



FACULTY OF  
GRADUATE STUDIES  
& RESEARCH

# Appeals Guide for Graduate Students



Students have the right to appeal most academic actions. Students should note that appeals should be made on the grounds that the initial decision was unfair, biased, or rendered without a full consideration of the circumstances at hand. The severity of the consequences of a decision cannot be the basis of an appeal. This document is meant as a guide for students; full details and regulations regarding appeals are given in “Student Code of Conduct and Appeals” of the Undergraduate Calendar, and “Graduate Student Code of Conduct” of the Graduate Calendar. Not all decisions may be appealed. For example, decisions about admissions and reinstatement in programs may not be appealed, nor may scholarship decisions.

### **DETERMINING WHETHER AN APPEAL IS THE BEST COURSE OF ACTION**

An appeal is meant as a means to address unfair processes or decisions.

In some cases, an appeal of an academic decision might not be the appropriate way to resolve your situation. For example, in the case of a serious medical or personal issue, you may want to take a medical or compassionate withdrawal from a semester. Under some circumstances, this can be done after the end of term, and will require official documentation.

If you have been Required to Discontinue, please think about whether or not your graduate program is right for you. Sometimes taking time to figure out why you were RTD’d and how to effectively resolve the problems is a better use of your time than an appeal. RTDs are usually for one year and you may apply to be reinstated after one year away from your program.

### **APPEALS OF GRADES**

To appeal grades, including graded 901/902 research or project completion hours, or comprehensive examinations, students should first talk to the instructor or supervisor informally. If this fails to resolve the situation, then the student may request a formal reassessment of grades. Complete details of this process are given in section “Appeal of Grade” in the Undergraduate Calendar. Once a formal Appeal of Grade has been carried out, the decision made by the Dean of the Faculty offering the course or their designate is final and cannot be appealed further.

### **APPEALS OF ACADEMIC OR NON-ACADEMIC MISCONDUCT**

If a student wishes to appeal either the ruling or the penalty in either an academic or non-academic misconduct matter, then they must make an appeal to the Council Discipline Committee. Details on how to do this are given in the Section “Appeal of Academic or Non-Academic Misconduct” in the Undergraduate Calendar.

### **OTHER APPEALS (NOT GRADES, NOT MISCONDUCT)**

Graduate students may appeal most decisions.



***Appeals of decisions made by a program, department, or line Faculty***

A graduate student who wishes to appeal a decision made by a program, department, or Faculty must first appeal to the program chair, Head, or Dean that made the decision, respectively. For example, if a professor or committee determines that a graduate student is to revise or repeat work that is *not* graded as part of a course, the student should first seek a resolution with the professor or committee that made this decision (for work that is graded, the student should follow the *Appeals of Grade* process described above). If this appeal fails to resolve the issue, the appeal may be brought to a higher level. In this example, the next level of appeal would be the Graduate Program Chair, followed by the department Head or program Chair, followed by the Dean of the Faculty offering the program. If you are unsure of who you should be addressing your appeal to, please contact an Associate Dean in FGSR at [Grad.AssocDean@uregina.ca](mailto:Grad.AssocDean@uregina.ca) for assistance.

Most student requests are reviewed by a student's supervisor (where applicable), then the graduate program chair, the Line Faculty Associate Dean Research, and finally by FGSR. If a request is denied before it reaches FGSR for final review, students must initiate their appeal at the earliest level at which the request was denied, and appeal to each successive approver to resolve the issue before appealing to FGSR.

If the issue cannot be resolved within the academic unit that made the decision, the appeal may be brought forward to the Dean of the Faculty of Graduate Studies and Research. Disagreement or dissatisfaction with the resolution is not sufficient grounds for appealing beyond the academic unit; students must demonstrate that the decision was unfair or biased or otherwise deserves to be reversed.

If this appeals process fails, students may take their appeal to the Dean of Graduate Studies and Research, but only after they have exhausted all the stages of appeal within their own program.

***Appeals of decisions made by the Faculty of Graduate Studies and Research***

Academic decisions made by the Faculty of Graduate Studies and Research are to first be appealed within FGSR. Decisions made by FGSR are deemed to have been made by the Associate Dean (Planning and Programs) in FGSR. Therefore, appeals of decisions made by the Associate Dean should be brought to the Dean of FGSR.

