



Haven Foundation Policy

Grade Appeal Policy

The Graduation Requirements Policy states:

Each Training Program is made up of a number of individual programs, each of which is assigned credits.

Students are required to attend a minimum of 90% of the sessions offered in a program in order to successfully complete that program and receive a passing grade. Should a student be absent for more than 10% of the sessions, he/she will receive an "Incomplete" and credit will not be granted.

If the student receives an "Incomplete" or an "Unsatisfactory" for a required program that makes up part of his/her current Training Program, he/she will need to repeat that program and receive a "Pass" in order to complete the Training Program.

Exceptions may be made in cases where the Director of Intern Training, in consultation with the program leader, believes the student has met the learning objectives of the program.

This policy covers grades as described above. It is not intended to include disagreements about written comments or feedback, which the student is expected to discuss directly with the program leader or assistant giving the feedback.

The process by which a student may appeal a grade received is as follows:

1. Submit an appeal in writing to the Director of Intern Training. The appeal must be made within two years of the start date of the program for which the grade was given and must include (as a minimum):
 - The name and date of the program.
 - The grounds on which the appeal is being made.
 - Any additional information provided as part of the appeal.

2. The Director of Intern Training will respond in writing within 45 days after the date on which the appeal was made and will either:
 - Change the grade that the student was given, and provide an explanation.
 - Make no change to the grade student was given, and provide an explanation.

As part of this process, the Director of Intern Training may choose to consult with the leaders of the program and Haven registration staff, as required.

If the student is dissatisfied with the determination of the Director of Intern Training, they may choose to follow the steps outlined in the Student Dispute Resolution Policy.

Related policies: Graduation Requirements, Student Dispute Resolution