ACADEMIC COUNCIL AGENDA

NORTHWESTERN POLYTECHNIC

Thursday, 5 May 2022
4:00 – 6:00 pm
Room D308 & ZOOM

	DISCUSSION ITEM	STATUS	RESPONSIBLE
1.	**Call to Order**		Chair
2.	**Agenda**	For Approval	Chair
3	**Minutes of 3 February 2022 - Attached**	For Approval	Chair

4.	**Committee Reports**
	
	4.1 Co-Curricular Committee
	
	4.2 Curriculum Committee
	    4.2.1 Curriculum Committee Minutes 20 April 2022 – Attached
	    (Separate SharePoint link will be included for complete Minutes & Agenda pkg)
	4.3 Program Review Committee
	
	4.4 Nominating Committee
		For Recommendation to Send to BOG(Motion)	Dr. Vanessa Sheane

5.	**Policy Review & Recommendation** 5.1 Academic Accommodations for Students with Disabilities Policy – attached 5.2 Course Management Policy - attached 5.3 Student Rights and Responsibilities – attached 5.4 Tuition and Fees Policy – attached 5.5 Academic Schedule Policy and Procedure – attached 5.6 Access to Confidential Student Records Information Policy – attached 5.7 Athletic Eligibility Standards Policy – attached 5.8 Partnership and Collaboration Policy – deleted 5.9 Research Grants Policy – to be deleted 5.10 Peer Review Publication Policy –to be deleted 5.11 Distance Education Policy – to be deleted **5.12** Course Access Policy – to be deleted	For Recommendation to Send to BOG (Motion)	Dr. Vanessa Sheane

7.	**New Business**		
	7.1 Enrollment Update	Information	Dr. Vanessa Sheane
	7.2 Instructor Emeritus – Mr. Rene Gadacz-Gould (Consent, letter from Chair & Dean, Arts & Education Minutes) – Attached	Discussion/Motion	Chair/All
	7.3 Academic Council Bylaws (update) – Attached **7.3.1 Academic Council Sub Committees TOR (update) - Attached**	Discussion/Motion Discussion/Motion	Chair/All Chair/All
	7.4 Recommendation for Academic Policies NWP template change over	Motion	Dr. Vanessa Sheane
	7.5 2022-2023 Academic Council Membership - Attached	Information	Chair
	7.6 2022-2023 Academic Council Meeting Dates • September 8, 2022 • November 3, 2022 • December 1, 2022 (Only if required) • February 9, 2023 • May 11, 2023	Discussion	Chair/All
	7.7 Important Dates – Convocation in June – for all schools	Discussion/Motion	Ms. Megan Slifka
8.	**Trend in Higher Education Discussion**		
	8.1 Centre for Teaching and Learning – Attachment sent out prior to meeting	Discussion	Ms. Lorelle Warr/All
	8.2 Topic for next meeting **-**Suggested previously by Ms. Lesley Brazier - Misconduct focusing on plagiarism	Discussion	Chair/All
9.	**Open Discussion**	Discussion	Chair/All
10.	**Next Meeting - TBD**		Chair
11.	**Adjournment**	For Approval (Motion)	Chair

GPRC

ACADEMIC COUNCIL MEETING MINUTES
3 February 2022

Members:

Council Chair:	Dr. Julia Dutove	
Council Vice-Chair:	Mr. Jeremy Parker	
President:	Mr. Justin Kohlman	|Notice of Absence
Vice-President Academic and Research:	Dr. Vanessa Sheane	
Deans:	Dr. Brian Redmond	|Notice of Absence
	Dr. Carly McLeod	
Director, Student Services:	Ms. Aman Litt	
Academic Staff Association:	Dr. Julia Dutove	
	Ms. Lesley Brazier	
	Mr. Jeremy Parker	
	Dr. Craig Smith	|Notice of Absence
	Mr. Brent Boutilier	
	Ms. Deena Honan	
	Ms. Theresa Suderman	|Notice of Absence
	Ms. Lorelle Warr	
	Dr. Elena Voskovskaia	
Alternates:	Ms. Tamara Van Tassell	
	Ms. Terrah Lindsay	
	Ms. Cara Leaf	
	Dr. Shawn Morton	
Students' Association:	Mr. John Tiede	
	Ms. Brooklyn Broaders	
	Mr. Tyler Barr	|Notice of Absence
	Mr. Jordan Drake	|Notice of Absence
	Mr. Josh Winland	
	Ms. Liberte Tiede	|Notice of Absence
	Ms. Sara Yelligadu	
	Ms. Saransh Kapoor	|Notice of Absence
	Ms. Nneka Nwaigwe	
	Mr. Daniel Bekele	
Alternates:	TBD	
Employees' Association:	Ms. Lana Bennett	
	Ms. Lisa Hollis	
Alternate	Ms. Tanya Kinderwater	
Alberta Union of Provincial Employees:	Ms. Lin Roy	
Alternate:	Ms. Lynette Tye	

Community Members: Ms. Dianne McWatt
                                         Ms. Sasha Dorscheid |Notice of Absence

Non-Voting Guests: Mr. Tony Shmyruk
                                         Ms. Megan Slifka

4161   CALL TO ORDER
The In-Person & ZOOM Academic Council meeting was called to order at 4:00 pm.

4162   AGENDA

The agenda was **APPROVED** as presented by consensus.

CARRIED

4163   MINUTES OF 25 NOVEMBER 2021
The Minutes of 14 October 2021 were **APPROVED** as presented by consensus.

CARRIED

4164   COMMITTEE REPORTS

<u>Curriculum Committee</u>

Academic Council received The Curriculum Committee Minutes for 21 January 2022. **MOTIONED** by Dr. Vanessa Sheane; **SECONDED** by Ms. Lorelle Warr to Recommend to the Board of Governors to **APPROVE** the recommendations from the 21 January 2022 Curriculum Committee meeting as presented.

CARRIED

<u>Program Review Committee</u>

Academic Council received The Program Review Committee Minutes for January 2022. **MOTIONED** by Dr. Vanessa Sheane; **SECONDED** by Ms. Lorelle Warr to Recommend to the Board of Governors to **APPROVE** the recommendations from the January 2022 Program Review Committee meeting as presented.

CARRIED

4165   POLICY & RECOMMENDATIONS

<u>ACADEMIC SCHEDULE POLICY</u>

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Deena Honan that Academic Council **Recommend** to the Board of Governors to **APPROVE** the revised Academic Schedule Policy as presented.

CARRIED

TUITION AND FEES POLICY

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Megan Slifka that Academic Council **Recommend** to the Board of Governors to **Approve** the revised Tuition and Fees Policy as presented with a revision to the Effective Date.

CARRIED

CO-CURRICULAR RECOGNITION POLICY

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Megan Slifka that Academic Council **APPROVE** the **Removal** of the Co-Curricular Recognition Policy.

CARRIED

QUALITY ASSURANCE: ONLINE AND BLENDED DESIGN POLICY

MOTIONED by Dr. Vanessa Sheane; **SECONDED** by Ms. Lorelle Warr that Academic Council **APPROVE** the **Removal** the Quality Assurance: Online and Blended Design Policy.

CARRIED

4166   WIL SUMMARY

Dr. Vanessa Sheane shared the WIL Summary and provided information on what the expectation of the Province is for work integrated learning components.

4167   NEW BUSINESS

ENROLLMENT UPDATE

Dr. Vanessa Sheane did not have an update but said there would be information shared at the next meeting in May.

INSTRUCTOR EMERITUS

Academic Council received recommendations to approve eligible retired GPRC faculty to receive Instructor Emeritus status.

MOVED by; Ms. Lesley Brazier and **SECONDED** by; Dr. Carly McLeod that, Academic Council approve Ms. Sukhvir Sandhu to receive Instructor Emeritus status starting 3 February 2022.

CARRIED

MOVED by; Ms. Lorelle Warr and **SECONDED** by; Ms. Megan Slifka that, Academic Council approve Mr. Ron Thomson to receive Instructor Emeritus status starting 3 February 2022.

CARRIED

4168   TREND IN HIGHER EDUCATION DISCUSSION
<u>**Apprenticeship Education**</u>
The group discussed ideas surrounding current and future apprenticeship education at our institution.
- Align some of our processes and procedures for quicker response to students, not just apprenticeship but institution wide.
- Create a short business course so when journeymen start their own businesses, they have an idea of how to create a business plan/strategy and operate a successful business.
- Have supports and services available – especially for mental health.
- Have a plan for retaining current students, have their programs be a lead to another program diploma or degree.
- Be able to promote at the high school level, promote apprenticeships and future opportunities they could lead to.
-Promote our academic upgrading program and outreach programs.

