GENERAL GUIDELINES FOR INITIATING A GRADE APPEAL IN THE FACULTY OF EDUCATION

GENERAL INFORMATION

The following procedures are suggested for the preparation of your grade appeal. Please review the Faculty of Education Academic Appeals Policy and Procedures for a complete understanding of the process.

Decisions regarding students’ grades in individual courses may become the subject of an appeal. The Faculty of Education encourages students to seek early support and guidance from the following:

Dr. Carley Christianson, Director of Student Support
Faculty of Education
780-492-2638 or carleyc@ualberta.ca

Student OmbudService
5-02 Students’ Union Building
780-492-4689
http://www.uofaweb.ualberta.ca/OmbudService/

Appeal procedures pertain only to courses taught in the Faculty of Education. Students appealing grades received in courses taught outside the Faculty of Education must follow the appeal guidelines of the Faculty in which the courses are taught.

There are deadlines for the initiation of appeals. Appeals submitted after the appeal deadline will not be considered. See page 2 for information on deadlines.

GROUNDs FOR APPEALS

The grounds for an appeal include:

a) procedural errors on the part of a department or the Faculty;
b) failure on the part of a department or Faculty official to make a decision in a fair and equitable manner;

While students are entitled to an explanation of why any grade was awarded, the following do not constitute grounds for an appeal:

a) disliking the instructor’s marking scheme;
b) coming close to the instructor’s cut-off point for a higher grade

APPEAL PROCESS AND DEADLINES

1. Talk to the Instructor: Grade appeals of Faculty courses should first be directed to the instructor concerned or to the course coordinator if the instructor is unavailable.
2. **Talk to the Associate Chair of the Department**: If, after students have made a reasonable effort to resolve the matter with the instructor, the matter cannot be resolved, students shall then discuss their concerns with the Associate Chair of the department in which the course is offered.

3. **Write and submit an appeal**: If the matter is not resolved after meeting with the Associate Chair, students may provide a written letter of appeal with supporting documentation to the Associate Dean Undergraduate Programs and Services:

Associate Dean, Undergraduate Program and Services  
Undergraduate Student Services  
1-107 Education North

Grade appeal letters, with supporting documentation, must be submitted to the Associate Dean by:

- **February 15th (or next business day)** for Fall term courses
- **June 15th (or next business day)** for full-year and Winter term courses
- **July 15th (or next business day)** for Spring term courses
- **September 15th (or next business day)** for Summer term courses

Appeals received after the appeal deadline will not be considered.

**REAPPRAISALS AND REEXAMINATIONS**

For matters concerning reappraisals of final examinations and reexaminations, students should refer to the University of Alberta calendar section 23.5.4-23.5.5. For the most current reappraisal and reexamination fee and date information, students should refer to the following website:  
[www.registrar.ualberta.ca/fees](http://www.registrar.ualberta.ca/fees).

Marks or grades assigned as a result of reappraisals of final examinations or reexaminations are final; there will be no opportunity to appeal these decisions.