



## Faculty of Graduate Studies Appeals Procedures for Decisions Regarding a Graduate Thesis Examination or Candidacy Component

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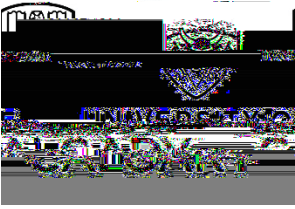
### Principles and Definitions

- 1.1 The Faculty of Graduate Studies appeal process 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 Graduate Student wanting to appeal a decision regarding an Academic Assessment must use these procedures.
- 1.3 The term “Academic Assessment” means the determination of a Graduate Student’s achievement in a Thesis Examination or a Candidacy Component.
- 1.4 The term “Appellant” means a Graduate Student who appeals an Academic Assessment.
- 1.5 The term “Business Days” means days that the University is open for business, excluding weekends and holiday closures.
- 1.6 The term “Candidacy Component” refers to the thesis proposal or field of study examination as described in the Graduate Regulations section of the Academic Calendar.
- 1.7 The term “Dean” refers to the Dean of the Faculty of Graduate Studies or their delegate.



- 1.8 The term “Faculty Appeals Committee” means the Faculty of Graduate Studies Appeals Committee having the power and authorities set out in this procedure.
- 1.9 The term “Graduate Student” means a student registered with the Faculty of Graduate Studies at the University
- 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. The Respondent will usually be the Dean or delegate of the Dean.
- 1.12 The term “Student Academic Misconduct” means plagiarism, cheating or other academic misconduct as defined in the [Student Academic Misconduct Policy](#)
- 1.13 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](#)
- 1.14 The term “Thesis Examination” refers to a thesis examination as described in the Graduate Regulations section of the Academic Calendar.
- 1.15 The term “University” means the University of Calgary.





b) that the Academic Assessment decision be returned to the Deanor decision



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5.3 If the Chair determines that the appeal is proceeding to a hearing before the Faculty Appeals Committee, the correspondence contemplated in

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likely result in an extension of the hearing process and the rescheduling of the appeal hearing.

6.5 Both the Appellant and Respondent will receive copies of all ~~submissi~~ documents and evidence relating to the decision being appealed no later than five (5) Business Days before the hearing.

#### Hearing Process

7.1 The Chair of the Faculty Appeals Committee will conduct a hearing in the manner that they consider fair and reasonable.

7.2 Generally, at the commencement ~~of~~ hearing, the Chair of the Faculty Appeals Committee 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 provide the Committee with a 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~~ all 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 After the hearing, the Faculty Appeals Committee will meet ~~to~~ 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.

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Timelines

Appeal Step	Timeline
Graduate Student submits appeal to the Dean	Within 10 Business Days from the date of the 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 hearing. If appeal is proceeding to a hearing, Chair will ask the Respondent to provide a response to the appeal.	Within 10 Business Days of the date of receipt of the appeal from the Dean  Respondent documentation must be submitted within 5 Business Days of 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