

Policy Glossary

Purpose & Summary

This *Policy Glossary* has been created to provide clarity and context to various terms that have been used throughout Ashton College's Student Policy Suite. The definitions have been arranged in alphabetical order, and examples of the policies where these terms may have been used have been included.

Definitions

TERM	DEFINITION	NOTES
College	Refers to Ashton College and its appropriate campuses.	Can be found in all policies.
Completed	Refers to a student who has received an evaluation of the student's performance for a specific percentage of the hours of instruction.	Can be found in Policy on Refunds, Prior Learning Assessment and Policy on Academic Standards.
Course	Refers to individual instructional topics undertaken as part of a program at the College, which may contain evaluative assessments to track learning progress.	Can be found in various policies.
Disability	Refers to a significant, long-term or recurring mobility, sensory, learning, or other physical or mental health impairment; and/or functional restriction or limitation of an individual's ability to perform a range of the daily activities necessary to participate in post-secondary studies.	Can be found in Policy on Accessibility, Special Accommodations, and Leave of Absence.
Dispute	Refers to a situation where a student disagrees with the results, instructions and/or procedures presented by a College Faculty Member or Staff Member.	Can be found in Policy on Dispute Resolution.
Faculty Member	Refers to an individual with relevant industry experience who is contracted to teach classes at the College.	Can be found in various policies.
Final Examination	Refers to an assessment that takes place at the end of the course that evaluates all of the competencies learned over the entire course.	Can be found in Policy on Academic Standards.
Good Academic Standing	Refers to when a student is up-to-date on all assessments and is maintaining a minimum	Can be found in Policy on Compassionate Withdrawal.

	65% average in the course at any given time.	
Grade - Related Dispute	Refers to any situation where a student feels that he or she has been unfairly evaluated on their coursework.	Can be found in Policy on Grade Appeals.
Inclement Weather	Refers to severe weather conditions involving snow, rain, wind and/or ice.	Can be found in Policy on Class Cancellation.
Notice of Dismissal	Refers to written notice provided by the College which advises the student that he or she is being dismissed from a Program in which the student is presently enrolled.	Can be found in Policy on Archived Student Records and Policy on Refunds.
Notice of Withdrawal	A student's written notice advising the College that the student is withdrawing from a Program in which the student is enrolled. The written notice must be submitted directly to Student Services within a pre-established time frame in order to assess refund eligibility.	Can be found in Policy on Refunds as well as Policy on Archived Student Records.
Practicum	A temporary unpaid work experience placement of eligible students with Host Employers that allow students to gain supervised practical experience as part of their program requirements.	Can be found in various policies.
Program	A field of study offered by the College to its students that culminates with graduation and results in the student receiving a certificate, practicum placement, accreditation, diploma, and/or other credential.	Can be found in various policies.
Staff Member	Refers to an individual who is employed by the College for non-instructional purposes.	Can be found in various policies.
Transfer Credit	Refers to the procedure of granting credit to a student for educational experiences or courses taken at another post-secondary institution.	Can be found in Policy on Admissions.

General Notes

This *Policy Glossary* is non-exhaustive and other definitions may be added from time to time. The definitions within this *Policy Glossary* do not override or replace any measures set out in any policy in the College's Student Policy Suite. If there is a conflict in definitions or lack of clarity, the context of a policy and the reasonable application of its terms should be followed.