<u>**TOPIC FOR NEXT MEETING:**</u>
Centre for Teaching and Learning
Ms. Lorelle Warr will work on an information sheet to be ready to attach to next meeting agenda.

IDEA FOR OCTOBER 2022 MEETING WAS PUT FORWARD BY MS. LESLEY BRAZIER TO DISCUSS ACADEMIC MISCONDUCT FOCUSING ON PLAGIARISM.

4169   OPEN DISCUSSION

Nothing was discussed

4170   ADJOURNMENT
Meeting adjourned by consensus at 4:54 pm.

_____   _____
   Dr. Julia Dutove, Chair   Ms. Terri Trask, Records

NORTHWESTERN POLYTECHNIC

CURRICULUM COMMITTEE

Wednesday, 20 April 2022

1:00 – 3:00pm

Location: E211 & Zoom

Attendees:

Chair	Dr. Carly McLeod	
Records	Ms. Marcia Aldred	
	Dr. Vanessa Sheane	Ms. Brooklyn Broaders*
	Dr. Brian Redmond	Mr. John Tiede*
	Mr. Tony Shmyruk	Ms. Lesley Brazier
	Dr. Denise Nowicki	Mr. Brent Boutilier
	Ms. Theresa Suderman	Ms. Lorelle Warr
	Ms. Amanda Wills*	Ms. Megan Slifka

Dept Chairs/Representative

Ms. Jessica Hoflick	Dr. Ali Al-Asadi
Ms. Karlee Worobetz	Mr. Geoff Whittall

Notice of Absence*

Course/Item

1. Call Meeting to Order at 1:00 pm.

   Approval of Agenda by consensus.

2. **Terms of Reference**

   Discussion: Vanessa and Megan have reviewed and made proposed changes. The draft proposal is included in the agenda package.

   ACTION: Need to clarify who can be on the committee and if Academic Council votes on who attends. Or do departments decide, and Academic Council give approval?

   ACTION: Would like to have two student representatives and one alternate and need to confirm their attendance before meetings, especially in the Spring and Summer. Megan will discuss at the next meeting with the SA.

   If you have any feedback, please send to Marcia.

3. **Committee Approval Items and Process Documents**

   Discussion: Summarizing what needs to come to curriculum and what is a change the RO can make.

   Transferability – ACTION: Marcia to confirm when an updated course outline needs to be resent for transfer.

   Course Objectives – course objectives are part of the program review process and can be reviewed/approved with course outlines.

   Notes – do not need to bring to curriculum, can be a discussion between the department and RO.

CURRICULUM COMMITTEE

Delivery – changes can be a Dean level request in consultation with the department.

Program Description – this is the introductory paragraph in the calendar, does not include admission requirements, etc. If it is not a substantial change or does not change the intent, it does not need to come to curriculum.

A goal of updating the process is to have the RO review proposals prior to curriculum meetings and ensure they are compliant with policy/regulation.

4. **Application for Academic Changes Form Discussion**

   Discussion:

   VANESSA: Should the VP approve the forms before they come to curriculum?

   Would like the Registrar and Curriculum and Articulation Coordinator to sign off on the forms. Create separate forms for new courses, new programs, course changes and program changes.

   Future Direction: Will explore pulling existing information onto the forms (prepopulate) to help reduce errors.

5. **Amendments to November 12, 2021 Minutes**

   Discussion: The process changes will help to catch issues like course codes before the proposal goes to curriculum. The department can propose a range of numbers or a specific number for the RO to approve.

6. **Program Streams or Concentrations**

   Discussion: Need to choose the language we want to use for streams/concentrations. Currently there are not any specific language for diplomas, we want to align with degrees. CAQC normally uses concentration to describe a three-year degree. Community members, students, etc. seem to understand Concentration better than Streams.

   Concentrations can not be listed on the parchment but can be on transcripts. A diploma will have a minimum of four courses in a concentration and a degree will have five courses in the third and fourth years.

   Using concentrations will allow programs to be adapted faster. Specializations will need to be approved by CAQC.

   Concentration, Focus and Emphasis will be presented to Academic Council.

School of Applied Science and Technology

7. **Animal Science Department**

   7.1 Animal Health Technology

   Motion: Recommend that Academic Council approve the revision to the Admission Requirements for the Animal Health Technician program effective June 1, 2023 pending approval from CVMA (Canadian Veterinarian Medical Association) with the following amendments:

   1. Change "All applicants must present the following courses with no mark lower than 50%" to "All applicants must present the following courses (or equivalent courses) with no mark lower than 50%".
   2. Add "(Minimum 50%)" after Mathematics 30-1.
   3. Change the Effective Date to July 1, 2023

   Moved: Karlee Worobetz   **Second:** Lorelle Warr

CURRICULUM COMMITTEE

Discussion: Other schools do not require a high school diploma and there are concerns this is affecting the program numbers. Changes will be formally published for 2023/2024, Admissions will follow new admission requirements after approval.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

Approved by CVMA:

School of Health and Education

8.   Arts & Education

8.1 Music Performance Diploma

Motion: Recommend Academic Council approve proposed program changes to the Music Performance Diploma effective July 1, 2023 with the following amendment:

1.   Change the Effective Date to July 1, 2023.

Moved: Geoff Whittall   **Second:** Megan Slifka

Discussion: Want to modernize the content, increase the focus on music skills and focus on students planning to stay local and not continue on to a bachelor's degree. The Bachelor of Music program will continue to be offered. New courses in the program are MU2150 (pending approval, see item 8.2) and MU2120, previously approved. The new program will need to be submitted to PAPRS in the Fall for approval to begin in 2023/2024, the deadline for 2022/2023 was March 1, 2022. Suggestion to look for transfer opportunities, specifically Augustana. Most courses do transfer individually.

CARRIED

Approved by Academic Council: **Approved by Board of Governors:**

8.2 MU2150 Professional Music Skills

Motion: Recommend that Academic Council approve the addition of MU2150 Professional Music Skills (3-0-0) 45 hours 15 weeks to course offerings effective July 1, 2023 with the following amendments:

1.   Change Calendar description to "This course explores topics related to developing a career in music including skills for performing, teaching music lessons, planning events, and discussion of other skills related to working as a musician. The course content will be tailored to the students."
2.   Change Prerequisites to "MU1560 or permission from the department".
3.   Change Hours Distribution to "3-0-0"
4.   Change Effective date to July 1, 2023.

Moved: Geoff Whittall   **Second:** Megan Slifka

CURRICULUM COMMITTEE

Discussion: Focused on modernization and bringing students out of the classroom to learn practical skills to take out into the community. Want to connect students with community members. This will be a second year course. Proposing change to 3-0-0. 45 hours and 1.5-1.5-0 is slightly out of line with the Credit Allocation Policy but there are some other courses that use the same credits and hours.

CARRIED

Approved by Academic Council:	Approved by Board of Governors:

8.3 PY3330 Personality

Motion: Tabled

Discussion: Need to review prerequisites.

8.4 PY3410 Social Psychology

Motion: Tabled

Discussion: Need to review prerequisites.

8.5 PY3580 Cognitive Psychology

Motion: Tabled

Discussion: Need to review prerequisites.

8.6 PY3752 Brain and Behaviour

Motion: Tabled

Discussion: Need to review prerequisites.

8.7 PY3755 Neuropsychology II: Intermediate

Motion: Recommend that Academic Council approve the prerequisite change from "PY2750 or permission of the instructor" to "PY3752 or permission of the instructor" effective July 1, 2023 with the following amendments:

1. Add a note to the grading chart stating the grading criteria is not consistent with the general grading conversion chart.
2. Change the Effective Date to July 1, 2023.
3. Editorial change: delete II from the title, should read "Neuropsychology: Intermediate".

Moved: Ali Al-Asadi   **Second:** Denise Nowicki

CURRICULUM COMMITTEE

Discussion: PY2750 changed to PY3752, they are the same course. According to policy, instructors have the right to set up their own grading table as long as it is posted in the course outline. Suggesting adding a note stating the grading chart is not consistent with the general grading chart.

CARRIED

Approved by Academic Council:	Approved by Board of Governors:

8.8 PY3810 Learning and Behaviour

Motion: Tabled

Discussion: Need to review prerequisites.

8.9 PY4350 Introduction to Clinical Psychology

Motion: Tabled

Discussion: Reviewing/changing language around work experience. Concerns about work experience being included in the evaluations. Ali states the work experience is optional and most students do an assignment. This work experience is not normal work experience but considered an assignment.

8.10 PY4690 Principles of Psychological Assessment

Motion: Recommend that Academic Council approve the prerequisite change from "PY1040 and PY1050 or permission of the instructor" to "PY3330 or permission of the instructor" effective July 1, 2023 with the following amendments:

1. Add a note to the grading chart stating the grading criteria is not consistent with the general grading conversion chart.
2. Change effective date to July 1, 2023.

