The reason for your appeal:

Students have the right to appeal decisions related to:

- Reappraisal/Review of marks for assessments:
  - Final examination
  - Final course grade includes clinical nursing practice mark.
- Academic standing decisions including:
  - Probation or Continuation in a program requirements
  - Graduation/Degree Classification
  - Requirement for a student to withdraw from a program in the Faculty of Nursing
- Practicum Intervention: see Practicum Intervention Step by Step Guide
- Code of Student Behaviour Infractions (Academic Misconduct): see Violation of the Code of Student Behaviour Step by Step Guide

Students cannot appeal:

- Faculty of Nursing decision and requirements regarding admission and re-admission
- Decision related to granting credit for courses taken or to be taken outside of the University of Alberta,
- Standards of student academic performance, including foundational minimum pass, for promotion and graduation,
- Specified consequence (e.g. required to withdraw) for failure to meet Probation or Continuation in program requirements.

Some Academic Standing decisions will automatically be considered by the Faculty of Nursing Associate Dean, Undergraduate Programs or designate and therefore do not need an informal appeal application form. These include:

- Clinical Failures and Withdrawals
- Practicum Intervention
- Code of Student Behaviour Infractions
Are the grounds for your appeals appropriate?

Answer YES to any of the following:

- I believe there was an error(s) in calculation of an assessment mark;
- I believe that a procedural error occurred on the part of the Faculty of Nursing;
- I believe there was a failure of the Faculty of Nursing to consider all factors/mitigating circumstances relevant to the decision being appealed and **there is a good reason why it was not presented at the appropriate time**;
- I believe there was bias or discrimination against me on the part of the Faculty of Nursing.

If the grounds for appeal relate to extenuating circumstances, the Student should articulate in writing the extenuating circumstances faced. The student should include whether there was a single event or a number of events or incidents, which led to poor academic performance.

Documentation in support of the grounds for an appeal must be submitted where relevant. It is not possible to anticipate every circumstance that may affect a student or every kind of relevant evidence, but broadly speaking you should provide evidence which is:

- **Relevant** to the circumstance e.g. bereavement should be supported by a death certificate, illness supported by a letter from a doctor, and crime against you by a police report & incident number.
- **Concurrent** with the circumstances, e.g. evidence from a doctor, which is either written at the time of your circumstances or which indicates that the doctor saw you at the time of your circumstances.
- From an **official source** such as a hospital, doctor’s office, therapist, employer.
- From an **independent source** (i.e. not from a relative or a friend). Whilst you can submit evidence from friends or relatives if you wish, this is useful only to provide context, and is not considered to be independent third-party evidence, given the close links between the author of the evidence and you.
- Clear that the circumstances resulted in medical, psychological or other difficulties, which had a **serious impact on your ability to study**. This is most relevant where you cite circumstances which would not normally be accepted, such as a relationship breakdown, or where the circumstances relate to someone else, such as the illness of a relative or friend.

Please note: It is your responsibility to obtain the evidence – this will not be done for you by the University.
If you do not have grounds for an appeal but you have concerns about your experience of any academic or non-academic service, you should initially raise these concerns with your course coordinator or program chairperson (collaborative programs). If you are still dissatisfied, you can request the course coordinator or program chairperson escalate your issue to the Associate Dean, Undergraduate Programs.

Need more information to help you decide?

- Faculty of Nursing (FoN): Appeal Policies and Procedures for Undergraduate Programs
- University of Alberta Academic Regulations: Appeals and Grievances
- Office of the Student Ombuds: Academic Appeals and Appealing a Grade
STEP 2: INFORMAL APPEALS

Making an informal appeal:

Your informal appeal will be considered by the Faculty of Nursing Undergraduate Programs Office to decide whether or not you have established grounds for appeal. Please ensure you are completing the correct form for Reappraisal Review of marks for assessments or Academic Standing Decisions and it is submitted by the specified deadline.

Appeals are reviewed in the first instance by administrative staff. If the form is fully completed, the appeal will be considered at the Informal Stage of the process by the Associate Dean (or designate), Undergraduate Programs.

The Associate Dean (or designate), Undergraduate Programs may request a meeting with you, if they feel it is required, to discuss the circumstances and/or grounds of your appeal. You are entitled to bring an ombudsperson to the meeting but it is your choice whether or not to bring an ombudsperson. You are responsible for contacting the Office of the Student Ombuds and arrange for an ombudsperson to join any scheduled meeting.

