Counsel to the Continuing Education Unit Appeals Committee, if any, and any support personnel for the Continuing Education Unit Appeals Committee may attend deliberations.
- 7.5 If the Appellant or Respondent does not attend an oral hearing or participate in a written hearing process, the Continuing Education Unit Appeals Committee may choose to either
 - a) proceed with the hearing in the absence of the Appellant or Respondent and, for oral hearings, may accept the written documentation submitted by the parties in lieu of oral submissions made in person; or
 - b) If the Appellant or Respondent do not attend an oral hearing or participate in a written hearing process, the Continuing Education Unit Appeals Committee may proceed with the hearing in the absence of the Appellant or Respondent and, for oral hearings, may accept the written documentation submitted by the non-attending party in lieu of oral submissions made in person.

8 The Continuing Education Unit Appeals Committee Decision

- 8.1 All members of the