Moved: Ali Al-Asadi	**Second:** Theresa Suderman

CARRIED

Approved by Academic Council:	Approved by Board of Governors:

9. Adjournment by consensus at 3:29

IMPORTANT DATES TO CONSIDER:

Next Curriculum Committee Meeting: TBD

Deadline for Agenda Items: TBD (2 weeks prior)

CURRICULUM COMMITTEE

Program Changes (load changes, name changes and reactivations) – March 1st (4 months before July 1st effective date)

New Certificates and Diplomas – January 1st (6 months before July 1st effective date)

Program Suspensions and Terminations – March 1st (4 months before July 1st effective date)

New Degree Programs or Specializations – January 1st (18 months before effective date)

NORTHWESTERN POLYTECHNIC NP

ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES POLICY			
Effective Date	XXXX 2022	**Policy Type**	Academic
Responsibility	AVP, Students	**Cross-Reference**	Access to Confidential Student Records and Info Admissions Policy Student Rights and Responsibilities Policy Records Management Policy Student Academic Grievance Policy
Approver	Board of Governors	**Appendices**	
Review Schedule	3 Years		

1. **Policy Statement**

   1.1. The institution Northwestern Polytechnic ("NWP" or the "institution") is dedicated to providing an accessible learning environment that is inclusive for students with disabilities and providing appropriate academic accommodations in accordance with human rights and privacy laws in order to foster academic growth for all students.

2. **Background**

   2.1. The institution NWP strives to be an inclusive institution that promotes equality and growth for all students. The institution is committed to providing access and supports to students with disabilities in accordance with the *Alberta Human Rights Duty to accommodate students with disabilities in post-secondary educational institutions.*

3. **Policy Objective**

   3.1. This policy outlines the roles and responsibilities of the students, staff and faculty at NWP with regards to the implementation of academic accommodations for students with disabilities.

   3.2. This policy informs students that accommodations are implemented based on barriers to learning that are related to a disability, while maintaining the integrity of the institution's high academic standards, ensuring fairness for all students.

4. **Scope**

   4.1. This policy applies to situations where students are seeking academic accommodations at NWP.

   4.2. This policy encompasses the responsibility of the institution, including staff and faculty, to provide an inclusive learning environment based on the declaration of a disability by the student.

5. **Definitions**

NORTHWESTERN POLYTECHNIC NP

5.1.   "**Academic Accommodation**" or "**Accommodation**" is the process of making alterations to the delivery of services, up to the point of undue hardship, so that those services are accessible to students with disabilities. Accommodations are intended to remove or reduce barriers for students with disabilities or functional limitations. Accommodation does not require NWP to lower its academic standards, and a student with a disability has the responsibility to acquire and develop the essential skills and competencies expected of all students.

5.2.   "**Accessibility Services**" refers to the accessibility department at The institution NWP whose staff assist prospective or current students requiring academic accommodations or disability-elated assistance.

5.3.   "**Disability**" refers to physical or mental conditions including, but not limited to, hearing loss, vision loss, mobility disabilities, psychological/psychiatric disabilities, learning disabilities, acute mental distress, neurological disorders, health problems and illnesses. Disabilities may be temporary or permanent, as per the *Duty to Accommodate Students with Disabilities in Post-Secondary Educational Institutions (2010)*.

5.4.   "**Documentation**" or "**Documented Disability**" refers to a report signed and dated by a qualified medical professional or registered psychologist qualified to diagnose. It should be current (within five years) and include a clear description of how the disability and treatment, if applicable, impacts the individual's functioning in an academic setting. If this information is provided, a diagnosis is not required to access academic accommodations at NWP. Students attempting to access provincial grant funding will be required to submit documentation with a diagnosis as per Student Aid guidelines.

5.5.   "**Duty to Accommodate**" refers to the legal duty to accommodate a person's needs based on a protected ground (as defined by the *Alberta Human Rights Act*) to eliminate discriminatory effects upon students with disabilities.

5.6.   "**Essential Requirements**" are reasonable and justifiable components of the program that may limit entry to or completion of a program or course. They include the admission, progression and graduation requirements that are essential to maintaining the academic integrity of a program, including those necessary for students to acquire and demonstrate essential skills and knowledge.

5.7.   "**Interim Accommodation**" may be enacted on behalf of a student requesting academic accommodations for one semester or training period only and is implemented based on evident barriers the student is facing after consultation with an Accessibility Advisor and pending receipt of supporting documentation to extend accommodations.

5.8.   "**Letter of Accommodation**" is a document created by Accessibility Services to indicate approved academic accommodations based on the documentation provided. It is made available to students and instructors at the onset of academic accommodations and may be updated as determined by the Accessibility Advisor. This letter is for informative purposes only as students may choose not to use accommodations for all learning environments. The

student is responsible for requesting the implementation of any approved academic accommodation.

5.9. **"Reasonable Accommodation"** refers to the provision of the accommodation to a standard that overcomes a discriminatory effect to the point of undue hardship and does not require the institution to choose the most expensive or comprehensive level of accommodation.

5.10. **"Shared Responsibility"** refers to the expectation that the accommodation process is a shared responsibility between the student and the institution.

5.11. **"Undue Hardship"** under both provincial and federal legislation is deemed to have a very high standard and would include, but is not limited to, the following: a situation in which students cannot meet the requirements for entering or completing a program; significant interference with the rights of other students; and health and safety concerns. The institutional responsibility requires due diligence and may require adjudication under legislation.

6. **Guiding Principles**

This policy is guided by federal and provincial human rights legislation and by the following principles:

6.1. NWP is committed to the principles of equality and inclusion. NWP acknowledges and accepts its duty to accommodate students with disabilities up to the point of undue hardship.

6.2. Members of the NWP community are required to act in compliance with federal and provincial legislation regarding the accommodation of persons with disabilities and the regulations and rules set out in this policy.

6.3. Students with disabilities have an equal right to access all programs and services and are subject to NWP policies, regulations and procedures for admission to and completion of NWP programs.

6.4. Students with disabilities are responsible for identifying all needs for academic accommodation to the Accessibility Services office in accordance with this policy. A student's responsibility to identify a need for accommodation is an ongoing responsibility that may begin at the admission stage and continue throughout the student's enrollment at NWP.

6.5. Academic accommodations utilized by the institution will correspond with those outlined in the *Alberta Guidelines for Accommodating Students with Disabilities in Post-Secondary Studies*.

7. **Roles and Responsibilities**

7.1. **Accessibility Services Responsibilities:**

7.1.1. Respond to student requests for accommodations.

7.1.2. Review supporting disability documentation provided by students requesting accommodation.

7.1.3. Develop, implement, and review student accommodation plans.

7.1.4. Implement accommodations that are reasonable and justifiable.

7.1.5. Maintain student confidentiality and support their right to dignity and privacy in an environment free of discrimination.

7.1.6. Collaborate with instructors and other stakeholders to implement accommodations.

7.1.7. Assist registered students with applying for scholarships and disability grants.

7.1.8 Work with instructors on implementing practices to eliminate barriers in the learning environment.

7.1.9 Provide information regarding requesting and accessing accommodations through multiple means and formats.

7.1.91. Publish procedures for specific accommodations in accordance with this policy.

7.2.   **Faculty Responsibilities:**

7.2.1. Assist with the implementation of academic accommodations as requested by the student and refer to the Letter of Accommodation for confirmation of approved accommodations.

7.2.2. Follow established procedures for implementation of academic accommodations as required, e.g., submitting exams to be written with Accessibility Services within the required timeline determined by Accessibility Services.

7.2.3. Work with Accessibility Services to develop solutions in cases where the recommended academic accommodations could compromise the ability of the student to attain the essential competencies required for successful completion of the course.

7.2.4. Maintain student confidentiality and support their right to dignity and privacy in an environment free of discrimination.

7.2.5. Understand that a student's right to accommodation to ensure equitable access to post-secondary education supersedes concerns regarding intellectual and privacy rights so long as the student follows procedures directed by Accessibility Services to the point of undue hardship for the institution.

7.3.   **Students with Disabilities Responsibilities:**

7.3.1. In addition to the responsibilities of all students as indicated in the *Student Rights and Responsibilities Policy*, students with disabilities who seek accommodation are also responsible for the following:

NORTHWESTERN POLYTECHNIC

7.3.1.1. Provide all required documentation in support of the request for accommodation.

7.3.1.2. Provide adequate time for accessibility advisors to review requests and coordinate needed supports and services. Some accommodations take longer to arrange than others (e.g., contracted support services such as educational attendants and sign language interpreters and transcriptions). Failure to make a request and supply the required documentation in a timely manner may delay the approval and/or implementation of the requested accommodation.

