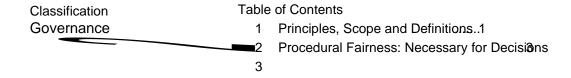
Faculty of Arts StudenAppealsCommittee ProcedureSor Appeals of Grade Reappraisal Decisions



progression matters do not include: decisions regardicademicAssessments of udent AcademidMisconduct.

The term "Appellant" means a sudent who appeals an dademic Assessment o 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 Antsheir delegate

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

The term 'GradedTerm Work' refers to graded term works described in Section21 Reappraisal of Graded Term Workthe <u>academic regulations</u> the University Calendar.

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

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

The term 'ReasonableApprehension ofBias' 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 **nhar** 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' mekans an inc (a) 2.8 (t 0 Tc 0 T8u61IM -0.04)-3 (u) 2.e te who

Faculty of Arts Student Ap	peals Committee Procedures	for Appeals of Grade	Reappraisal Decision

2 Procedural Fairness: Necessary for Decisions

3 Appellant Responsibilitie s and Grounds of Appeal A student may appead Grade Reappraisa Decision only on the following grounds:

- a) that a procedural irregularity occurred makingthe Grade Reappraisa 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.

Faculty of Arts Student Appeals Committee Procedures for Appeals of Grade Reappraisal Decision

Faculty of Arts Student Appeals Committee Procedures for Appeals of Grade Reappraisal Decision

7 Hearing Process

The Chairf the Hearing Panewill conduct a written or oral hearing in the manner th they consider fair and reasonable.

Where the Chair decides that the Appeal Hearing will be in writing, the Own in provide the Hearing Panel, the Appellar and the Rew (ind 16(s)-1.4 (t) 7.9b1.4 (t) 7(.283 0) 200 3 1

The Hearing Paneloxecision will normally include a brief descript of the history of the appeal, a summary of the evidence, the reasons for the decision and the resoutcome.

Where the appeal is about a Grade Reappraisabdision regarding an Academ Assessment grade) the decision letter will also inform the hellant 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 willinform the Appellant that the Hearing Pan's decision is final and there is no further right of appeal at the University.

The Hearing Panedlecision will not record any dissenting opinions

The Chair of the Hearing Panwell distribute the decision using UCalgary email addresses to the Appellant and the Responde 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 regardig an appeal is confidential

A hearing will nobe 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 Paaely party or participant.

10 Jurisdiction of the Dean, the Chair of the Faculty Appeals Committee, and the Faculty Appeals Committee The Dean of Faculty offrts has the jurisdiction to resolve an appeal made under the procedures to an Appellantssatisfaction 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** the jurisdiction 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 undert;

¹ NOTE

- f) the Appellant has not yet completed all steps required Siection 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 perteid 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 @rade Reappraisal Decisions

The Faculty Appeals Committethrough a Hearing Paneloos not have jurisdiction to

The Faculty Appeals Committed rough a Hearing Panedpes not have jurisdiction to hear appeals regarding decisions related to:

- a) Student AcademidMisconduct;
- b) Student Non-academidMisconduct;
- c) AcademicProgressionMatters;
- d) the Student Accommodation Policor
- e) extenuating circumstances.

After hearing an appeal he Hearing Panel may

- a) denythe appeal;
- b) uphold the appeal and determine thathe Grade Reappraisal Disionshould be returned to the department oschool for another reappraisal, as directed the Hearing Panebr
- c) uphold theappeal and direct that Grade Reapprais Decision be returned to the department, schools Deanfor other resolution, which resolution must be accordance with applicable University and Faculty policies, regulations and procedures
- 11 Composition of the Faculty Appeals Committee
- 11.1 The Faculty Appels Committeevill consist of the following members
 - a) One (1) continuing academic staff memberCarair, appointed by the Dean;
 - b) One (1) continuing academic staff member as **Wha**ir,appointed by the Dean from among the academic staff members chosen in **t**);.1.
 - c) One (1) academic staffnember

Faculty of Arts Student Appeals Committee Procedures for Appeals of Grade Reappraisal Decisi
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11.2 Faculty Appeal Committee members will serve for a two year tentrormally, the term

- 12 Meetings of the Faculty Appeals Committee
- 13 Composition of the Hearing Panel

will request the Respondent provide a response to the appeal.	
Circulation of alsubmissions, 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 Business Days before the hearing.

Faculty Appeals Committee decision

Normally within 10 Business Days after the hearing.