

SAINT BEDE'S ANGLICAN CATHOLIC THEOLOGICAL COLLEGE

STUDENT GRIEVANCE POLICY

Student success is a priority at St. Bede's Anglican Catholic Theological College. Faculty and staff attempt to create culture favorable to learning. St. Bede's College endeavors to be open to concerns of all involved parties.

Final Grade Grievance

If the matter concerns a final grade for a course, a student should attempt to resolve concerns about final grades informally in discussions with the instructor of record. Only the final course grade can be appealed – assignment grades and exam grades cannot be appealed.

- A final grade is reviewed only when there is a question whether the grade was calculated in accordance with the requirements and grading procedures stated in the course syllabus.
- A complaint that is not resolved informally between a student and an instructor should be referred in writing to the College Dean. The decision of the College Dean is final.
- Problems involving course grades must be brought forward within three weeks of the end of the term in which the grade was earned.
- Final decisions are issued within five business days of receipt of the complaint.

Academic Grievance

A student who has an academic grievance other than a grade should attempt to resolve it informally in discussions with the appropriate faculty member.

- A complaint that is not resolved informally between a student and instructor is to be referred in writing to the College Dean.
- The student has the right to present information regarding the complaint for which the College Dean will investigate.
- The decision of the College Dean regarding the issue or issues of concern is final.
- Non-grade related academic complaints must be brought forward within 30 days of the end of the term in which the concern occurred.
- Final decisions are issued within five business days of receipt of the complaint.

Non-Academic Complaints

Non-academic complaints should be addressed to the College Administrative Office within thirty days. The student has the right to present information regarding the complaint for which the College Office will investigate.

- If students are not satisfied with the resolution of a problem they may refer the concern to the College Dean.

- The decision of the College Dean regarding the issue or issues of concern is final.
- Final decisions are issued within five business days of receipt of the compliant.

Policy drafted October 6, 2020. Approved October 15, 2020.