7.3.1.3. Abide by all recommendations and procedures for accommodation developed or coordinated by Accessibility Services.

7.3.1.4. Meet the essential requirements of their course/program.

7.3.1.5. Understand the coordination, provision, implementation and/or delivery of academic accommodations may not begin until a disability is disclosed and/or the documentation regarding the disability has been received and reviewed by **Accessibility Services** and is subject to the limits of undue hardship.

7.3.1.6. Where the student has an approved loan or bursary, the Accessibility Services office may assist in applying for disability funding. The student is responsible for providing specified disability funds to NWP in the exceptional circumstance that the institution is coordinating and managing those specific services on behalf of the student. Failure to provide specified disability funds may result in the student being invoiced for applicable charges.

7.4. **Other Responsibilities:**

Stakeholder	Responsibilities
Board of Governors	• Approve and formally support this policy.
Academic Council	• Recommend and formally support this policy
Provost and Vice-President, Academic	• Review and formally support this policy
Dean, Students	• Develop and maintain this policy • Review and approve exception requests relative to the requirements of this policy • Take proactive steps to reinforce compliance with this policy by all stakeholders
Institution Management, Supervisors or Representatives	• Clearly define the roles and responsibilities of all those involved in the implementation and/or monitoring of the policy requirements • Follow the guidelines provided in this policy when performing due diligence and assessment of risks

NORTHWESTERN POLYTECHNIC

All Users (Employees and contractors, students, visitors, volunteers)	• Comply with the requirements of this policy • Report all non-compliance instances with this policy (observed or suspected) to their Supervisor, Instructor or Institution Representative as soon as possible

8. Exceptions to the Policy

8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice President Academics and Research.

8.2. Policy exceptions must describe:

8.2.1. The nature of the exception

8.2.2. A reasonable explanation for why the policy exception is required

8.2.3. Any risk created by the exception to this policy

8.2.4. Evidence of approval by the Vice-President Academics and Research

9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Dean, Students.

10. Appeals

10.1. Students wishing to appeal matters pertaining to this policy must follow the regulations set out in the Student Academic Grievance Policy.

11. Amendments (Revision History Dates)

11.1. December 6, 2000 (Students with Disabilities Policy)

11.2. February 2004 (revised)

11.3. April 11, 2006 (revised)

11.4. January 8, 2009 (revised)

11.5. XXXX X, 2022 (revised and renamed Academic Accommodations for Students with Disabilities Policy)

COURSE MANAGEMENT POLICY

COURSE MANAGEMENT POLICY			
Effective Date	TBD	Policy Type	Academic
Responsibility	Provost and Vice-President Academic	Cross-Reference	Advanced Standing Policy
Approver	Board of Governors	Appendices	Appendix 1 – Course Access Procedure
Review Schedule	Every 3 years		Appendix 2 – Transfer Course Procedures
			Appendix 3 – Enrolment Monitoring Procedure

1. Policy Statement

1.1. Northwestern Polytechnic ("NWP" or "the Polytechnic") is responsible for maintaining efficient credit course offerings that are not restricted by time, place, method of delivery, or place of completion.

2. Background

2.1. This policy supports student mobility within Alberta and optimal student learning through course enrolment management.

3. Policy Objective

3.1. To ensure the responsible management of credit courses, including student access and transferability of courses with other post-secondary institutions in the Province of Alberta.

4. Scope

4.1. This policy applies to all credit courses offered at NWP.

5. Definitions

5.1. **"Active courses"** are those courses that have been offered within the last five years.

5.2. **"Academic Calendar"** is the official publication which articulates graduation requirements for students admitted to NWP programs during a particular calendar year.

5.3. **"Inactive courses"** are those courses that have not been offered within the last five years.

5.4. **"Method of Delivery"** refers to the structure of the teaching and learning for a course. The methods of delivery may include:

5.4.1. On-campus (face-to-face) – delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

5.4.2. Hybrid – incorporates both an in-person and a remote or online component.

5.4.3. Asynchronous (online) – delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously.

5.4.4. Synchronous (remote) – delivered remotely through video-conferencing technologies. There are set class times and students are expected to attend remote class sessions.

5.5. **"Primary Institutions"** are common post-secondary transfer institutions for NWP students. These institutions are considered priorities when arranging transfer or transferable courses. Generally, these institutions will include the University of Alberta, University of Calgary, University of Lethbridge and Athabasca University.

5.6. **"Transferable course"** is a course that transfers to another institution through a transfer agreement.

5.7. **"Transfer Credit"** is the recognition of formal learning that is completed at another institution and appears on an official transcript.

6. Guiding Principles

6.1. Access to courses is based on presentation of appropriate prerequisite requirements, and availability of seats in the courses.

6.2. Course delivery is determined through institutional direction, required course components, program requirements, student demand, and required supports.

6.3. A NWP course listed in the Alberta Transfer Guide (ATG) as equivalent to another post-secondary course should be eligible to receive Transfer Credit at that institution provided that the course:

6.3.1. fits within the student's degree program at the receiving institution,

6.3.2. has been completed with a final grade that meets the receiving institution's minimum grade requirement for Transfer Credit, and

6.3.3. the year the course was completed is the same year as the course transfer agreement listed in the ATG.

6.4. The awarding of Transfer Credit is governed by the receiving institution's policies.

6.5. The number of Transfer Credits a student receives will be governed by the residency requirements of the receiving institution.

6.6. For course credits transferred from other post-secondary institutions to NWP, please see the Advanced Standing Policy.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	• Approve and formally support this policy.
Academic Council	• Recommend and formally support this policy.
Provost and Vice-President, Academic	• Oversee implementation of this policy. • Review and formally support this policy. • Approve cancellation of course sections.
Curriculum Committee	• Review and approve academic department submissions regarding new or modified Transfer Courses.
Deans	• Manage the method of delivery for course offerings in applicable School. • Approve additional course sections.

COURSE MANAGEMENT POLICY

Academic Departments	• Ensure course materials and outcomes align with method of delivery and requirements of transfer.
Registrar's Office	• Prepare course information regarding enrolment. • Ensure all students have access to courses in a fair and equitable manner. • Advise Academic Departments on Transfer Course issues and manage Alberta Council on Admissions and Transfer (ACAT) submissions.

8. Exceptions to the Policy

8.1. Any exceptions to this policy will be made through the Provost and Vice President Academic and presented to the Curriculum Committee and Academic Council.

9. Inquiries

9.1. Inquiries about this policy can be directed to the Registrar.

10. Amendments (Revision History)

Approved by Academic Council: February 9th, 2009

Revised and Recommended by Academic Council: DATE

Approved by the Board of Governors: DATE

COURSE MANAGEMENT POLICY

Appendix 1 – Course Access Procedures

1. Registration access to courses will be on a first-come, first-qualified, first-served basis.
    1.1. Departments may reserve seating in specific course sections to serve specific program requirements.
        1.1.1. Requests for reserve seating in specific course sections will be proposed by the Department and approved by the appropriate Dean in consultation with the Registrar and Chairs of other affected departments.
        1.1.2. Reserves are normally lifted on July15 for the upcoming academic year.
    1.2. The principle of first-come, first-qualified, first-served will apply to all students for whom the reserve has been established and for the remaining seats available in the class.

2. Restricted Courses
    2.1. Some courses are restricted to students in one program or major only (e.g., Nursing and Engineering).
    2.2. The Department Chair can override restriction for non-program/major students in exceptional cases.

3. Waitlist Procedure
    3.1. The Polytechnic will permit students to waitlist in courses.
    3.2. The Polytechnic does not guarantee waitlisted registrations.
    3.3. If waitlisted students cannot be accommodated, the Dean or delegate will direct the Registrar to notify students.

COURSE MANAGEMENT POLICY

Appendix 2 – Transfer Course Procedures

1. Transfer Courses intended for university credit should fulfil the following requirements:
    1.1. That transfer courses fulfil the appropriate program requirements at the receiving institution,
    1.2. That transfer courses have the receiving institution's approval, and
    1.3. That transfer courses have Polytechnic approval.

2. Transfer Agreement Proposal
    2.1. The Polytechnic is a member of the Alberta Council on Admissions and Transfer (ACAT) which prepares and lists all annual course and program transfer agreements in effect between post-secondary institutions in the province.
    2.2. Pursuant to the above:
        2.2.1. If a proposed course is designed for specific transfer to a particular university, the transfer agreement proposal may be sent only to that institution. Upon receiving approval, it will be forwarded to the other transfer partners.
        2.2.2. If Academic Council approves the addition of a new course based upon the deletion of another course, the "old" course will not be deleted from the Transfer Guide or the Academic Calendar until the Polytechnic is satisfied the appropriate transfer has been secured for the new course.
    2.3. Accepting programs/courses for transfer are determined according to the Admissions Policy.

