

	POLICY NAME: Grade and Standing Appeals	POLICY NUMBER: AA-001-P	AUDIENCE: Students
	DATE APPROVED: June 24, 2026	DATE EFFECTIVE: September 1, 2026	SUPERCEDES: July 2018
	DEPARTMENT: Academic Administration	POLICY OWNER: Dean	DISTRIBUTION:
	REVIEW CYCLE: 3 years	NEXT REVIEW: September 2029	Page 1 of 3
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1. PURPOSE

- The purpose of this policy is to outline the CCNM's commitment to supporting students' rights to dispute grades and academic standing decisions, and to establish a fair, transparent, and consistent process for appealing academic evaluations, Academic Dismissal, and related academic standing outcomes.

2. SCOPE

- This policy applies to all students enrolled in the naturopathic medicine program at CCNM.
- This policy governs appeals related to final course grades, academic standing outcomes (including academic probation and dismissal).
- This policy applies to all academic departments and to all individuals involved in the academic evaluation and appeal process of academic performance, including students, faculty, Associate Deans, the Dean, and the Office of the Registrar.

3. DEFINITIONS

- Academic Standing:** The status assigned to a student based on their academic performance, which may include good standing, academic probation, and dismissal.
- Academic Dismissal:** The requirement for a student to withdraw from the program due to unsatisfactory academic progress as defined by institutional criteria.
- CGPA (Cumulative Grade Point Average):** The average of all grades earned by a student across all terms in their program.
- TGPA (Term Grade Point Average):** The average of grades earned by a student in a specific academic term.
- Grade Appeal:** A formal process by which a student disputes a final course grade on the basis that it was determined incorrectly.

4. RESPONSIBLE PARTIES

- Students** are responsible for initiating academic standing or grade appeals, submitting required documentation, and adhering to timelines and procedures outlined in this policy.
- Associate Deans, Academic Education** are responsible for reviewing grade appeals at the initial stage and attempting to resolve academic concerns.
- The Dean** is responsible for reviewing unresolved grade appeals and rendering a final decision on grade appeal matters.
- The Office of the Registrar** is responsible for administering Academic Dismissal appeals, issuing dismissal and reinstatement letters, maintaining academic records, and recording academic standing outcomes on official transcripts.
- Student Progress Committee** is responsible for determining dismissal appeal decisions and monitoring student progress

5. POLICY STATEMENT

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5.1 Grade Appeals

- a. The institution supports students' rights to dispute a grades on single assessments and final course grades.
- b. Grade appeals at all levels – Instructor, Associate Dean, and Dean – must be submitted using the CCNM Grade Appeals Form.
- c. Any student who wishes to appeal a grade on single assessments will follow this process:
 1. The student must first appeal to the Instructor.
 2. If the matter is not resolved to the student's satisfaction with the Instructor, the student may appeal to the Associate Dean, Academics at their respective campus.
- d. 3. The decision of the Associate Dean with respect to a grade appeal is final.
- e. Any student who wishes to appeal a final, course grade should follow this process:
 1. The student must first appeal to the Instructor;
 2. If the matter is not resolved to the student's satisfaction with the Instructor, the student may appeal to the Associate Dean, Academics, at their respective campus.
 3. If the matter is not resolves to the student's satisfaction with the Associate Dean, Academics, they may appeal to the Dean. The Dean may decide the appeal themselves or may refer the appeal to the Student Progress Committee.

The decision of the Dean or the Student Progress Committee is final.

5.2 Academic Dismissal Criteria

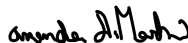
- a. The College may dismiss a student for unsatisfactory academic progress based on any of the following criteria:
 - i. The student's CGPA falls below 2.3.
 - ii. After one probationary term, both the TGPA and CGPA remain below 2.7.
 - iii. The student fails the same course twice.

5.3 Relationship Between Grade Appeals and Academic Dismissal

- a. If a student receives an Academic Dismissal for one or more of the reasons listed in 5.2.a., the student must follow the Academic Dismissal Appeals process set out in 5.4 and cannot follow the Grade Appeals process set out above at 5.1.

5.4 Academic Dismissal Appeals

- a. A student may submit a written appeal of their Academic Dismissal to the Office of the Registrar.
- b. The required content and submission instructions for the dismissal appeal will be outlined in the dismissal letter issued by the Office of the Registrar.
- c. The Registrar will forward the Academic Dismissal Appeal to the Student Progress Committee for a decision and conditions of reinstatement, if applicable. The Student Progress Committee must provide the student with written reasons for their decision.
- d. If the appeal is successful:
 - i. The student will receive a written contract from the Office of the Registrar outlining the conditions for reinstatement.
 - ii. If the student subsequently fails to meet the conditions for reinstatement, they will be

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required to withdraw from the program and may reapply one time for readmission.

iii. Readmission is not guaranteed.

e. If the appeal is unsuccessful:

i. The student will be required to withdraw from the program and may reapply one time after one year has passed from the date of the initial dismissal letter to the next intake that they would be eligible to enrol in.

ii. Details regarding reapplication will be provided in the dismissal letter.

iii. Readmission is not guaranteed.

5.5 Academic Record and Registration During Appeal

a. A dismissal for academic standing is recorded on a student's official transcript.

b. If a student is appealing their Academic Dismissal, the student may be permitted to continue taking classes until the appeal is resolved; and their academic standing will be placed on hold:

i. The College reserves the right to restrict continuation in classes or clinical activities during an appeal where safety or other significant concerns exist.

ii. If the appeal is unsuccessful, the applicable academic standing outcome will be applied immediately.

CONTEXT	
Related Policies	SS-006-Academic Standing Policy; Academic Standing and Promotion section in Academic Calendar
Related Procedures	
Related Forms	
Related Guidelines	