

Nova Scotia Institute of Agrologists Internal Review Policy

The Nova Scotia Institute of Agrologists recognizes the right of an applicant to appeal the initial decision made on their application.

Request

Requests to appeal a decision must be made in writing (email acceptable) to the Nova Scotia Institute of Agrologists office within six (6) months of the initial decision.

Timeline

Any appeal of a decision will be handled on the same intake schedule as applications. This means that any requests for a second review will be initiated on the intake deadline immediately following the request. Intake deadlines are:

- February 28th
- April 30th
- August 31st
- November 30th

Responses will be sent to the applicant within six (6) weeks of the intake deadline immediately following the request and full submission of any missing or additional documents.

Correction/Addition of Information

Applicants are permitted to submit any additional official documents they feel support their request for a second review. Full document submission must be made before the review will begin and must be made within the above-mentioned window. Acceptable documents could include course descriptions, certificates, etc.

Second Review

No one who acted as a decision maker in respect of a registration decision will act as a decision maker in an internal review. The Executive Committee, which consists of the President, Past-President and President-Elect, will either complete the second review or appoint an Ad-hoc Committee of up to three (3) P.Ag.s who were not involved in the initial decision.

A separate member of the NSIA office will review the transcripts provided in comparison with the National Education Standard.

A separate group will complete the Evaluation Sheet for the application and come to a decision on membership.