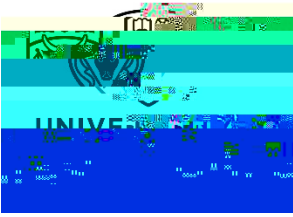


**School of Architecture, Planning and Landscape Academic Assessment and Reappraisal of Graded Term Work Appeal Procedure**  
**GRADE, CREDIT OR FAIL DESIGNATION, AND PROFESSIONAL BEHAVIOUR APPEALS**

**Classification**  
**Governance**

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**1**



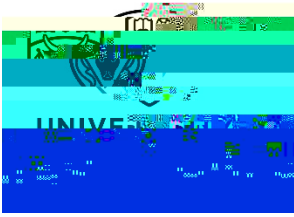
withdraw. Academic progression matters do not include: decisions regarding Academic Assessments or Student Academic Misconduct.

1.5 The term “Appellant” means a Student who appeals an Academic Assessment decision or Reappraisal 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.

1.7 The term “Dean” refers to the Dean of the School of Architecture, Planning and Landscape or their delegate.

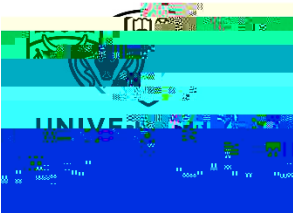
0 1.8 The term “Graded Term Work” refers to graded term work as-2.5 (uh 1k)-2.5 (a2 (



**2 Procedural Fairness:  
Necessary for  
Decisions**

**3 Appellant  
Responsibilities and  
Grounds of Appeal**

A student may appeal an Academic Assessment decision or Reappraisal of Graded Term Work Appeal Procedure. For more information, please contact the School of Architecture, Planning and Landscape Academic Assessment and Reappraisal of Graded Term Work Appeal Procedure. For more information, please contact the School of Architecture, Planning and Landscape Academic Assessment and Reappraisal of Graded Term Work Appeal Procedure.



- d) mitigating or extenuating circumstances; or
- e) the numerical calculation being close to the next highest letter grade.

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 Reappraisal of 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 Reappraisal of 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 *Reappraisal of Graded Term Work and Academic Assessments (final grades)* of the [academic regulations](#) of the University Calendar.

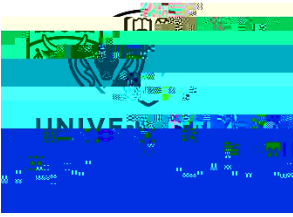
4.2 Appellants must submit an appeal to the Dean on or before 11:59 PM (MT) on the tenth (10<sup>th</sup>) Business Day after completing the steps referred to in Section 4.1 above.

Each appeal to the Dean must be submitted in writing to [dean@sapl.ucalgary.ca](mailto:dean@sapl.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 Reappraisal of Graded Term Work decision being appealed,
- c) a list of and explanation for any

School of Architecture, Planning and Landscape Academic Assessment and  
Reappraisal of Graded Term Work



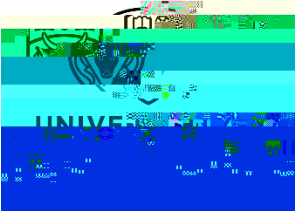


## 8 The Faculty Appeals Committee Decision

- 7.5 If the Appellant or Respondent do not attend an oral hearing or participate in a written hearing process, the Faculty 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.
- 8.1 All members of the Faculty Appeals Committee hearing an appeal will vote. The final decision will be carried by a majority vote.
- 8.2 Decisions of the Faculty Appeals Committee will be based solely on information, documentation and evidence that has been submitted to the Committee from the Appellant and the Respondent or that has been provided in advance of, or at, the hearing to the Appellant and Respondent by the Faculty Appeals Committee. Only information that is directly pertinent to the case being considered will be admissible, as ruled by the Dean.
- 8.3 The Faculty Appeals Committee Decision Report will normally include a brief description of the history of the appeal, a summary of the evidence, the reasons for the decision and the resulting outcome. The decision letter will also inform the Appellant that they may have a further right of appeal under the Student Misconduct and Academic Appeals Policy. The Faculty Appeals Committee decision will not record any dissenting opinions, and decisions of the Faculty Appeals Committee regarding Graded Term Work are final and not appealable at the University.
- 8.4 The Chair of the Faculty Appeals Committee will distribute the decision, using UCalgary email addresses, to the following within ten (10) Business Days of the close of the written hearing process or the end of the oral hearing to:



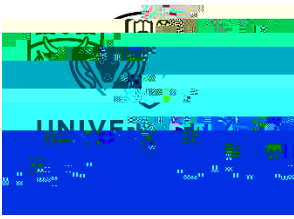




e) extenuating circumstances.

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 Reappraisal of Reappraisal of Graded Term Work decision be returned to



## 12 Timelines

Appeal Step	Timeline for Communication
Student submits appeal to the Dean	Within 10 Business Days of the date of the written 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 written or oral hearing. If appeal is proceeding to a hearing, Chair will request the Respondent provide a response to the appeal.	Within 10 Business Days of the date of receipt of the appeal from the Dean
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