Academic appeal process –
Required to withdraw standing

1. When the Academic Standings are run after the winter term, you will be able to see your standing in Bear Tracks. You will also receive a in your UAlberta email account from the Associate Dean, Academic if you have a standing of academic warning, or required to withdraw.

2. The letter you receive will give you information about the process to submit an appeal. You will have 30 days from the date of the letter to submit your appeal via email to the address below.

3. If you have any questions or need assistance, you should be in contact with your Academic Advisor or the Supervisor of Learning, Advising & Beyond Office
http://www.augustana.ualberta.ca/programs/lab/contacts.html

Ensure you do the following:
• The petition is to be sent to Associate Dean, Academic Programs Dr. Karsten Mündel in the form of an e-mail.

  Dr. Karsten Mündel
  Associate Dean, Academic Augustana Campus,
  University of Alberta
  Email: AugAssociateDean@ualberta.ca

• Include the following information in the petition:
  - your name, student ID number, degree program and major
  - a clearly expressed explanation for your appeal, accompanied by a persuasive argument
  - tangible steps that you plan to take in order to ensure academic success should you be permitted to return to your studies

Each petition is judged on its own merit.
No petition is automatically accepted nor rejected.
The stronger your argument is the more likely your petition will be successful.