Student Academic Appeal Form

APPEALS OF ACADEMIC INTEGRITY COMMITTEE DECISIONS

THOMPSON RIVERS UNIVERSITY
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 challenges with how academic outcomes have been assessed including decisions relating to academic integrity. Students can appeal an academic integrity outcome if they feel the decision-makers did not follow the proper procedures in arriving at their decision. See Senate policy ED 5-0 – Student Academic Integrity and ED 4-0 - Student Academic Appeals for full policy details.

Instructions

- Students, use this form to submit a request for a formal appeal of an Academic Integrity Committee (AIC) decision.
- Complete all sections of this form and submit by email to aic@tru.ca within 30 days of the AIC decision in question.
- Pay the Appeal Fee of $33.58 through tru.ca/pay.
- If you have questions or need assistance, contact the Centre for Academic Integrity at **aic@tru.ca**.

STUDENT AND COURSE INFORMATION

Student name: _____ Student email address: _____

Student ID #: _____ Student phone number: _____

Course acronym and #: _____ Instructor name: _____

Course title: _____

Academic Term: *(choose one)* ○ Fall ○ Winter ○ Summer Year: _____ ***or*** Open Learning course start date: _____

Academic Integrity Case #: _____

Important to note

- All statements and documentation submitted may be shared with the instructor, Chair, Dean or designate, Academic Integrity Committee Chair, and members of the Appeal Hearing Panel
- The Dean or designate and the Academic Integrity Committee Chair will also be permitted to submit supporting documentation
- Please respect the privacy of others and ensure no other student names or contact information are included in your statements above or in any supporting documents attached.

SUMMARY OF APPEAL

Use this space to provide a brief description of how the procedures outlined in the **Student Academic Integrity policy** *were not followed in regards to your academic integrity case, and/or attach a personal statement*

Attachments

Please include copies of any supporting documentation you wish to include for the Appeal Hearing Panel to review. Supporting documentation may include:

- A personal statement regarding any extenuating circumstances and/or the impact of the issue being appealed (maximum 500 words)
- Copies of email or written communications relating to your academic integrity case
- Graded work with instructor comments
- Proof of appeal fee payment

Submission checklist

- ☐ I've identified how proper procedures were not followed in my academic integrity case
- ☐ I've provided evidence to support my appeal
- ☐ I confirm that the information I've provided is truthful and accurate
- ☐ I've paid the appeal fee

Signature of Applicant

Date signed