

Student Academic Appeals

Campus based classes | ED 4-0

Thompson Rivers University (TRU) recognizes that although most students experience no concerns regarding their education, some students occasionally experience problems with the interpretations of TRU policy or procedures by TRU staff. TRU encourages students and staff to resolve academic issues through discussion. When resolution is not reached, students may bring forward for formal review matters that have not been resolved to their satisfaction. The formal review process concludes with a decision that is final and binding upon all parties.

Campus Informal Appeal Process



TRU recognizes the right of students to appeal:

- i. decisions on final grades
- ii. decisions on the application of Senate policies, procedures and regulations as they relate to student academic performance; and
- iii. perceived unethical conduct by TRU staff and other students

Campus Formal Resolution Process

STEP
1

STUDENT

Download and complete the Academic Appeal Form and email it to the Instructor, within 30 days of the decision being appealed, formally proposing a resolution to the issue.

STEP
2

INSTRUCTOR

Enters comments and emails form with signature back to the student.

STEP
3

STUDENT

Emails form to Chairperson, with Instructor's comments.

STEP
4

CHAIRPERSON

Reviews details of the appeal, enters comments, provides contact information for the appropriate Dean and emails package with completed sections and signature back to the student.

STEP
5

STUDENT

Emails Dean the entire package for review.

STEP
6

DEAN

Review details of the appeal, enter comments and email package with completed sections and signature back to the student.

STEP
7

STUDENT

Sends the Academic Appeals Form, including signatures and responses to the OSA, along with any supporting documentation (a copy of an assignment if applicable).

Include proof of payment of the Campus Student Academic Appeal Fee.

STEP
8

HEARING PANEL

Once the Director of the OSA determines the required steps were followed, they will request a Hearing Panel be convened.

Appellant (student) and respondent must participate in appeal hearing and may include witnesses and have one support person. As per policy, the support person must be approved by OSA prior to the hearing.

STEP
9

DECISION

Following a decision, the Chair of the Hearing Panel shall notify the appellant and respondent in writing of decision, including the rationale.

NOTE

Within 14 days of receiving a Hearing Panel decision either party may make a final appeal of the process followed to the President.
