

# ACADEMIC GRIEVANCE POLICY

## 1. Policy

Hanson Private Career College ( hereinafter 'Hanson') strives to ensure that its academic decisions are fair and equitable for all students. Fundamental to this objective is the right to appeal academic decisions. Academic Grievance is the process that provides students with a formal and objective forum for voicing their differences and complaints in the interest of having Hanson modify academic decisions other than the awarding of a grade. For appeals relating to final grades, please refer to the Grade Appeal Policy.

Students are encouraged to resolve differences on academic matters more informally through discussion with the several resource people at Hanson. These include faculty, Academic Administrators, Directors, and the Vice President. The Academic Grievance Policy is not to be considered as an appeals tribunal for other formal conflict resolution mechanisms such as the Grade Appeal Policy, Sexual Violence Policy, or the Student Complaints Policy.

## 2. Membership of the Grievance Board

2.1. Membership of the Grievance Board may include the following:

- Two (2) students (complainant is entitled to forgo student representatives, at the sole discretion of the complainant)
- One (1) support staff (financial or IT department), if applicable
- One (1) faculty
- One (1) academic administrator
- One (1) non-academic administrator

2.2. The Academic Director will appoint a designated Grievance Board Chair. Given the importance of the recommendations from this committee, all members or their designates are to be present for meetings to proceed.

## 3. Procedure

3.1. A student alleging unfair or inequitable academic treatment should present his/her case, outside scheduled class time, to the program Academic Director or designate within five (5) working days of the event in dispute.

3.2. Students are asked to use the Incident Report Form to explain their grievances.

3.3. The case should be well-documented, outlining the nature of the problem, the rationale for the disagreement, and the suggested resolution.

3.4. Usually, students will be expected to have tried to resolve their concerns informally before requesting a formal appeal. Upon receipt of a request for a formal appeal, the Academic Director will immediately initiate the procedure by alerting the Vice President.

3.5. The Academic (Associate) Director will appoint the Grievance Board Chair and will ensure all informal channels have been exercised before initiating the formal process.

- 3.6.** The Grievance Board Chair will appoint and assemble all members of the Grievance Board.
- 3.7.** The complainant(s), the individual, or academic unit grieved against and any other concerned individuals will be invited to make presentations to the Grievance Board.
- 3.8.** The meeting of the Grievance Board will normally be held on camera unless a majority of the Board considers that it would be in the best interest of all concerned to hold an open meeting.
- 3.9.** Open meetings will require the consent of the complainant and the individual or academic unit being grieved.
- 3.10.** Individuals appearing before the Board may be accompanied by relevant individuals that can provide support in presenting their case.
- 3.11.** The Board will respond within ten (10) working days with a recommendation to the Vice President
- 3.12.** The recommendation will include the reasons for the decision, the facts considered, and further action as necessary.
- 3.13.** The Vice President will respond to the recommendations and will be conveyed to the Grievance Board within five (5) working days.
- 3.14.** The Grievance Board will be responsible for communicating this information to all parties.