

Grade Request Protocols

The Teaching Support Staff Union is committed to allowing students to continue to receive the feedback that they require to thrive and grow intellectually. All Teaching Assistants, Sessional Instructors, Tutor Markers and ELC-ITP instructors are both welcome to and encouraged under the current job action to continue to provide such feedback. In the vast majority of cases, such feedback will allow students to continue to develop and to improve upon their previous efforts. The Teaching Support Staff Union regrets that the University has made the series of incredibly poor and short-sighted decisions it has, and that these decisions have led to the current situation. The above notwithstanding, the TSSU realizes that in a minority of cases a student may suffer an imminent adverse long-term effect if their grades are unavailable. In such cases, students are welcome to fill out the attached form, subject to the conditions below.

1) Evaluative Process

- a) The form below is to be printed out and completed in full by the student applying. It may be submitted via e-mail (to grades@tssu.ca), through the post (to Teaching Support Staff Union, #AQ 5129, 8888 University Dr, Burnaby, BC, V6A 1S5) or via intercampus e-mail (“TSSU – Grade Release.”)
- b) The form must be sent with required documentation as specified below.
- c) Please note that requests may take up to one (1) week to process.
- d) Upon receipt, a case file will be opened and the request evaluated by such staff as designated by the Teaching Support Staff Union.
 - i) Where cases are clear cut in the applicant’s favour, a single agent may give a “yes” vote and order the grades released.
 - ii) Where a designated agent feels there is doubt as to the case, the agent may request a review by two additional agents, each of whom shall vote. A two-thirds majority in this case will determine the matter.
- e) Upon the determination of the above panel, an e-mail will be sent to the student stating the panel’s decision. If the request is declined, clear reasoning shall be given.
- f) If the panel has found cause for the grades to be released, a signed request to release the grades will be issued by the Union. Copies of the request shall be made for (i) the Union, (ii) the TA, TM, ELC-ITP or Sessional Instructor for the class(es) involved, and (iii) the student him/herself.
- g) Appeals
 - i) In the event a student feels the finding is unfair or at odds, he/she may request a review by a new panel of three. This panel’s finding shall be final.
 - ii) An appeal may be rejected out of hand if it attempts to advance an ideological argument or contains threatening, abusive or foul language or content.

2) Criteria For Request

- a) Any of the following scenarios shall be fair grounds for a request to release grades:
 - i) The student’s graduation is imminent and the release of grades would prevent said student from graduating.
 - ii) The student has a scholarship whose criteria include a minimum GPA.

- iii) The student is applying to a recognized and accredited academic institution's graduate programme, trade certificate programme or similar academic programme (for example, PDP)
- iv) The student is in imminent danger of deportation due to grades being withheld
- b) Other situations may be considered on a case-by-case basis. Please note that in all cases the student must demonstrate that he/she will be caused distinctive, imminent and special hardship by a failure to disclose grades. Appeals to the normal benefits of the availability of grades are not sufficient grounds for release.
- c) In all cases, the completed form must be accompanied by relevant documentation to prove the validity of the request and the imminent nature of the anticipated harm.
- d) In all cases the form must be fully signed and completed. Applicants will not be informed of incomplete or incorrectly filled forms.