

# Academic Appeal Form



805 TRU Way  
Kamloops BC V2C 0C8  
tru.ca



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.

- TRU recognizes the right of students to appeal:
  - v<sub>i</sub> decisions on final grades (an appeal on a decision on a grade other than a final grade requires consent of the relevant Dean);
  - w<sub>j</sub> decisions on the application of Senate policies, procedures and regulations as they relate to student academic performance; and
  - x<sub>i</sub> Perceived unethical conduct by TRU staff or other students.
- **Student Academic Appeals, Policy ED 4-0**

## STEP 1 (STUDENT)

Student Name		Student #	Course Name
Phone #	Email		
Date Form Submitted		Student Digital Signature (Click here to sign)	

*Please include documentation that shows a resolution was sought prior to seeking formal appeal.*

*Fill in details of the appeal on the following page.*

**Details of Appeal:**

Please use the space below (or include in a separate document) to explain the reason for your appeal, including the following information:

- The decision or action that you are appealing
- Your proposed resolution to the issue

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

---

Comments

---

**Once you have completed Step 1, submit a copy to your Instructor/Open Learning Faculty Member**

---

## STEP 2 (INSTRUCTOR OR OPEN LEARNING FACULTY MEMBER)

Instructor or Open Learning Faculty Member Name

Do you accept the student's proposed resolution?

Yes  No

Comments

Instructor or Open Learning Faculty Member Signature

Date

**Once you have completed Step 2, return a copy to the student**

---

## STEP 3: (STUDENT)

If you are not satisfied with the Instructor or Open Learning Faculty Member's response, please submit a signed copy of Step 1 & Step 2 along with a copy of the assignment (if applicable) to the Program Chair (campus) or Associate Director of Program Delivery (TRU-OL) at [slanglois@tru.ca](mailto:slanglois@tru.ca). Student Affairs may provide assistance to you in determining the appropriate contact person.

---

## STEP 4 (PROGRAM CHAIR/CAMPUS OR ASSOCIATE DIRECTOR OF PROGRAM DELIVERY/TRU-OL)

Chair or Associate Director of Program Delivery Name

Do you accept the student's proposed resolution?

Yes  No

Please indicate the name of the Dean or Associate Dean to whom the student may appeal.

Comments

Program Chair (campus) or Associate Director of Program Delivery (TRU-OL) Digital Signature

Date

---

### STEP 5: (STUDENT)

If you are not satisfied with the Program Chair (campus) or Associate Director (TRU-OL)'s response, please submit a signed copy of the form along with a copy of the assignment (if applicable) to the Dean or Associate Dean named in Step 4.

---

### STEP 6 (DEAN OR ASSOCIATE DEAN)

Dean/Associate Dean Name

---

Do you accept the student's proposed resolution?

Yes  No

---

Comments

---

Dean/Associate Dean Digital Signature

Date

---

### STEP 7: (STUDENT)

If you are not satisfied and wish to proceed with the formal appeal process, a fully completed Academic Appeal Form must be submitted to the Office of Student Affairs along with proof of payment of the Academic Appeal fee **within 30 days** of the decision or action that is being appealed. The Academic Appeal fee ([tru.ca/current/enrolment-services/deadlines-fees-refunds](http://tru.ca/current/enrolment-services/deadlines-fees-refunds)) can be paid in person at the Finance Cashier (Old Main, Room 1614) or by phone 250-371-5646.