

The School of Public Policy – Student Appeals Process

Graduate students wishing to appeal decisions made by the Faculty of Graduate Studies and the School of Public Policy should click [here](#) for further information.

General Process - Grades

A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded may have the paper re-graded as follows. The student shall discuss the work with the instructor within fifteen days of being notified about the mark or of the item's return to the class. If not satisfied, the student shall immediately take the matter to the Academic Director or the Program Director, MPP of The School of Public Policy and ask for a reassessment. The result will be given to the student in writing.

The reappraisal of term work may cause the grade to be raised, lowered or to remain the same.

Should the student wish a further appeal for the reappraisal of term work the student must be address the appeal in writing to the Director and Palmer Chair within 15 days of the department ruling and must include:

- the decision being appealed
- the specific grounds for the appeal
- the remedy sought,
- the appellant's current address and telephone contact number(s)
- copies of all documentation relevant to the appeal
- copies of any additional supporting evidence including a list of any persons who may be able to provide information that could assist in reaching a decision

Sufficient grounds for an appeal would normally include alleged bias, alleged unfair procedures, or extenuating personal circumstances. It is the responsibility of the appellant to submit in writing all relevant information available to him/her so that it can be considered at an appeal hearing.

At the Director's discretion and depending upon the Director's assessment of the case, the Director may either, (1) refer the matter directly to the Chair of the SPP Student Academic Appeals Committee or (2) attempt to resolve the problem in a manner which the Director deems appropriate provided that, if the appellant is not satisfied with the proposed resolution, the Director may request that the matter be then formally referred to the SPP Student Academic Appeals Committee.

When an appeal is referred to the SPP Student Academic Appeals Committee, the Chair will decide if the letter of appeal provides grounds on which the appeal can be heard. If the Chair decides that appropriate grounds have not been stated, the appeal will not be heard. Grounds for denying a hearing include:

- the decision being appealed is not clearly and fully stated in writing;
- the decision being appealed does not fall within the jurisdiction of the Student Academic Appeals Committee;
- the grounds for appeal are obviously not reasonable and/or are not clearly and fully stated in writing,
- a student, faculty member or administrator is merely dissatisfied with a decision.

General Process – Withdrawal from program

A student may be required to withdraw from a graduate program at the School of Public Policy if:

- The overall GPA is below a 3.0 on a 4.0 scale
- The student has received more than one letter grade of C (2.0 on a 4.0 scale)
- The student has received a letter grade of F
- The student has exceeded the time allowed to complete program
- Unsatisfactory academic progress

The student will be notified officially in writing the grounds for the withdrawal with a deadline to meet with the MPP Program Director prior to the final withdrawal from program.

If not satisfied with the results of the meeting with the MPP Program Director, the student shall immediately take the matter to the Academic Director, the Director and Palmer Chair and The School of Public Policy Academic Committee (up to 6 faculty members of the School of Public policy) who will then be consulted and asked to rule and that reassessment should be given to the student in writing.

A timeline of the students' academic activities and communications with the program must be maintained and presented to the committee in SPP and to any other ruling committee.

FACULTY OF GRADUATE STUDIES APPEALS COMMITTEE

If a student wishes to appeal a School of Public Policy ruling (such as, but not limited to, the requirement to withdraw for academic reasons, the denial of continued registration, the denial of the right to graduate, specific requirements by SPP for the completion of a degree/course of study), the student shall address a letter of appeal to the Chair of the Graduate Studies Appeals Committee within fifteen days of the unfavourable decision.

In the letter of appeal, the student must clearly and fully state the ruling/decision being appealed, the grounds for appeal and the remedies being sought, together with all supporting evidence or documentation, if any. Mere dissatisfaction with a ruling is not sufficient grounds for an appeal.

In the process of deciding to initiate an appeal, the student may seek the assistance of the Student Ombuds Office <http://www.ucalgary.ca/ombuds/student-appeals>.

If the appeal letter does not detail the decision being appealed, the grounds for appeal and the outcome sought by the student, or if the Chair of the Faculty Appeals Committee decides that sufficient grounds do not exist, the appeal will not be heard. If the appeal is to be heard and the student has not already received a copy, the student is advised to request from the School of Public Policy graduate office, a copy of the principles and procedures that govern the Faculty Appeals Committee. These procedures will detail the composition of the committee, the right of the student to have an advocate at the hearing, how the hearing will be conducted, and other information. This information can be found on the Faculty of Graduate Studies website: grad.ucalgary.ca/current/managing-my-program/appeal.

The Faculty Appeals Committee shall report, in writing, its decision to uphold or deny the appeal, to the Dean of Graduate Studies and the appellant as quickly as possible.