

Faculty of Education
Academic Appeals Committee (Undergraduate)

1. Terms of Reference

The Academic Appeals Committee (Undergraduate) is authorized to hear appeals as follows:

1.1 Academic standing

- Decisions related to continuation in, termination of, or dismissal from a program within the Faculty
- Reference Faculty of Education's *Academic Appeals Policy and Procedures*

1.2 Grade appeals

- Appeals with respect to marks or grades awarded in individual Faculty of Education undergraduate courses.
- Reference Faculty of Education's *Academic Appeals Policy and Procedures*

1.3 Practicum appeals

- Appeal of a practicum intervention imposed by the Dean of Education are heard by the Faculty Practice Review Committee (FPRC) comprised of members of the Academic Appeals Committee (Undergraduate)
- Terms of Reference for the FPRC are specified in the Faculty of Education's *Practicum Intervention Policy and Procedures*

1.4 The Committee shall have no jurisdiction to hear an appeal with respect to decisions related to:

- the refusal of admission to the Faculty, or readmission to the Faculty after a period of absence from the Faculty.
- the transfer of courses or granting of credit from another institution, from another Faculty, or from another degree program within the Faculty.
- academic offenses outlined in the Code of Student Behavior (these offenses are handled by the University of Alberta's General Faculties Council Academic appeals Committee (GFC AAC).
- petitions concerning matters the Associate Dean or delegate is authorized to hear that are related to any existing Faculty regulation which students believe merits special consideration due to extenuating circumstances. Such matters include:
 - exceptions or waivers to published program requirements.
 - submission of applications or documents after the published deadline.
 - permission to add/delete/withdraw from courses after the published deadline

2. Composition

2.1 Elected Committee Members

2.1.1 Six full-time continuing academic staff from the Departments of Educational Policy Studies, Educational Psychology, Elementary Education, and Secondary Education. (AAC Mar 30, 2015) (EFC May 5 2015)

2.1.2 The Dean, Associate Deans, Assistant Deans, Department Chairs, or Associate Chairs are not eligible for membership on the Academic Appeals Committee (Undergraduate) (EFC May 5, 2015)

2.2 Appointed Student Members to the Academic Appeals Committee for Appeal Panels (AAC Mar 30 2015) (EFC May 5 2015)

2.2.1 Four undergraduate students chosen by the Education Students' Association at the request of the Dean's Office (AAC Mar 30 2015) (EFC May 5 2015)

3. Procedures

3.1 The election of members shall take place during the Spring ballot of the Faculty of Education.

3.2 The term of office for elected members shall be two years and for appointed members shall be one year.

3.3 The committee shall elect a Committee Chair from its membership who shall generally continue as the Chair throughout his/her membership.

3.4 The committee shall elect an Alternate Chair from its membership who shall continue as the Alternate Chair for a one year term.

3.5 When a new Committee Chair is required, the Dean shall appoint an Interim Chair from the membership to call a meeting and facilitate the election of the Committee Chair and the Alternate Chair.

3.6 Upon receipt of an appeal to a student's academic standing, grade or practicum, the Committee Chair shall follow the procedures outlined in the appropriate document.

4. Quorum

4.1 Quorum for meetings of the Academic Appeals Committee (Undergraduate) will consist of those elected and appointed members present. (EFC May 5 2015)

4.2 Quorum for an Appeal Panel shall consist of four (4) members, including the Panel Chair, as authorized in the Faculty of Education Academic Appeal (Undergraduate) Policies and Procedures document. (EFC May 5 2015)

5. Meetings

5.1 Committee meetings will take place as required, as called by the Committee Chair.

Revisions approved: Faculty Council, May 5, 2015

Revisions approved: Academic Appeals Committee, March 30, 2015

Revisions approved: Faculty Council May 1, 2012

Revisions approved: Academic Appeals Committee April 19, 2012

Revisions approved: Faculty Council March 11, 2008

Revisions approved: Faculty Council March, 1995

Committee approved: February 20, 1973