
Approval Authority:	Education Council	Last Approved:	June 18, 1997
Administrative Responsibility:	AVP, Students, Academic Office	Next Review:	2024-2025

POLICY

Students who believe that an error has occurred or that they have been unjustly treated regarding their academic performance have the right to an Appeal Process. Not knowing the material or failure to complete the assignments are not grounds for appeal. The appeal applies only to courses taken at NVIT.

PROCEDURE

The following applies to all appeals:

1. Appeals could result in a lower grade.
2. All appeals must be initiated within 30 days of the student receiving the grade.
3. Tangible evidence must accompany the appeal.
4. The student must discuss concerns with the instructor before initiating the appeal process. However, if the instructor is unavailable, the department head shall, where possible, facilitate a phone call involving the student and instructor to complete the Informal Academic Appeal or may act on the instructor's behalf.
5. The student and/or instructor may have a witness or advocate present at any time during the appeal process.
6. If the instructor involved is also the department head, a dean acts in place of the department head.
7. If the Informal Appeal process does not result in the reaching of a mutual agreement, the department head responsible for the course shall upon the students request, put the formal Appeal process into motion.
8. The appeal committee shall consist of: - one representative chosen by the student - one representative chosen by the instructor - one representative chosen by both parties
9. The Appeal Committee must meet to review the appeal and make a decision within 30 days from the day the Student/Instructor Form is signed. Student, instructor and department head shall receive copies of the Committee Form.
10. In the event that a member of the Appeal Committee cannot attend the appeal meeting, the process may be postponed for up to 30 days. A decision must be made within 60 days from the day the student/Instructor Form is signed.
11. In a case where the Instructor is unable to be present for the Appeal Process, the department head of the program will designate a representative on behalf of the department.
12. Any decision made by the Appeal Committee is final.

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