

# Formal Academic Appeals Form - Open Learning

**A formal appeal must normally be initiated within 30 days of the decision or action that is being appealed. (Policy ED 4-0) The purpose of this form is to ensure that each of the three management levels has had the opportunity to review the student's concerns and clarify the reasons for their decision prior to an Appeal Committee review of the matter.**

**Please note that you need specific permission from the Dean of your department to appeal a single assignment grade.**

This form MUST be completed electronically using either Adobe Reader 9 or later (free download here) or Adobe Acrobat 9 or later.

[Click here to view a video tutorial on how to use Adobe Reader to enter your digital signature on this form.](#)

**Please make sure that you follow the instructions carefully and thoroughly. Incomplete applications will not be processed.**

**Before you send your appeal...**



Have you filled out this form completely?	<input type="checkbox"/>
Have you attached the assignment in question?	<input type="checkbox"/>
Have you attempted to resolve the issue with the Open Learning Faculty Member, the Director of Program Delivery and the Dean <b>PRIOR</b> to submitting your application to the Office of Student and Judicial Affairs?	<input type="checkbox"/>
Have you enclosed your cheque or money order for \$110.16 CAD?	<input type="checkbox"/>

# Overview of the Appeals Process

## Step One (Student)

- Use the space on Page 6 to explain to the Open Learning Faculty Member (OLFM) delivering your course the issue or decision that you are appealing and your proposed resolution to the issue.
- Enter your information at the top of Page 3.
- Sign this form with your digital signature ([click here for a tutorial on how to enter your digital signature](#)).
- You will be prompted to save the form to your computer.
- Do not make any changes to the form after you sign it.
- Compose an email to your OLFM and attach a copy of the assignment (if applicable) and this signed form.

## Step Two (Open Learning Faculty Member)

- Your OLFM will review the details of your appeal, enter his or her comments, digitally sign and save the form to his or her computer and **email the form back to you.**

## Step Three (Student)

- If you are not satisfied with the OLFM's response, you may forward this form, digitally signed by you and your OLFM, and a copy of the assignment to the Director of Program Delivery, Dr. Valerie Peachey at [vpeachey@tru.ca](mailto:vpeachey@tru.ca).

## Step Four (Director of Program Delivery)

- The Director of Program Delivery will review the details of your appeal as described on this form, enter comments in the space provided, digitally sign the form and email it back to you.
- The Director will include the name of the Dean to whom you should speak if you wish to proceed.
- If there is no applicable Dean, the director will indicate as such and you should skip to Step Seven.

## Step Five (Student)

- If you are not satisfied with the Director's response, you may forward this form, the assignment, and the letter to the OLFM to the appropriate Dean.

## Step Six (Dean)

- The Dean will review the details of the appeal as described on this form, enter comments in the space provided, digitally sign the form and **email it back to you.**

## Step Seven (Student)

- If you are not satisfied with the Dean's response, you may **mail** the appeal documents (this signed form and the assignment) plus a cheque or money order for \$110.16 (Canadian Dollars) to the Office of Student and Judicial Affairs, attn: Martha White at:

Office of Student and Judicial Affairs  
Thompson Rivers University  
900 McGill Road  
Kamloops, BC  
Canada, V2C 0C8

## Step One (Student)

- Use the space on Page 6 to explain to the Open Learning Faculty Member (OLFM) delivering your course the issue or decision that you are appealing and your proposed resolution to the issue.
- Enter your information below.
- Sign this form with your digital signature ([click here for a tutorial on how to enter your digital signature](#)).
- You will be prompted to save the form to your computer.
- *Do not make any changes to the form after you sign it.*
- Compose an email to your OLFM and attach a copy of the assignment (if applicable) and this signed form.

Student Name		Student #	Course Name
Address		City	Province
Phone #	Email		Postal Code
Date Form Submitted		Student Digital Signature (Click here to sign)	

## Step Two (Open Learning Faculty Member)

- Enter your name and VoIP phone number.
- Indicate whether or not you accept the student's proposed resolution (see Page 6).
- Enter any comments that you have regarding the student's appeal.
- Enter your digital signature by clicking the 'Open Learning Faculty Member Digital Signature' box and following the instructions in Adobe Reader or Adobe Acrobat.
- You will be prompted to save the form to your computer.
- *Do not make any changes to the form after you have signed it.*
- Email the signed form back to the student.

Name	VoIP #
Do you accept the student's proposed resolution?  Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments	
Open Learning Faculty Member Digital Signature	Date

### Step Three (Student)

If you are not satisfied with the OLFM's response, you may forward this form, digitally signed by you and your OLFM, and a copy of the assignment to the Director of Program Delivery, Dr. Valerie Peachey at [vpeachey@tru.ca](mailto:vpeachey@tru.ca).

### Step Four (Director, Program Delivery)

- Enter your name and VoIP phone number.
- Indicate whether or not you accept the student's proposed resolution.
- Enter any comments that you have regarding the student's appeal.
- Enter the name of the Dean to whom the student may appeal.
- Enter your digital signature by clicking the 'Director, Program Delivery Digital Signature' box and following the instructions in Adobe Reader or Adobe Acrobat.
- You will be prompted to save the form to your computer.
- *Do not make any changes to the form after you have signed it.*
- Email the signed form back to the student.

Name	VoIP #
Do you accept the student's proposed resolution?  Yes <input type="checkbox"/> No <input type="checkbox"/>	Please indicate the name of the Dean to whom the student may appeal.
Comments	
Director, Program Delivery Digital Signature	Date

### Step Five (Student)

- If you are not satisfied with the Director's response, you may forward this form, digitally signed by you, your OLFM, and the Director and a copy of the assignment, to the Dean of the department as indicated by the Director of Program Delivery in Step Four above.
- If there is no applicable Dean, please skip to Step seven.

## Step Six (Dean)

- Enter your name and VoIP phone number.
- Indicate whether or not you accept the student's proposed resolution.
- Enter any comments that you have regarding the student's appeal.
- Enter your digital signature by clicking the 'Dean Digital Signature' box and following the instructions in Adobe Reader or Adobe Acrobat.
- Email the signed form to the student.

Name	VoIP #
Do you accept the student's proposed resolution? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments	
Dean Digital Signature	Date

## Step Seven (Student)

**If you are not satisfied with the Dean's response, you may mail the appeal documents (this form, the assignment and the letter) plus a cheque or money order for \$110.16 (Canadian Dollars) to the Office of Student and Judicial Affairs, attn: Martha White at:**

**Office of Student and Judicial Affairs  
Thompson Rivers University  
900 McGill Road  
Kamloops, BC  
Canada, V2C 0C8**

## Details of Appeal (From Step One)

**Student: Please use the space below to explain the reason for your appeal, including the following information:**

- the decision or issue which you are appealing,
- the assignment number or exam involved,
- your proposed resolution to the issue.

**Please be specific and include as many relevant details as possible.**