

Department of Educational Psychology

Procedure for Graduate Student Grievances and Appeals of Academic Decisions

Informal Procedures

A student wishing to appeal an academic decision about a final grade or a mark received on an assignment in an Educational Psychology course must first attempt to resolve the issue with the instructor concerned. Students may consult the Graduate Coordinator at any time about such grievances.

MARK APPEAL

In the case of a **mark appeal (for assignments or exams worth a minimum of 30%)**, the student shall consult the instructor within ten (10) working days of the date of return of the marked assignment (working day: a day on which University administrative offices are open). Should the student and instructor be unable to resolve the grievance within the next ten (10) working days, the student may then appeal in writing to the Graduate Coordinator.

Such an appeal must be made no more than five (5) working days from the instructor's response to the grievance. The student's written appeal shall include a photocopy of the marked work and a clean copy of the work.

The Graduate Coordinator will arrange for the student's work to be reread by another faculty member in the Department. The instructor will provide to the re-reader a copy of the assignment instructions, marking criteria, the clean copy of the student's work, and if available, copies of comparable student work. The re-reader will submit a response in writing to the Graduate Coordinator within ten (10) working days, recommending that the mark remain the same or be revised higher or lower.

The Graduate Coordinator shall make a decision within ten (10) working days from receipt of the re-reader's report. The mark assigned shall be final.

FINAL GRADE APPEAL

In the case of a **final grade appeal**, the student shall consult the instructor within twenty-one (21) working days of the date on which the course grade is posted by the Registrar. Should the student and instructor be unable to resolve the grievance within ten (10) working days, the student may then appeal in writing to the Graduate Coordinator. Such an appeal must be made no more than five (5) working days from the instructor's response to the grievance.

The Graduate Coordinator shall make a decision within ten (10) working days from receipt of the appeal.

If the mark or grade grievance is still unresolved, the student may then consult the Associate Dean, Research and Graduate Studies in the Faculty of Education. (see formal procedures involving the Faculty of Education)

Formal Procedures Involving the Faculty of Education

After the student has exhausted potential remedies available through informal procedures, and if the student believes there has been an error or unfair treatment, a formal appeal may be initiated to the Associate Dean, Research and Graduate Studies in the Faculty of Education.

A formal appeal must be submitted no later than March 1 following first-term courses, no later than June 30 following second-term courses, and no later than September 30 following intersession courses.

Further information about appeal procedures at the Faculty level are provided in the University Calendar (Regulations of the Faculty of Graduate Studies and Research, Appeals and Grievances (203.17) (<http://www.registrar.ualberta.ca/calendar/GradStudies-and-Research/Regulations/203.17.html#203.17>) also <http://www.gradstudies.ualberta.ca/degreesuperv/appeals.htm>). A copy of the formal procedures for academic appeals may be obtained from the Graduate Coordinator or from the Associate Dean, Research and Graduate Studies, Faculty of Education. Additional information on appeals and grievances can be found in §23.8 of the University Calendar.

Formal Procedures involving the Faculty of Graduate Studies and Research

Termination of a graduate student's program is the decision of the Faculty of Graduate Studies and Research, normally upon recommendation by the Department. Before such a recommendation is made, the Department's Graduate Coordinator or designate and the student's Program Supervisor shall meet with the student.

The Graduate Coordinator shall then consult with the Program Supervisor, and inform the student, in writing, of the Department's recommendation. If the Department decides that a student is not making satisfactory progress in either course work or research, the Department may recommend to the Associate Dean of the Faculty of Graduate Studies and Research that the student be required to withdraw (Please refer to the Graduate Program Manual: Section 7).

At any point in the appeals or grievances process, the student may seek information or advice from the Associate Dean of the Faculty of Graduate Studies and Research, or the Graduate Students' Association.

Further information about the procedures for appeals is provided in the Graduate Program Manual of the Faculty of Graduate Studies and Research under **Appeals and Grievances** (<http://www.gradstudies.ualberta.ca/degreesuperv/appeals.htm>) and **Termination of a Student's Program** (<http://www.gradstudies.ualberta.ca/gradmanual/7.13.html>).

Adoption of the Department of Educational Psychology's Procedures for Graduate Student Grievances and Appeals of Academic Decisions was approved by department Council, October 2009.