

## Faculty of Arts Student Appeals Committee Procedures for Appeals of Grade Reappraisal Decisions

Classification  
Governance

### Table of Contents

- 1 Principles, Scope and Definitions..1
- 2 Procedural Fairness: Necessary for Decisions
- 3

progression matters do not include: decisions regarding Academic Assessments of Student Academic Misconduct.

The term "Appellant" means a student who appeals an Academic Assessment of Graded Term Work decision about themselves.

The term "Business Days" means days that the University is open for business, excluding weekends and holiday closures.

The term "Dean" refers to the Dean of the Faculty of Arts or their delegate

The term "Faculty Appeals Committee" means the Faculty of Arts Student Appeals Committee.

The term "Graded Term Work" refers to graded term work as described in Section 21 Reappraisal of Graded Term Work of the academic regulations of the University Calendar.

The term "Grade Reappraisal Decision" refers to the result of a reappraisal of Graded Term Work or an Academic Assessment (final grade) completed in the manner set out in Section I.3 Reappraisal of Academic Assessments (finals) of the academic regulations of the University Calendar.

The term "Hearing Panel" means the hearing panel of the Faculty Appeals Committee as constituted under these procedures and the authority granted in these procedures.

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 was biased in respect of the decision under appeal.

The term "Respondent" means a person who is responsible for the Grade Reappraisal Decision

The term "Student" means an individual (a) 2.8 (1) of the academic regulations of the University Calendar who

2 Procedural  
Fairness:  
Necessary for  
Decisions

3 Appellant  
Responsibilities  
and Grounds  
of Appeal

A student may appeal a Grade Reappraisal Decision only on the following grounds:

- a) that a procedural irregularity occurred in making the Grade Reappraisal Decision or
- b) that the Grade Reappraisal Decision was determined on some basis other than performance, which may include allegations of a reasonable apprehension of bias.





7 Hearing  
Process

The Chair of the Hearing Panel will conduct a written or oral hearing in the manner that they consider fair and reasonable.

Where the Chair decides that the Appeal Hearing will be in writing, the Chair will provide the Hearing Panel, the Appellant and the Review Panel with a written decision.

The Hearing Panel 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 res outcome.

Where the appeal is about a Grade Reappraisal decision regarding an Academic Assessment (final grade), the decision letter will also inform the Appellant that they have a further right of appeal under the Student Misconduct and Academic Appeals Policy. Where the appeal is about a Grade Reappraisal decision regarding Graded Term Work, the decision letter will inform the Appellant that the Hearing Panel's decision is final and there is no further right of appeal at the University.

The Hearing Panel decision will not record any dissenting opinions

The Chair of the Hearing Panel will distribute the decision using UCalgary email addresses to the Appellant and the Respondent within ten (10) Business Days of the close of the written hearing process or the end of the oral hearing

9 Confidentiality and Recording of Information

All written and oral information regarding an appeal is confidential

A hearing will not be open to the public

All appeal records will be retained for twelve (12) years

There will be no audio or video recording of the hearing by the Hearing Panel or party or participant.

10 Jurisdiction of the Dean, the Chair of the Faculty Appeals Committee, and the Faculty Appeals Committee<sup>1</sup>

The Dean of Faculty of Arts has the jurisdiction to resolve an appeal made under these procedures to an Appellant's satisfaction in any circumstance.

In addition to participating in the decision making process for appeals made under these procedures, the Chair of the Faculty Appeals Committee also has the jurisdiction to deny an appeal or to determine that a hearing is necessary and the process for that hearing.

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;

---

<sup>1</sup> NOTE

- f) the Appellant has not yet completed all steps required by Section Reappraisal of Graded Term Work and Academic Assessments (final grades) academic regulations of the University Calendar; 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.

The Chair can make recommendations to the Dean to improve Faculty regulations or procedures.

The Faculty Appeals Committee, through a Hearing Panel, has the jurisdiction to hear and decide appeals of Grade Reappraisal Decisions

The Faculty Appeals Committee, through a Hearing Panel, 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;
- e) extenuating circumstances.

After hearing an appeal, the Hearing Panel may

- a) deny the appeal;
- b) uphold the appeal and determine that the Grade Reappraisal Decision should be returned to the department or school for another reappraisal, as directed by the Hearing Panel;
- c) uphold the appeal and direct that the Grade Reappraisal Decision be returned to the department, school or Dean for other resolution, which resolution must be in accordance with applicable University and Faculty policies, regulations and procedures

11 Composition of the Faculty Appeals Committee

11.1 The Faculty Appeals Committee will consist of the following members

- a) One (1) continuing academic staff member as Chair, appointed by the Dean;
- b) One (1) continuing academic staff member as Vice Chair, appointed by the Dean from among the academic staff members chosen in 11.1;
- c) One (1) academic staff member



11.2 Faculty Appeals Committee members will serve for a two year term. Normally, the term

12 Meetings of  
the Faculty  
Appeals  
Committee

13 Composition of  
the Hearing  
Panel

<p>will request the Respondent provide a response to the appeal.</p>	
<p>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</p>	<p>No later than 5 Business Days before the hearing.</p>
<p>Faculty Appeals Committee decision</p>	<p>Normally within 10 Business Days after the hearing.</p>