3. Review of Courses
    3.1. Departments will review their courses with transfer agreements yearly to ensure that the courses are still relevant within current curricula and to ensure that current transfer status meets the needs of students.
    3.2. Each year, in February, the Registrar's Office will identify for Departments those courses that have been inactive for two consecutive years and those courses shall be subjected to the following due diligence process:
        3.2.1. Departments will make recommendations regarding the status of the course. Recommendations may include, but are not restricted to, the deletion of course(s) or the amendment of, content, teaching hours, level and/or designation number, or description.
        3.2.2. Departments will forward their recommendation(s) for inactive courses to Curriculum Committee for review and recommendation to Academic Council. When Departments are making a recommendation to retain the course offering in the Academic Calendar, the recommendation will be accompanied by a current course outline.
        3.2.3. Once a course deletion has been approved through Academic Council, a transfer end date will be applied within the ATG software.

COURSE MANAGEMENT POLICY

Appendix 3 – Enrolment Monitoring Procedure

1. Enrolment is monitored by the Provost and Vice-President Academic, the Registrar, the Dean, and the Department Chair.

    1.1. Ten weeks before the start of a course/program, the Registrar will provide the VP Academic with up-to-date enrolment data of all courses/programs open for registration.

    1.2. Registration numbers and historical trends inform additional marketing, recruitment initiatives, student-advising needs for at-risk courses/programs, and whether additional sections are required.

    1.3. Adding sections:

        1.3.1. Once additional sections are approved and budgeted, the Dean will submit a timetable request to the Registrar's Office.

        1.3.2. Where the instructional department can reasonably predict additional demands, timetables should be submitted four weeks in advance of the course start date.

    1.4. Cancelling sections:

        1.4.1. Low-enrolled courses will be identified eight weeks prior to the course start date, and meetings will be scheduled by the Provost and Vice-President Academic (or designate) to discuss opportunities and solutions.

            1.4.1.1. The purpose of the meetings is to determine enrolment targets for low-enrolled courses/programs, and to establish the final decision date (normally four weeks before the start) to confirm or cancel these offerings. Those involved include the VP Academic, Dean, Department Chair, and Registrar.

        1.4.2. Consideration will be given to historical trends, acceptance rates, strategic direction, and courses that are required for program completion. In special circumstances, low-enrolled courses and programs may run as approved by the Provost and VP Academic.

    1.5. The final decision to cancel or maintain a section will rest with the Provost and VP Academic.

STUDENT RIGHTS AND RESPONSIBILITIES

NORTHWESTERN POLYTECHNIC

STUDENT RIGHTS AND RESPONSIBILITIES			
Effective Date	October 28, 2021	**Policy Type**	Academic
Responsibility	Vice-President Academic and Research	**Cross-Reference**	Grading Policy Examination Policy Course Outline Policy Records Management Policy
Approver	Board of Governors	**Appendices**	Appendix A: Examples of Academic Student Misconduct
Review Schedule	3 Years		Appendix B: Examples of Non-Academic Student Misconduct
			Appendix C: Student Rights and Responsibilities Policy Procedures
			Appendix D: The Students Rights and Responsibilities Committee
			Appendix E: The Appeal Process
			Appendix F: Student Complaint Form
			Appendix G: Example Student Academic Misconduct Letter 18

Table of Contents

STUDENT RIGHTS AND RESPONSIBILITIES

1. **Policy Statement:**

    Registered students are expected to abide by the rules and regulations of the Polytechnic. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP.

    There are no exceptions to this policy. Further clarification on the policy requirements may be provided by the Dean of Students.

2. **Scope:**

    This policy applies to all registered students at any campus, any Polytechnic-owned property or on any Polytechnic- related field trip and activities. Students are required to adhere to NWP policies and regulations and acknowledge the right of the Polytechnic to address misconduct.

3. **Reason for Policy:**

    This policy provides a framework for the identification and resolution of issues related to students' rights and responsibilities during their period of study at NWP.

4. **Definitions:**

    Academic Staff: Instructional staff in all credit courses, apprenticeship courses, and Professional Harley Davidson® courses, the T.E.N. Coordinator, Librarians, and Chairpersons of Departments.

    Academic Grievances: An academic grievance is a complaint by a student specifically related to academic matters, alleging arbitrary and unpredictable instructional activities, grading procedures, or other incidents.

    Academic Misconduct: The commission of any action which falsely indicates the student's level of academic achievement or assists in falsely indicating another student's level of achievement. Plagiarism and cheating are examples of academic misconduct. *Refer to Appendix A for examples of Academic Misconduct.*

    Academic Standing: a student's status or rank in any course or program. Academic matters are those concerned with instructional activities, grading procedures or other incidents related to academic affairs.

    Advocate: any person who will support the griever or who will plead on behalf of the griever.

    Appeal: a formal request to overturn an adverse decision affecting a student's academic standing.

    Business Days: are days on which the Polytechnic is open for service.

    Cheating: is a form of academic misconduct that occurs when a student attempts to obtain credit for work in a way that is dishonest, irresponsible, untrustworthy, or unfair. Cheating misrepresents a student's knowledge, skills, and abilities, and can lead to an advantage over others in the assessment of academic work. Any student who voluntarily and consciously aids another student in the commission of one of these offenses is also guilty of misconduct. *Refer to Appendix A for examples of Cheating.*

    Department: refers to the administrative unit of the Polytechnic responsible for the academic functions of a program of study.

    FOIP: refers to The Freedom of Information and Privacy Act.

    Hearing: the opportunity for the Appellant and the Respondent to present the case in person to the Student Rights and Responsibility Committee.

    Non-Academic Misconduct: means behaviour on property owned, leased or operated by the Polytechnic, or on any endeavours during Polytechnic-related activities such as field trips, that violates explicitly stated Polytechnic rules and regulations, or a Federal, Provincial or Municipal statute, regulation or by-law. *Refer to Appendix B for examples of Non-Academic Misconduct.*

Plagiarism: means submitting work (words, ideas, images, or data) in a course as if it were the student's own work done expressly for that course when, in fact, it is not. Academic work often involves reference to the ideas, data, and conclusions of others, which must be explicitly and clearly noted. *Refer to Appendix A for examples of Plagiarism.*

Program: means the degree and/or specialization in which a student is registered (programs are offered by departments, extra-departmentally or non-departmentalized).

Student: refers to an individual who has been admitted to NWP on either a part-time or a full-time basis.

Supervisor: refers to a person in a position of responsibility when an event occurs (in that moment, in that setting).

Withdraw with Permission: refers to a withdrawal that results in a final grade of "W." Normally the deadline to withdraw and receive a grade of "W" is identified in the Academic Schedule.

5. Student Rights

5.1 A student has the right to learning conditions that do not interfere with the learning process and the right to participate in activities for students at the Polytechnic, without discrimination.

5.2 A student has the right to learning conditions that preserve and protect their safety and sense of dignity, that is free from violence, harassment, sexual violence, threats, stalking, bullying, hazing, or any other risks to health and safety.

5.3 A student has the right to freedom of inquiry, expression and assembly on campus.

5.4 A student has the right to engage and participate in dialogue and to examine diverse views and ideas.

5.5 A student has the right to know the basic content, general procedures and course requirements of a course in advance of the first day of class, and to be assured that a course that is offered will not be substantially changed after the first day of class.

5.6 A student has the right to receive formal academic advising concerning program and graduation requirements, academic regulations and university admissions.

5.7 A student has the right to expect that they will be informed of his/her course performance prior to the "withdraw with permission" date for the course and that the evaluation of his/her learning will be ongoing for the semester.

5.8 A student has the right to have his/her grades maintained in confidence. A student has the right to view any record that exists in his/her file in accordance with the FOIP Act.

5.9 A student has the right to review any of his/her final examinations or final assignments for ninety days following publication of the final grade.

5.10 A student has the right to timely resolution of issues brought forth to the Academic Staff or department.

5.11 A student has the right to be fully informed of the intent to record a lecture or class activity.

Refer to Section 7: Academic Grievance
Refer to Appendix C: Student Rights and Responsibilities Policy
Procedures Refer to Appendix F: Student Complaint form

6. Student Responsibilities

6.1 It is the student's responsibility to act consistently with the values of the Polytechnic community and to obey local, Provincial and Federal laws.

6.2 It is the student's responsibility to respect the rights of the other members of the Polytechnic community and to behave in a way that does not harm or threaten to harm another person's physical or mental wellbeing.

