

# How to Submit an Academic Standing Appeal in the Faculty of Science

The following information directly relates to the [Faculty of Science Academic Appeals Procedure](#) and is applicable to students who are eligible to appeal as outlined in their academic standing letter.

## Guidelines for Appeals

Your appeal letter must include your first and last name, your student ID, and your signature. It must also indicate the decision being appealed, the ground(s) for your appeal, any evidence to support the ground(s) and the remedy sought. All relevant information must be disclosed in the initial appeal and appeals that are not submitted in full by deadline will not be considered.

## Assistance with Appeals

The Office of the Student Ombuds offer information, advice, and support to students, faculty, and staff as they deal with academic, discipline, interpersonal, and financial issues related to student programs. They can be contacted at <https://www.ualberta.ca/current-students/ombuds>

## **Required to Withdraw**

If your Academic Standing letter indicated you were **Required to Withdraw** (RTW) (less than 2.0 GPA), submit your appeal to the Associate Dean (Undergraduate) at <https://forms.gle/ch3wg7LxGBXsBeWX6>

## **May Not Continue**

If your Academic Standing letter indicated you were **May Not Continue** (MNC) (GPA of 2.0 or higher) and lists the option to appeal, submit your appeal to the Department responsible for your program at <https://forms.gle/T1BaoezHmc9FXpaz8>.

If you are registered in an **After Degree** program or the **BSc (Specialization in Science and Education)/BEd (Secondary)** Combined Degrees Program submit your appeal to the Associate Dean (Undergraduate) directly at <https://forms.gle/ch3wg7LxGBXsBeWX6> (not to the Department).