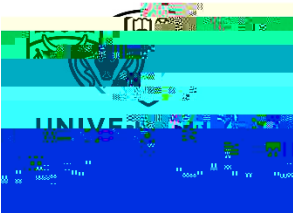
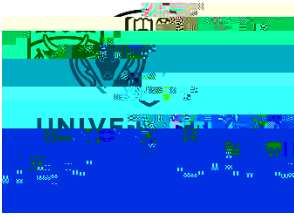


Haskayne Academic Assessment and Graded Term Work Procedure GRADE, CREDIT OR FAIL DESIGNATION, AND PROFESSIONAL BEHAVIOUR APPEALS

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



- 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 Haskayne School of Business or their delegate. In general, this will be the Associate Dean, undergraduate or graduate, as appropriate.
- 1.8 The term “Graded Term Work” refers to graded term work as described in Section I.2 of the [academic regulations](#) of the University Calendar.
- 1.9 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.
- 1.10 The term “Respondent” means a person who responds to the appeal. This may or



- - 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.

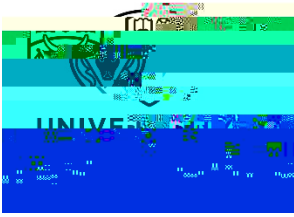
3.4 An Appellant is responsible to satisfy the Dean or the Faculty Appeals Committee that the Appellant's evidence or position is more likely than not to have occurred or to be accurate. This is referred to as the balance of probabilities standard of proof.

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 regulations](#) of the University Calendar.
- 4.2 Appellants must submit an appeal to the Associate Dean Undergraduate or Associate Dean Graduate, as appropriate, on or before 11:59 PM (MT) on the tenth (10th) 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 the Associate Dean (Undergraduate) or the Associate Dean (Graduate), as appropriate, 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 of the appeal.

e s s

e c) a list of and explanation of the appeal. (u)-16 (u)-0.6f(t)01d(l)-1 (en)-0. (n)-0.6 (a)-2.9y(a)-2.9

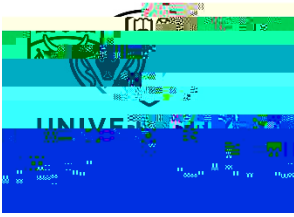


challenge. If the challenge is successful, the Chair will provide the names of the new panel to the Appellant and the Respondent and adjust the hearing timeline as needed.

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.

7 Hearing Process

7.1 The Chair of the Faculty Appeals Committee will conduct a written or oral hearing in the 4 TEMC BT(G)12.8 (p14 TEMC BT(G)12.8) by (p14 TEMC BT(G)12.8) 99.83166w 10.98 -0 24.8 (p14 TEMC BT(G)12.8)



- 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

of the [academic regulations](#) of the University 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.

A decision made by the Chair in accordance with this procedure is final and not appealable at the University.

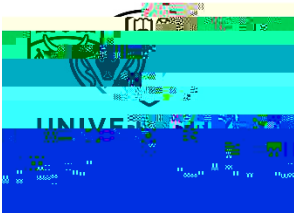
10.5 The Faculty Appeals Committee has the jurisdiction to hear and decide appeals of Academic Assessments and Graded Term Work.

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;
- c) uphold the appeal and determine that the Academic Assessment decision or Graded Term Work decision be returned to the department or decision maker for another 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 other resolution in accordance with applicable University and Faculty policies, regulations and procedures.



Respondent and to the Faculty Appeals Committee	
Faculty Appeals Panel 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