
ACADEMIC APPEAL INSTRUCTIONS

Trinity College

Trinity International University

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The Process

Students with concerns about course grades or the interpretation and/or implementation of academic policies may pursue resolution through the following appeal process. At each stage, student appeals should attempt to clearly articulate and document any unusual or extenuating circumstances that have bearing on the issue. Every effort should be made to resolve concerns as early as possible in the process making further appeals unnecessary. (For academic dismissal there is a separate process, which is listed under “Academic Dismissal Appeal Process” in the catalog.)

- First and foremost, the student should attempt resolution by discussing the issue with the faculty member involved.
- Next, the student should approach the department chair or the school director to seek resolution.
- Failing resolution at the faculty or department level, the student may submit a written appeal to the College Academic Appeals Committee (CAAC). This committee is composed of two full-time faculty and the University Registrar. Most appeals are resolved at this point.
- If the matter is still not resolved, however, the student has recourse to the Dean of the College.
- Finally, the student may file a written appeal with the Academic Council of Schools by submitting to the chair of the Council. At any stage the student may be represented by counsel; however, the Dean of the College should be informed of this in advance to give the college the opportunity to obtain legal representation.

The CAAC meets monthly during the fall and spring semesters. Appeals filed in the summer are usually retained until the fall. The University Registrar is empowered by the faculty to act on certain types of academic decisions, and/or will consult with the Academic Dean’s Office as needed.

The Procedure

1. Appeals must be filed no later than five (5) calendar days prior to the meeting. CAAC meeting dates and filing deadlines are listed in the [Trinity Calendar – Academics](#). Appeals filed after the deadline will be held until the subsequent meeting.
2. Submission via GroupWise e-mail is preferred! E-mail the appeal to tcappeals@tiu.edu.
3. Please use “TC Academic Appeal” in the subject line.
4. Address the salutation to the “Appeals Committee members.”
5. Limit your appeal to approximately one written page. Please be clear, concise, and complete.
6. You must specify the policy or procedure that is being appealed, including citation of relevant catalog pages and the year of catalog publication in which you are appealing.
7. Document any unusual or extenuating circumstances. If applicable, obtain signatures of support and/or written comments from relevant faculty to submit with your appeal. ***Appeals without supporting documentation will be returned to the student and delay the appeal decision!***
8. Include your student ID#, e-mail address, campus box and phone numbers at the close of the appeal. If submitting a paper copy only to the Records office, you must date and sign it.

Subsequent to review by the Committee, the student will receive an e-mail (or written) notification of the decision with a copy placed in the student’s permanent file. Appeals may be approved or denied with alternative recommendations noted.