

## **BOUCHER INSTITUTE POLICY**

**Policy Title:** Student Progress Reports and Evaluation  
**Date of Initial Board Approval:** March 7, 2005  
**Date of Last Approved Revision:** May 2<sup>nd</sup>, 2011  
**Person(s) Responsible for Implementation & Adherence:** Registrar, Dean of  
Academics & Dean of Clinical Studies  
**Related Procedures:** Student Progress Reports, BINM Clinic Intern Handbook

It is the policy of the Boucher Institute to provide students with fair, valid *and* regular feedback as to their academic and clinical progress throughout their course of study so that they may address any concerns or difficulties in a timely and productive manner.

In addition to informal instructor feedback during class or clinic shifts, and results on interim term tests, quizzes and projects, formal written progress reports are provided by each instructor for each student at approximately the mid-point of each term, and no later than mid-November for the first report of each academic year. The progress report provides a general comment on progress to date and clearly indicates whether a meeting with the instructor is recommended to address any concerns. The student receives a copy of this report, the Deans review the reports provided by their faculty members and a copy is maintained in the student file.

Course marks, including clinical practicum grades, are determined through a series of ongoing evaluations. Evaluation may consist of written and/or practical examinations/assessments, as well as term assignments designed to assess specific learning outcomes. A pass mark of 70% is necessary to fulfill course requirements. A failure, ie. a mark less than 70%, will necessitate that the student retake the course or clinic shift at the current tuition fee. See the BINM Clinic Intern Handbook for more details on clinical evaluation.