



Ashton College

POLICY No: 1010

RESPONSIBILITY: Vice President

POLICY

TITLE: Grade-Related Disputes

CATEGORY: Student

APPROVED BY: Vice-President

EFFECTIVE: January 19, 2004

REVISED: December 21, 2007

RELATED POLICIES:

PURPOSE:

The purpose of this policy is to describe the informal and formal mechanisms available whereby a student may have the decisions affecting their grades at Ashton College reviewed and reconsidered.

POLICY STATEMENT:

All levels of formal review will follow the principles of natural justice and will have been preceded by attempts to informally resolve the dispute.

PROCEDURE:

In the case of a grade-related dispute, the relevant instructor must meet with the student to attempt to resolve the issues informally.

If informal settlement of the issues is impossible, the student may initiate formal action by filing a notice with the Vice-President. Within seven days of receipt of the notice, the Vice-President must take one or more of the following courses of action:

- a. try to resolve the situation informally; or
- b. direct that a final appeal panel be convened.

If the Vice President determines that a panel be convened, the student shall receive full details related to process, timing and location of the Panel Hearing.

The Panel will be comprised of a Chair, two students, and two College personnel. The Chair will have a vote and will be responsible for ensuring that the members of the Panel are free of conflict of interest related to the case being heard. Every attempt will be made to hear the appeal in a timely manner. The relevant instructor or Vice-President shall not in any way participate as a decision maker on the Panel.

The decision of the Panel will be final and binding and will be communicated in writing , together with reasons, to the student.