6.3   It is the student's responsibility to uphold an atmosphere of civility, honesty, equity and respect for others, thereby valuing the inherent diversity in our community.

6.4   It is the student's responsibility to respect the property of others including the property of the Polytechnic.

6.5   It is the student's responsibility to be fully acquainted with and adhere to the Polytechnic's policies, procedures and rules.

6.6   It is the student's responsibility to become familiar with course outlines, content, evaluation methods, timelines and methodologies.

6.7   It is the student's responsibility to observe and obey all health and safety procedures outlined for classrooms, laboratories, field trips, practica, and other spaces on campus.

6.8   It is the student's responsibility to monitor the email address listed on the student's account at the time of a communication being sent. This communication is deemed to be received on the date the email is sent.

Refer to Section 8: Academic Misconduct

Refer to Section 9: Non-academic Misconduct

7. Academic Grievance

Students can file an Academic Grievance in the event that Academic Staff's grading procedures or instructional activities are deemed to be adversely affecting the student's Academic Standing. Students have the right to fair and equitable procedures for resolving matters affecting academic standing.

Adverse grading procedures and instructional activities include:

Grading procedures: The assignment of a course grade to a student on some basis other than requirements in the course outline.

    a.   The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied by the same Academic Staff to other students in that course.

    b.   The assignment of a course grade by a substantial, unreasonable and unannounced departure from the Academic Staff's previously articulated standards.

    c.   Other incidents: Biased behaviour toward a student.

Instructional activities: Teaching methods, class conduct, course preparation, or non-adherence to the course outline by the Academic Staff.

Refer to Appendix F: Student Complaint form

8. Academic Misconduct

NWP is committed to the principles of academic integrity. Any action that contravenes the standard of academic integrity is prohibited and may result in disciplinary measures. Alleged incidents of academic misconduct are investigated and resolved in a manner that is fair, transparent, and timely.

Registered students are expected to abide by the rules and regulations of the Polytechnic. The Polytechnic expects academic integrity from its students. Academic misconduct undermines the quality of teaching and learning and detracts from the Polytechnic's reputation. Accordingly, the Polytechnic has adopted appropriate penalties for plagiarism and cheating. Penalties are levied according to the degree of the infraction.

Refer to Appendix A: Examples of Academic Misconduct
Refer to Appendix C: Student Rights and Responsibilities Policy Procedures

8.1   Guiding Principles

8.1.1   NWP fosters academic integrity through education and the use of preventative measures in all teaching and learning activities.

8.1.2   Academic Staff are to ensure that all reasonable measures are taken to inform students of the specific requirements of their courses regarding academic integrity.

8.1.3   Academic Staff model and enforce clear and fair standards of academic integrity.

8.1.4   Students are allowed to proceed in courses until the investigation into the alleged academic misconduct is complete except in situations where safety to self or others is an issue or there is disruption to the learning environment.

8.1.5   Students will be informed of consequences and presented with the evidence gathered when an incident of academic misconduct is alleged.

8.1.5.1   If evidence includes classmates' information, the confidentiality of these students will be maintained.

8.2   Academic Responsibilities

8.2.1   Student Responsibilities

8.2.1.1   Refraining from engaging in academic misconduct.

8.2.1.2   Completing their own academic work.

8.2.1.3   Refraining from helping or attempting to help another person commit academic misconduct.

8.2.1.4   Taking reasonable precautions to prevent their academic work from being used by others.

8.2.1.5   Gaining the skills and knowledge related to proper citation and applying these skills to all borrowed information (words, ideas, work, etc.).

8.2.1.6   Respecting and following expectations regarding the accepted degree of collaboration and copy- editing assistance, as laid out in assignment and exam instructions.

8.2.2   Academic Staff Responsibilities

8.2.2.1   Taking proactive and reasonable measures to prevent student academic misconduct.

8.2.2.2   Making expectations under this policy clear and explicit to students in assignment and exam instructions.

8.2.2.3   Reducing the occurrence of academic misconduct through appropriate design and administration of assignments and exams.

8.2.2.4   Responding to suspected academic misconduct in accordance with this policy and related procedures.

8.2.2.5   Including relevant academic integrity and academic misconduct information in course outlines and course syllabi to be reviewed with students at the beginning of each semester.

8.2.3   Registrar Responsibilities

8.2.3.1   Receiving all disclosures and reports of academic misconduct.

8.2.3.2   Evaluating, investigating, and determining an appropriate response to
academic   misconduct allegations in accordance with the procedures set forth in the
Procedures for Student Academic Misconduct document.

8.2.3.3   Handling information and records related to academic misconduct in
compliance   with Alberta's FOIP and the provisions outlined in the Procedures for Student
Academic Misconduct document.

8.2.3.4   Overseeing the development and implementation of any education and
awareness   activities needed to ensure the Polytechnic community is aware of and
understands the policy.

8.2.4   Vice-President Academic and Research Responsibilities

8.2.4.1   Developing, publishing, and maintaining procedures and regulations for dealing
with allegations of academic misconduct.

8.2.4.2   Monitoring the effectiveness of the policy and making policy refinements as
needed   to ensure the policy remains relevant and effective.

8.2.4.3   Evaluating outcomes of academic misconduct allegations when issues are
raised   at the Vice- President Academic and Research level and responding
accordingly.

8.2.5   All Polytechnic Community Responsibilities

8.2.5.1   Complying with and enforcing academic integrity standards.

8.2.5.2   Reporting apparent violations of academic integrity that they have observed.

9. Non-Academic Misconduct

The disciplinary power of the Polytechnic is inherent in its responsibility to protect its educational purposes and processes through the setting of standards of conduct and the regulation of the use of its facilities. The established standards of conduct apply to students whenever they are on property owned, leased or operated by the Polytechnic. The standards of conduct also apply to students representing the Polytechnic at functions, meetings or sports events that are held off-site. Students are also expected to abide by applicable Provincial and Federal laws.

The Non-Academic Misconduct procedure is intended to provide a framework for the identification and resolution of issues (tracked by the Dean of Students) concerning the non-academic conduct of NWP students, including students enrolled in Collaborative Programs.

Refer to Appendix B: Examples of Non-Academic Misconduct

Refer to Appendix C: Student Rights and Responsibilities Policy Procedures

Appendix A: Examples of Academic Student Misconduct

Examples of academic misconduct include but are not limited to the following acts, whether completed or attempted. Any student who voluntarily and consciously aids another student in the commission of an act of academic misconduct is also guilty of academic misconduct.

Cheating

Examples of cheating include but are not limited to situations where a student:

1. Presents false or fabricated material, including research results.

2. Communicates with other students during tests or examinations without explicit permission from the Academic Staff.

3. Consults any person or materials outside the confines of the examination environment (physical or virtual) without permission to do so.

4. Writes an examination or part of it outside the confines of the examination environment (physical or virtual) without permission to do so.

5. Impersonates another student in an examination or other class assignment.

6. Copies from another student's examination or assignment.

7. Allows another student to copy from their examination or assignment.

8. Works with others on an evaluative assessment beyond the degree of what is permissible.

9. Possesses and/or uses unauthorized materials (such as print or electronic materials, calculators, or other electronic devices) during an evaluative process.

10. Pre-programs a calculator, electronic or other device to contain answers or other unauthorized information for use in examinations or other evaluative assessments.

11. Removes any examination materials or papers from the examination room, without permission to do so.

Plagiarism

Examples of plagiarism include but are not limited to situations where a student:

1. Submits or presents work, in whole or in part, taken from another source without appropriate reference to the original creator and/or source.

2. Commits self-plagiarism by submitting the same work from one course for assessment in a subsequent offering of that same course or in a different course, without prior written permission from all the Academic Staff involved.

3. Mentions an author or source in a paper without including a full citation in the bibliography.

4. Cites a source with inaccurate information, making it impossible to find that source.

5. Uses a direct quote from a source, cites that source, but fails to indicate the copied text with quotation marks.

6. Submits work that the student has obtained from someone else.

7. Submits work that contains a purported statement of fact or refers to a source that does not exist or has been concocted.

Other Types of Academic Misconduct

Examples of other types of academic misconduct include but are not limited to situations where a student:

1. Sells, distributes, posts, or publishes course materials, recordings, or other information provided by an Academic Staff, or uses them for any commercial purpose without the express permission of the Academic Staff.

2. Uses the intellectual property of others for distribution, sale, or profit without the authorization of the owner of that material. This includes slides and presentation materials used in a class wherever the owner of those materials has not authorized further use.

3. Intentionally or deliberately acquires or attempts to acquire, possesses, or distributes examination or assessment materials without the Academic Staff's prior approval.

