

**NATIONAL COLLEGE OF NATURAL MEDICINE**  
**POLICY AND PROCEDURE**

Number: AC.x.x  
Subject: Appeal of Grades  
Approved by:  
Approved on:  
Revised:

**POLICY**

Students have the right to appeal a failing grade if they perceive that there has been an error in the grading procedure, or if there is a perceived lack of clarity about the faculty member's expectations for passing a course. **This appeal must be made within two weeks of the receipt of the grade.** Passing grades may not be appealed.

**PROCEDURE**

1. Students will first approach the faculty member if there is a question about the appropriateness of a grade to discuss the reasons for the grade and the possibility of an error. The faculty member has the right to change a grade or not to change a grade based on expectations published in the syllabus.
2. If this meeting is not satisfactory to the student, the student can contact the dean of the program in writing to request a grade appeal through the Academic Appeals and Review Committee **within 2 weeks of the receipt of the grade.** This request must be accompanied by appropriate written documentation as to why the student feels the grade is in error, and what the outcome of the discussion with the teacher was.
3. The dean of the program will forward this information to the Academic Appeals and Review Committee. The Committee will review the documentation, discuss the grade with the faculty member, and issue a written recommendation to the dean of the program. These recommendations may include upholding the grade as submitted, or recommending a remediation examination be administered. The Committee may not recommend a passing grade be substituted in place of a faculty member's failing grade.
4. The dean will review the recommendation of the committee and make a final decision. This will be forwarded in writing to the student and the faculty member. This decision is final and may not be appealed to higher authority.

