



BOUCHER INSTITUTE
of Naturopathic Medicine

BOUCHER INSTITUTE POLICY

Policy Title: Grade Appeals

Date of Initial Board Approval: pre 2001

Date of Last Approved Revision: July 17, 2017

Person(s) Responsible for Implementation & Adherence: Deans of Education
and Clinical Studies

Related Procedures: Student Complaints Policy and Procedure

This policy outlines the principles and governs the procedures for student appeals of final grades in a course of study at Boucher Institute of Naturopathic Medicine.

It is to be noted that the course syllabus is the document that defines the determination of the course grade based on the assessment(s) and their allocations as stated in the syllabus.

Students may appeal course marks or final grades if they believe the grade for one or more individual assessments has been improperly determined; the stated evaluation criteria for the course have been improperly applied; the evaluation criteria were unclear or unspecified; penalties were applied that were not outlined in the syllabus; personal circumstances were not adequately considered; or the grade was miscalculated.

The concern for a final grade should be resolved informally with the instructor where possible, and otherwise at the earliest step of the formal appeal procedure possible.

A final grade may be raised, lowered, or remain the same as a result of an appeal.

The student retains the right to continue with subsequent classes while the appeal is in process, however students will be required to withdraw from any course where the course under appeal is a prerequisite and the appeal is unsuccessful.

A final grade appeal process is confidential and all parties to an appeal must respect this confidentiality.

Set timelines may be extended if agreed upon by all parties, but all efforts to complete an appeal within those timelines should be respected.

A grade appeal must follow the Grade Appeals Procedure, clearly outlined in the student handbook. The student may consult with the Dean of Student Services should they require clarity on the Policy or Procedure.

Please Note:

Students who have a complaint of harassment or inappropriate conduct by an instructor should enact the Human Rights and Dispute Resolution Policy.

A Grade Appeal cannot consider matters of teaching methods or professional judgment as long as the instructor is abiding by the Syllabus Policy, Student Accommodations Policy or Academic Freedom Policy.

In the event that the student is concerned that the appeal has not been appropriately dealt with at this level, the student may appeal via the *Student Complaints Policy and Procedure* to the Provost or President, who will convene a committee of senior educational staff. The committee will not consider any faculty involved in the appeal to be a member. A decision by majority vote of the committee shall be final,