4. Tampers or attempts to tamper with examinations, class work, grades, or class records.

5. Removes, defaces, destroys or deliberately keeps library, academic, or reference materials from other students.

6. Furnishes false information in the context of an assignment or evaluative task.

7. Has unauthorized access to or interferes with the academic records, data and documents from NWP, an Academic Staff, another student or a third party.

8. Alters a previously graded examination or assignment or alters a grade without the Academic Staff's prior consent.

9. Intentionally damages or destroys the academic work of others.

10. Impersonates someone or has someone impersonate them in person, in writing, or electronically.

11. Withholds or alters academic information, portfolios, essays, transcripts, or documents, including during the admissions process.

12. Submits altered, forged, or falsified medical or other certificates or documents for academic consideration, or makes false claims for such consideration, including in or as part of an academic appeal, or the academic misconduct process.

13. Altering, in any way, official documents issued by the Polytechnic.

Appendix B: Examples of Non-Academic Student Misconduct

Non-Academic Misconduct: means behaviour on property-owned, leased or operated by the Polytechnic, or on any endeavours during Polytechnic-related activities such as field trips, that violates explicitly stated Polytechnic rules and regulations, or a Federal, Provincial or Municipal statute, regulation or by-law.

Student misconduct includes but is not limited to:

1. providing false or misleading information to Polytechnic officials or on official Polytechnic records or altering or tampering with such official records;

2. theft, malicious destruction, damage or injury to property;

3. appropriating for the student's own use property which is not the student's own without the consent of the owner or person legally responsible for such property;

4. possession, use or distribution of any illegal substance;

5. unauthorized consumption, possession or distribution of alcoholic beverages;

6. unauthorized entry into, or use of, Polytechnic facilities;

7. failure to comply with directions of Polytechnic administrative officers or Academic Staff within the purview of their authority when they are carrying out their normal duties;

8. conduct which causes injury to a person and/or damage to Polytechnic property and/or the property of any member of the Polytechnic community;

9. bullying, violence or threat of violence, and/or unacceptable behaviour or language (on campus, in classrooms, online or while using computers, at events, on trips, etc.).

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Appendix C: Student Rights and Responsibilities Policy Procedures

1. Student Rights

1.1 Informal Discussion with the Individual: If a student feels that their student rights have been violated, the student should approach the individual to resolve the situation causing the concern.

    1.1.1 If the informal method for resolving the situation does not succeed or the student is not comfortable approaching the individual, the student will complete the Student Complaint form.

1.2 Submit a Student Complaint Form: The student will complete a Student Complaint form and submit it to the Department Chairperson.

1.3 Review by the Department Chairperson: The Department Chairperson will normally meet informally with the student and the individual (with permission of the student) to facilitate a timely resolution to the issue at this step.

1.4 Formal submission to the Dean of the Program: If the review by the Chairperson fails to resolve the issue, the student may deliver the Student Complaint Form to the Dean of the program.

    1.4.1 Review by Program Dean: Depending on the scope of the student complaint, the Dean of the program may follow up with the student.

2. Academic Grievance

2.1 Informal Discussion with the Academic Staff/Supervisor: If a student feels that Academic Staff's grading procedures or instructional activities are adversely affecting the student's academic standing, the student should approach the Academic Staff/Supervisor to resolve the situation causing the concern.

2.2 Submit a Student Complaint Form: If the informal method for resolving the situation does not succeed or the student is not comfortable approaching the Academic Staff/Supervisor, the student will complete the Student Complaint Form and submit it to the Department Chairperson.

2.3 Review by the Department Chairperson: The Department Chairperson will normally meet informally with the student and the Academic Staff/Supervisor (with permission of the student) to facilitate a timely resolution to the issue at this step.

2.4 Formal submission to the Student Rights and Responsibilities Committee: If the review by the Chairperson fails to resolve the issue, the student may request a formal hearing by delivering the Student Complaint Form to the Dean of the program.

3. Student Academic Misconduct

3.1 Identification of Offence: Academic Staff/Supervisor identifies or is notified about the student's alleged academic misconduct offence. Academic Staff determines if the alleged offence warrants further action. The Academic Staff may meet with the student to discuss the allegation. If the Academic Staff decides that sufficient evidence exists to pursue the allegation, the Academic Staff reports the allegation in writing to the Department Chairperson.

    3.1.1 If the Academic Staff issues a verbal warning to the student without formal documentation of the offence, the incident will not be considered a first offence in the Student Academic Misconduct Procedure.

3.2 Review by the Department Chairperson: The Department Chairperson decides if there is sufficient evidence to pursue the allegation. If the Department Chairperson decides to pursue the allegation, the Department Chairperson checks with the Registrar's Office to determine if the student has had previous findings of academic misconduct. If no, this allegation is a possible first offence. If yes, this allegation is a possible second offence or third offence.

3.2.1 A student who has committed a first offence of academic misconduct will normally receive a record of first occurrence of academic misconduct added to the student's academic file along with one or more of the following sanctions:
- Verbal warning from Academic Staff
- Formal warning/reprimand
- Resubmission of the evaluation associated with the academic misconduct
- Failing grade of zero (0) on the evaluation associated with the academic misconduct

3.2.2 A student who has committed a second offence of academic misconduct will normally receive a record of second occurrence of academic misconduct being added to the student's academic file along with one or more of the following sanctions:
- Formal warning/reprimand
- Failing grade of zero (0) in the course associated with the academic misconduct

3.2.3 A student who has committed a third offence of academic misconduct will normally receive a record of third occurrence of academic misconduct being added to the student's academic file along with one or more of the following sanctions:
- Formal warning/reprimand
- Failing grade of zero (0) in the course associated with the academic misconduct
- Suspension for at least two (2) academic terms

3.2.4 A student who has committed a fourth offence of academic misconduct will normally receive a record of fourth occurrence of academic misconduct being added to the student's academic file along with one or more of the following sanctions:
- Expulsion
- Prohibited from applying or registering for any credit or non-credit courses

3.3 Formal Communication to Student: The Department Chairperson sends written notice of the allegation to the student and Academic Staff. The notice includes the course, academic misconduct details, and consequences.

3.4 The student may request a formal hearing to grieve the disciplinary action by delivering the Student Complaint Form to the Dean of the program.

4. Student Non-Academic Misconduct

4.1 Where non-academic misconduct is covered by another policy, such as the Residence Handbook, the procedures contained in that policy are to be followed.

4.2 Determine level of threat: When it is determined that a student poses a threat to campus security or the safety of any person on campus, the Polytechnic reserves the right to take immediate and necessary action. The threat may result from activities or behaviour that occurred on or off-campus (e.g. field trips).

The Vice President Academic and Research (or delegate) will follow up with the appropriate Department Chairperson and Dean(s) thereafter.

4.3 Notification of Non-Academic Misconduct:

4.3.1 Common Areas: Any individual witnessing non-academic misconduct in common areas of the Polytechnic should report the incident to the Dean of Students. If an individual does not feel safe, they will contact Campus Security or the local RCMP who will follow up with the Dean of Students.

The Dean of Students will determine an appropriate disciplinary action and will follow up with the appropriate Department Chairperson and Dean thereafter.

4.3.2 Academic Setting: Non-academic misconduct in academic settings is initially managed by the Academic Staff/Supervisor of the student(s). If the Academic Staff/Supervisor does not

feel safe in dealing with the misconduct, they will contact Campus Security or the local RCMP who will follow up with the Dean of Students. If the Academic Staff/Supervisor feels safe in dealing with the misconduct, they will notify the Department Chairperson of the non-academic misconduct.

In consultation with the Dean of Students, the Department Chairperson will decide on an appropriate disciplinary action.

4.4 **Disciplinary Action:** Disciplinary action(s) can include, but are not limited to:
- Verbal warning
- Written warning
- Non-academic probation or restitution
- Removal from the learning environment or an activity
- Required to withdraw
- Suspension or expulsion

4.5 **Formal Communication to Student:** The Department Chairperson or Dean of Students sends written notice of the allegation to the student. The notice includes non-academic misconduct details and consequences.

4.6 The student may request a formal hearing to grieve the disciplinary action by delivering the Student Complaint Form to the Dean of the program.

Refer to Appendix D: Students Rights & Responsibilities Committee

Refer to Appendix F: Student Complaint form

Refer Appendix G: Academic Misconduct Letter

Appendix D: Student Rights and Responsibilities Committee

1. Purpose

1.1 The purpose of the Student Rights and Responsibilities Committee is to hear matters of grievance affecting the rights and responsibilities of a student, including Academic Grievances, Academic Misconduct Grievances, and Non-Academic Misconduct Grievances.