Reappraisal/Review of marks for assessments:

- Final examination
- Clinical nursing practice mark
- Final course grade

Final Examination Reappraisals:

Final examination reappraisal requests must be submitted by the following deadlines. Submissions received after the deadlines will not be considered:
- Fall term courses: February 1
- Full year (Fall/Winter) Courses or Winter term courses: June 22
- Spring/Summer courses: thirty (30) days of the publication of results

Final examination reappraisal fee must be paid to the University of Alberta. Please see Schedule of Fees for Special Services.
You will need to complete the [Request for Reappraisal of a Final Exam](mailto:nuappeal@ualberta.ca) and email your form [from your University of Alberta (or collaborative institution) email](mailto:nuappeal@ualberta.ca) to the Office of the Associate Dean, Undergraduate Programs at nuappeal@ualberta.ca

**Grade Appeals (includes clinical practice review marks):**

Final course grade appeals must be submitted by the following deadlines. Submissions received after the deadlines will not be considered:

- Fall term first 7 weeks (6W1): **December 1**
- Fall Term last 7 weeks (6W2) and 13 week courses: **February 1**
- Winter Term first 7 weeks (6W1): **April 1**
- Winter Term last 7 weeks (6W2) and 13 week courses: **June 25**
- Spring/Summer: **fifteen (15) working days** following posting of course results on Bear Tracks

You will need to complete the [Request for Informal Grade Appeal](mailto:nuappeal@ualberta.ca) and email your form [from your University of Alberta (or collaborative institution) email](mailto:nuappeal@ualberta.ca) to the Office of the Associate Dean, Undergraduate Programs at nuappeal@ualberta.ca

**Academic Standing**

Adverse Academic Standing Informal Appeals:

- Probation or Continuation in a program requirements
- Graduation/Degree Classification
- Requirement for a student to withdraw from a program in the Faculty of Nursing

You must submit an Informal Academic Standing Appeal **fifteen (15) working days** from the date of official notice of the recommendation or decision against which you are appealing.

Some Academic Standing decisions will automatically be considered by the Faculty of Nursing Associate Dean (or designate), Undergraduate Programs and therefore may not need an informal appeal application form. These include, but are not limited to:

- Clinical Failures and Withdrawals
- Practicum Intervention
- Code of Student Behaviour Infractions

For more information see:

- FoN Appeal Policies and Procedures for Undergraduate Programs
- University of Alberta Academic Regulations
- Office of Student Ombuds: Academic Appeals
Once the Office of the Associate Dean notifies the student of the decision in writing, a student may apply for a formal appeal.

You are required to complete the Request for Undergraduate Informal Appeal form and email your form from your University of Alberta (or collaborative institution) email to the Office of the Associate Dean, Undergraduate Programs at nuappeal@ualberta.ca.

**Practicum Intervention Appeals:**

Please go through the Practicum Intervention Appeals Process Step by Step Guide.

**Code of Student Conduct (Academic Misconduct) Appeals:**

Please go through the Violation of Code of Student Behaviour Appeals Process Step by Step Guide.

**Outcome of Informal Appeal**

You will be informed of the outcome of your Informal Appeal in writing within ten (10) Working Days, in an Informal Appeal Decision Letter from the Associate Dean (or designate) Undergraduate Programs, which will be emailed to your University of Alberta (or collaborative site) email. This letter will set out the reasons for decision, any probation requirements or conditions in order for you to continue and explain your right of appeal to the Formal Stage.

You have fifteen (15) working days from the date of your decision letter from the Office of the Undergraduate Programs to submit the Formal appeal form to the Faculty of Nursing.

**Help and advice**

You can get advice and support from the Office of the Student Ombuds, they can help you complete the form and will support you through the process.
STEP 3: FACULTY OF NURSING (FoN): FORMAL APPEALS

Making a Formal appeal to FoN Academic Appeals Committee:

Students can only make a formal appeal to the Faculty of Nursing Academic Appeals Committee if they have exhausted all informal procedures and received an Informal Appeal Decision Letter from the Associate Dean (or designate), Undergraduate Programs.

You have fifteen (15) working days from the date of your decision letter from the Associate Dean (or designate), Undergraduate Programs to submit the Formal appeal form.

