



St. Thomas
UNIVERSITY

Policy on Appeal Procedures

Appeal Procedures

In any academic appeal procedure, the University is committed to the principles of natural justice. The officers and committees of the University will hear the appeal in a fair and impartial manner, with due respect for the parties' rights and sensitivities. Students may, in special circumstances, wish to appeal for an exemption from an academic regulation, or appeal a final grade or other academic decision. Students may seek the resolution of any academic matter through the academic grievance procedure.

Exemptions

General Procedure

Any petitions from students who seek exemption from the academic regulations of the University are to be submitted to the Registrar's Office. The Senate Committee on Admissions and Academic Standing advises the Registrar's Office on these petitions. Students seeking an exemption for substantial medical or compassionate reasons should discuss the matter first with the Registrar's Office.

Appeal of Final Grade in Course

A student may apply for a review of the final grade in any course, as follows:

1. The student shall apply in writing to the Registrar's Office no later than two months after receipt of the final grade.
2. The Registrar's Office shall ask the professor to review the final grade. The review shall involve the final examination, if any, and the student's class record, wherever possible.
3. If the student chooses to appeal the professor's review of the final grade, the Registrar's Office shall submit the matter to the Chair of the Department. This review will involve consultation with the professor, if available, and may involve consultation with other professor(s) appointed by the Chair.
4. If the student chooses to appeal the Chair's review, the matter shall be referred to the Senate Student Academic Grievance Committee which will review all its aspects.

NOTE: When the grievance concerns the Chair, the Vice-President (Academic) shall act as Chair.

Academic Grievance Procedures

Any student has the right to appeal to the Senate on any academic matter. The appeal is to be made in writing to the Secretary of the Senate (currently the Registrar).

The normal sequence of procedures for students to follow in an academic grievance is:

1. to discuss the matter with the professor concerned (if any); if no satisfactory agreement is reached;
2. to discuss the matter with the Chair of the Department concerned (if any); if no solution is reached,
3. to discuss the matter with the Academic Vice-President; if no solution is reached,
4. to appeal to the Senate Student Grievance Committee which will review the matter in all its aspects; and finally, if the matter remains unresolved,
5. to appeal the decision of the Student Academic Grievance Committee to the Senate.

The Executive Secretary of the Student Academic Grievance Committee (currently the Registrar) can advise students further on these procedures. In addition, upon written request, the Registrar can act on behalf of the student at any stage in the grievance procedure.