Decisions made by FGSR include:

- Requirement to Withdraw due to failure to meet requirements for Fully Qualified admission
- Requirement to Withdraw due to a second failing grade
- Requirement to Withdraw due to failure to register
- Requirement to Withdraw due to reaching time limit for a program
- Denial of Extension to Program request
- Denial of Deferral of course work or exams



- Denial of requests for a Leave of Absence
- Denial of requests for a Change to Program
- Denial of requests for Transfer Credit or Advanced Standing
- Denial of requests for Extension to Admission to a graduate program
- Denial of requests to transfer to a different program or route
- Denial of requests to Change Supervisor
- Denial of a Grade Change request made by a course instructor
- Denial of a request to take a course under an established Transfer Agreement (e.g., Western Deans Agreement, Saskatchewan Universities Graduate Agreement)
- Denial of an Application for Grade Adjustment\*  
*\*when the application is denied by FGSR; final decisions on Applications for Grade Adjustment lie with the Registrar*

Decisions that cannot be appealed include:

- Decisions about funding including scholarships and emergency bursary funding
- Decisions about admission to a program
- Decisions about exemptions to admission requirements (e.g., requests to waive the WES, GRE, GMAT, ELP, or DELF examinations; requests to waive requirement for a transcript)
- Decisions about probationary or qualifying requirements for admission

To appeal a decision to the Dean of FGSR, please complete the form provided in the Appendix of this guide.

Note that when a decision is reversed by an appeal to the Dean of FGSR, the reversal may or may not impact other aspects of your academic standing. For example, if the Dean reverses a student's Requirement to Discontinue from their program due to failing a qualifying course, the student will be allowed to continue in their program but the failing grade will remain on the student's transcript, and the failed course will need to be repeated or replaced for the student to be removed from Academic Probation. If, on the other hand, a student successfully appeals to reverse a denied Application for Grade Adjustment and this results in the removal of a failing grade from the student's record, this will also have the effect of removing the student from Academic Probation. Thus, students should be mindful of the outcome they wish to achieve when appealing to the Dean of FGSR to reverse an earlier decision against them.

### ***Avenues for Further Appeals***

If the issue is not resolved by an appeal to the Dean of the Faculty of Graduate Studies and Research, a subsequent appeal may then be made to the Council Committee on Student Appeals. See <https://www.uregina.ca/president/executive-team/ed-governance-univ-secretary/student-appeals/academic-appeals.html> for details about how to do this. If the appellant is not satisfied with the decision of the Council Committee on Student Appeals, they



may appeal to the Senate Appeals Committee. Note that the Council Committee on Student Appeals and the Senate Appeals Committee may decline to hear an appeal. Appeals that are denied by the Senate Appeals Committee cannot be appealed further.

### **PREPARING AN APPEAL TO FGSR**

Academic decisions from the Faculty of Graduate Studies and Research may be appealed to the Dean of FGSR in writing within two weeks of the decision. In this appeals process, the onus is on the student who is challenging a ruling to prove that the ruling is unfair or inappropriate. Appeals will be heard by the Dean of FGSR, or a designate. The Dean, or designate, will provide, in writing to the appellant, the decision rendered on the appeal. To submit an appeal to the Dean of FGSR, students are directed to complete the form found in the Appendix of this guide. In addition to this form, please include any relevant documentation you wish the Dean to consider in reviewing your appeal.

**The Appeals Form can be found [here](#).**

**Completed forms can be emailed to [Grad.ExecutiveAssistant@uregina.ca](mailto:Grad.ExecutiveAssistant@uregina.ca).**

### **SUGGESTIONS FOR STUDENTS WISHING TO MAKE AN APPEAL OF ACADEMIC DECISIONS**

1. Ensure that you are familiar with the relevant regulations, policies, and procedures that apply to your case.
2. Prior to making a formal appeal, ensure that you have exhausted all informal means of resolving the difference of opinion. Your supervisor, committee members, department head or graduate coordinator may assist you with this informal process.
3. During your appeal, present all the aspects of your case and all evidence that you wish to have considered. Your case will be stronger if supported with written documentation. You are encouraged to submit with your appeal any letters or documentation (of medical conditions or compassionate grounds) that are pertinent to your case.
4. Make the strongest possible case for yourself and do not rely on any third party (e.g., professors, department heads, deans) to make your case for you. The appeals process does not involve any independent fact-finding or investigation. The outcome of the appeal will depend solely on the evidence provided by the parties involved in the dispute.