Please note: The Formal appeal process can take several months and if you have failed or been withdrawn from your program, or failed to progress to the next level, and are appealing against that failure or withdrawal, submitting an academic appeal does not in itself permit you to continue as a student. You may be allowed temporary registration but you are not permitted to progress unless the outcome of the appeals process results in a change in your status.

You will need to complete the Request for Formal Appeal and the request for a formal appeal must include:

1. Name, Student ID#, and email;
2. Program of study, year of study, and Site;
3. A description of the steps already taken by the student to seek resolution;
4. Set out the substance of the decision being appealed, including the grounds for an appeal, the nature of the relief being requested and, if applicable, the conditions being appealed;
5. Student’s signature.

You will need to submit Request for Formal Appeal form and email it from your University of Alberta (or collaborative institution) email to the Vice Dean of the Faculty of Nursing at nuappeal@ualberta.ca.

The Academic Appeal Committee hears individual appeals regarding grades and adverse academic standing decisions. The Faculty of Nursing Academic Appeals Committee will schedule
hearings following the end of Fall and Winter terms. If an appellant has not asked to appear in person before the Committee, the hearing will held on the first available scheduled date and time. If the appellant has asked to appear in person at the hearing (with, or without an advisor), the appellant will be given at least 14 Calendar Cays notice of the date and time at which his/her appeal hearing has been scheduled. The 14 day notice can be waived if agreeable to all parties involved

At the appeal hearing, you have the right to the following:

- Be accompanied by an advisor (e.g. Student Ombudsperson),
- Call a witness or witnesses to give evidence.
- Make an oral statement
- Have your advisor make an oral statement.

The Appeal Committee’s decision on your Formal Appeal will be communicated to the Vice Dean within **ten (10) working days** and the Vice Dean will convey the outcome of the hearing to you in writing as soon as possible.

You have **fifteen (15) working days** from receiving formal notice of decision from the Vice Dean, Faculty of Nursing to submit a Formal appeal to the University of Alberta General Faculties Council Academic Appeal Committee should your appeal be unsuccessful.

**For more information:**

If you have questions regarding the FoN Formal Appeal procedures, please email Faculty of Nursing, Office of the Dean at [nuappeal@ualberta.ca](mailto:nuappeal@ualberta.ca)

**Help and advice**

You can get advice and support from the [Office of the Student Ombuds](mailto:Helpandadvice@ualberta.ca), they can help you complete the form and will support you through the process.
STEP 4: UNIVERSITY OF ALBERTA GFC COMMITTEE: FORMAL APPEAL

Making a Formal appeal to University of Alberta General Facilities Council
Academic Appeal Committee (GFC AAC):

Students can only make a formal appeal to the University of Alberta GFC AAC if they had an unsuccessful appeal to the Faculty of Nursing Academic Appeals Committee and received a Formal Appeal decision letter from the Faculty of Nursing.

You have fifteen (15) working days from receiving formal notice of decision from the Vice Dean, Faculty of Nursing to submit a Formal appeal to the University of Alberta GFC AAC.

You must submit your written appeal request to the Appeals Coordinator in University Governance and it must contain the following:

1. be signed by the student;
2. set forth the decision being appealed;
3. provide the name of the person or body who made the decision;
4. state the full grounds for appeal;
5. state the nature of the Miscarriage of Justice (e.g. “The Miscarriage of Justice in my case is ...”) and,
6. state the relief requested.

GFC appeals are lodged directly with the University Appeals and Compliance Officer: 3-04 South Academic Building (SAB), 780-492-2655.

The decision on your Formal Appeal will be communicated by the Chair of the GFC AAC to the Appeals Coordinator within ten (10) working days of the Appeal Hearing and the Appeals Coordinator will convey the outcome of the Formal Appeal hearing to you in writing as soon as possible. All decisions of the GFC AAC shall be final and binding.

For more information see:
- University Governance: Academic Appeals Policy
- University of Alberta Academic Regulations
- Office of Student Ombuds: Academic Appeals

For more information:
If you have questions regarding the appeals procedures, please contact:
Appeals and Compliance Officer:
3-04 South Academic Building (SAB)
Phone: 780-492-2655
Help and advice:
You can get advice and support from the Office of the Student Ombuds, they can help you complete the form and will support you through the process.