

# Policy Glossary

## Purpose & Summary

This Policy Glossary provides clarity and context for terms used throughout Ashton College's Student Policy Suite. Definitions are listed in alphabetical order to support consistent interpretation and application across all student-related policies.

## Definitions

TERM	DEFINITION
Academic Misconduct	Refers to dishonest academic behaviour, including plagiarism, cheating, or unauthorized collaboration, as outlined in the Academic Dishonesty Policy.
Asynchronous Learning	Refers to course delivery that does not require real-time participation, where students complete coursework independently through recorded lectures, readings, assignments, and online activities within specified timelines.
Attendance and Participation	Refers to a student's engagement in required learning activities in accordance with the course delivery format. For synchronous courses, this includes attendance at scheduled live sessions and participation in instructor-led activities. For asynchronous courses, this includes timely completion of required coursework and measurable engagement through the learning management system (LMS).
Class Cancellation	Refers to the cancellation or rescheduling of a course or class by the College due to operational reasons such as low enrolment or unforeseen circumstances.
College	Refers to Ashton College and its operations.
Compassionate Withdrawal	Refers to a withdrawal granted due to serious medical, personal, or compassionate circumstances, subject to review and approval.

Completed	Refers to a student who has received an evaluation of their performance for a defined portion of the instructional hours in a course or program.
Course	Refers to an individual unit of instruction within a program, which may include assessments to evaluate learning progress.
Disability	Refers to a long-term or recurring physical, mental, sensory, or learning impairment that may affect a student's ability to participate fully in academic activities.
Dispute	Refers to a formal disagreement initiated by a student regarding a decision, outcome, or process, addressed through the Dispute Resolution Policy.
Faculty Member	Refers to an individual with relevant qualifications and/or industry experience who is engaged by the College to deliver instructional content.
Final Examination	Refers to an assessment conducted at the end of a course that evaluates a student's understanding of the overall course content.
Good Academic Standing	Refers to a student who is meeting academic requirements, including maintaining the minimum required grade average and remaining up to date with course assessments.
Grade-Related Dispute	Refers to a situation where a student believes they have been unfairly assessed and requests a review through the Grade Appeals Policy.
Learning Management System (LMS)	Refers to the online platform used by the College to deliver course content, track student participation, and manage assessments.
Leave of Absence (LOA)	Refers to an approved temporary interruption of studies granted under specific conditions.

Natural Justice	Refers to the right to a fair and unbiased process, including adequate notice, opportunity to be heard, and impartial decision-making.
Notice of Dismissal	Refers to formal written notice issued by the College informing a student that they have been dismissed from a program or course.
Notice of Withdrawal	Refers to a student's written notice to the College indicating their intention to withdraw from a program, submitted within required timelines for academic and refund considerations.
Practicum / Work Experience	Refers to a supervised work experience placement completed as part of program requirements to provide practical, hands-on training.
Program	Refers to a structured set of courses offered by the College that leads to a credential such as a certificate, diploma, or other recognized outcome.
Staff Member	Refers to an individual employed by the College in a non-instructional role.
Synchronous Learning	Refers to course delivery that occurs in real time, where students participate in scheduled live, instructor-led sessions.
Transfer Credit	Refers to the recognition of previous education or coursework completed at another institution, which may be applied toward a program at the College.

### General Notes

This Policy Glossary is non-exhaustive and may be updated from time to time. The definitions provided do not override or replace any requirements set out in individual policies within the Student Policy Suite.

In the event of any inconsistency or lack of clarity, the context and intent of the applicable policy will prevail.