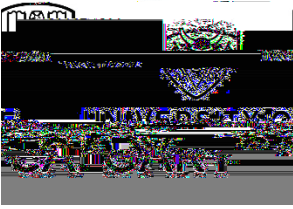


<b>Implementation Authority</b>
<b>Effective Date</b>
<b>Last Reviewed</b> September 19, 2024

**1 Principles and Definitions**

**1.1 The Faculty of Law appeal process for Academic Assessment and graded term work**  
**A**





**2 Procedural Fairness:  
Necessary for  
Decisions**



e) the numerical calculation being close to the next highest letter grade.

3.3 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 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; or
- c) that the Academic Assessment decision or Graded Term Work decision be returned to the department or decision maker, as appropriate, for other resolution which resolution must be in accordance with applicable University and Faculty policies, regulations and procedures.

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

of the Academic Calendar.

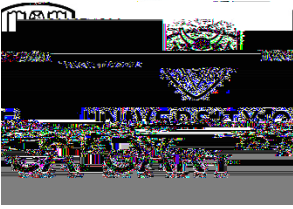
4.2 Appellants must submit an appeal to the Dean on or before 11:59 PM (MT) on the tenth (10<sup>th</sup>) Business Day after completing the steps referred to in Section 4.1 above.

4.3 Each appeal to the Dean must be submitted in writing to [lawdean@ucalgary.ca](mailto:lawdean@ucalgary.ca) and must include:

- a) the Appellant's student ID number, current address and telephone contact number(s),
- b) the Academic Assessment decision or Graded Term Work decision being appealed,
- c) a list of and explanation for any grounds of appeal,
- d) the outcome sought by the Appellant,
- e) copies of all documentation relevant to the appeal, including any correspondence regarding the decision being appealed, and
- f) 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

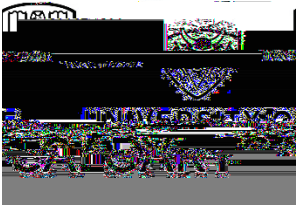


Chair of the Faculty Appeals Committee within ten (10) Business Days of receipt of the appeal.

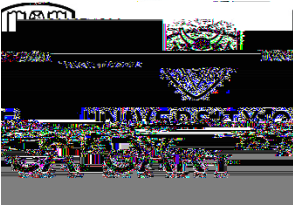
- 5.2 Within ten (10) Business Days of receipt of an appeal from the Dean, the Chair of the Faculty Appeals Committee will issue correspondence that indicates whether:
  - a) the appeal is denied, or
  - b) the appeal is proceeding to a written or oral hearing before the Faculty Appeals Committee.
- 5.3 Where the Chair has determined that the appeal is proceeding to a hearing, and the appeal alleges that an Academic Assessment or Graded Term Work decision was determined on some basis other than performance (including instructor bias or discrimination), an oral hearing will normally be held.
- 5.4 If the Chair determines that the appeal is proceeding to a written or oral hearing before the Faculty Appeals Committee, the correspondence contemplated in Section 5.2 will include: i) the timeline for a written hearing or 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 within five (5) Business Days of the date of the correspondence contemplated in Section 5.2.

## 6 Prior to a Hearing

- 6.1 An Appellant and a Respondent will be given five (5) 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

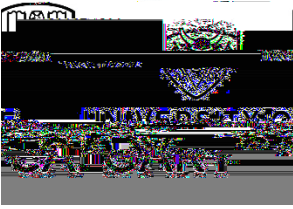






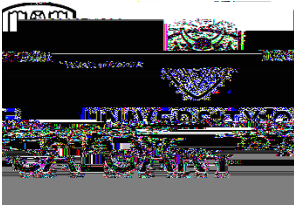
- d) the decision being appealed does not fall within the jurisdiction of the Faculty Appeals Committee;
  - e) the appeal is made by a person who is not a Student, or the legal counsel of a Student;
  - f) the Appellant has not yet completed all steps required in Section I of the Academic Calendar regarding reappraisal of term work or reappraisal of 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
  - h) the grounds of appeal are clearly without merit.
- 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:





- b) One (1) full-time (JD) student and one (1) full-time graduate student (either from the LLM or the PhD in Law program) who are in good academic and conduct standing appointed by the Dean for either a one-year or a two-year term at the discretion of the Dean.

To ensure continuity, terms shall be staggered so that at least on the faculty representatives and one of the student representatives are replaced each year w.4 1a.7 (1.a)



	the decision that the appeal is proceeding to a hearing.
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