1.2 The Committee will draft a recommendation for resolution of the issue and provide the Registrar with a copy.

2. Membership

2.1 The Committee shall normally consist of five persons with an annual membership and a rotating Dean based on the division of the hearing:

2.1.1 The Chair of the Committee shall normally be a Dean nominated by the Vice-President Academic and Research;

2.1.2 Two academic staff members, one selected by the Academic Staff Association and one nominated by the Vice-President Academic and Research;

2.1.3 Two student representatives, one selected from the Students' Association membership at large and one nominated by the Vice-President Academic and Research.

2.2 Members of the Committee may disqualify themselves from deliberating on an issue if there are concerns about perception of bias. Another member from the same constituency is named as a replacement.

3. Operation

3.1 The quorum of the Student Rights and Responsibilities Committee is five.

3.2 Three affirmative votes are required to uphold the decision of the Committee. All Committee members, including the Chair of the Committee, must vote.

4. Term

4.1 The term of the Student Rights and Responsibilities Committee will be for one Academic Year.

5. Jurisdiction of the Committee

5.1 The Student Rights and Responsibilities Committee shall hear and determine outcomes for grievances affecting the rights and responsibilities of a student, including Academic Grievances, Academic Misconduct Grievances, and Non-Academic Misconduct Grievances.

5.2 The Student Rights and Responsibilities Committee shall have no jurisdiction to hear a grievance unless the procedures outlined in the student rights and responsibilities have been followed. The informal procedures may include seeking resolution under related policies.

5.3 The Committee has the right to request any Polytechnic employee or student to appear.

5.4 All business of the Committee shall be conducted confidentially.

6. Procedure

6.1 Upon receipt of a written grievance, the Dean, within five (5) business days, ensures that a Student Rights and Responsibilities Committee is formed.

6.2 The Student Rights and Responsibilities Committee will meet to consider the issue presented within five business days of receiving the complaint and will strive to conclude the issue within a reasonable timeframe. ten (10) business days.

6.3 Both the griever and the respondent will be given opportunity to state their case. The Student Rights and Responsibilities Committee will invite anyone they deem necessary to

present

information. Written submissions or teleconference participation may be acceptable.

6.4   Upon conclusion of their deliberation, the Student Rights and Responsibilities Committee shall prepare a brief summary of the information presented to it, the recommendation of the Committee, and the reasons for the recommendation. The summary and recommendation shall be signed by the Chair of the Committee and normally delivered to the griever and respondent within five (5) business days of the conclusion of the hearing with a copy to the Registrar and Vice President Academic and Research. The Chair of the Student Rights and Responsibilities Committee will oversee implementation of recommendations.

7.   Records Management

7.1   The Student Rights and Responsibilities Committee and the Registrar will create and maintain, In confidence, the record of proceedings and outcomes. The records will be stored/destroyed as per the Records Management Policy of the Polytechnic.

STUDENT RIGHTS AND RESPONSIBILITIES

Appendix E: The Appeal Process

1. **Appeal Procedures**

   1.2 The recommendation of the Students Rights and Responsibilities Committee may be appealed by either party to the Vice President of Academic and Research.

2. **Grounds**

   2.1 The grounds for an appeal shall include:

   2.1.1   Procedural errors on the part of the Student Rights and Responsibilities Committee.

   2.1.2   Bias or discrimination against either party on the part of the Student Rights and Responsibilities Committee.

3. **Powers of the Appeal**

   3.1 The decision of the Vice President Academic and Research shall be either:

   3.1.1   to uphold the appeal and convene a new Student Rights and Responsibilities Committee with different membership or

   3.1.2   to deny the appeal

   3.2 The Vice President Academic and Research shall hear an appeal from the same appellant against the same decision only once.

   3.3 The decision of the Vice President Academic and Research shall be final and binding.

4. **Procedures**

   4.1   Within fifteen (15) business days of receiving the decision of the Student Rights and Responsibilities Committee, an appeal shall be instituted by delivering a statement in writing signed by the appellant to the Vice-President Academic and Research. The statement must set forth the decision being appealed, the grounds for the appeal, the nature of the injustice, and the relief requested.

   4.2   The Vice President Academic and Research shall hear evidence from all involved parties. An advocate or an advisor may accompany the appellant and the respondent.

   4.3   The Vice President Academic and Research will prepare a brief summary of the evidence and the argument presented to them, the decision of the Appeal, and the reasons for the decision. The summary and decision shall be signed by the Vice President Academic and Research and normally delivered to the appellant and respondent within ten (10) business days of   receiving the appeal with a copy to the Registrar.

5. **Records Management**

   5.1.   The Vice President Academic and Research and the Registrar will create and maintain, in confidence the record of proceedings and outcomes. The records will be stored/destroyed as per the Records Management Policy of the Polytechnic.

STUDENT RIGHTS AND RESPONSIBILITIES

Appendix F: Student Complaint Form

All students will be notified within two (2) business days that a complaint has been received.

Student Name: Click or tap here to enter text. **Student ID:** Click or tap here to enter. **Phone Number:** Click or tap here to enter text. **Email:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

Nature of complaint (please select):

☐ Student Rights Violation

☐ Academic (please specify the subject of the academic complaint)

   ☐ Academic Grievance ☐ Academic Staff/Supervisor/learning environment

   ☐ Program/course content ☐ Academic Misconduct Grievance

☐ Non-Academic Misconduct Grievance

Students are encouraged to discuss their concerns and complaints via informal conferences with the appropriate administrator or Academic Staff member.

Have you attempted to resolve your complaint? ☐ Yes ☐ No

If yes, please provide any evidence of resolutions steps (include dates, times, names, etc.):

Click or tap here to enter text.

Summarize the nature of your complaint using factual information in your narrative. You may attach an additional sheet of paper if needed:

Click or tap here to enter text.

Specify the outcome being

sought:

Click or tap here to enter text.

With any additional comments, please attach a separate sheet to this form.

I hereby declare the information on this form is correct, true, and complete to the best of my knowledge. I understand that any misrepresentation of the information may result in disciplinary action in accordance with the Student Rights and Responsibilities Policy.

Student Signature:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿**Date:** Click or tap here to enter text.

NORTHWESTERN POLYTECHNIC

Appendix G: Example Student Academic Misconduct Letter

Student
Name
Student ID:

Date:

Re: Academic Misconduct in [course

code] Dear [Student first name],

The NWP Student Rights and Responsibilities Policy on Student Academic Misconduct provides examples of cheating and plagiarism as they relates to examinations and assignments submitted in a NWP course.

[Provide additional details regarding discussions of expectations reviewed in class or in course outline: example – *Prior to the final exam, students were also reminded of repercussions of cheating (receiving a zero on the final exam) and reminded of NWP cheating and plagiarism policies.]*

As per the NWP policies, [Student Name] submitted a [assignment/quiz/exam] that demonstrates academic misconduct has taken place for the following reasons:

1) [provide evidence of the misconduct]
2) [provide evidence of the misconduct]
3) [provide evidence of the misconduct]

Based on the academic misconduct and this being a [1st/2nd/3rd/4th] offense, [student name] has received [outline the consequence of the academic misconduct aligning with the specification of the student rights and responsibilities policy].

As outlined in the Student Rights and Responsibilities Policy, you may request a formal hearing to grieve this decision by delivering the Student Complaint Form to [Name of Dean], Dean of [school name].

Sincerely,

[Chairperson
name]
[Department]

GPRC

10726-106 Ave, Grande Prairie, AB T8V
4C4 Ph:Office:

Cc: [Name] NWP Registrar

TUITION AND FEES POLICY

NORTHWESTERN POLYTECHNIC

TUITION AND FEES POLICY			
Effective Date	February 2022	**Policy Type**	Administrative
Responsibility	Registrar	**Cross-Reference**	Post-secondary Learning Act (Alberta)
			Post-secondary Learning Act, Tuition and Fees Regulation (Alberta)
			Academic Schedule Policy
			Tuition and Fees Procedure
			Tuition and Fees Refund Procedure
			Skilled Trades and Apprenticeship Education Act
Approver	Board of Governors	**Appendices**	Appendix 1: Student Consultation on Tuition and Fees Procedure
Review Schedule	3 years		Appendix 2: Tuition and Fees Refund Procedure

1. **Policy Statement**

   1.1. The Tuition and Fees Policy ensures tuition and fees are established, revised, charged, and refunded at NWP in a consistent manner and in compliance with any regulatory requirements.

2. **Background**

   2.1. Tuition and fees for credit and apprenticeship programs must be established in compliance with the Post-Secondary Learning Act, the Tuition and Fees Regulation, and the Skilled Trades and Apprenticeship Education Act.

   2.2. NWP establishes the tuition rate for credit and apprenticeship programs.

   2.3. Beginning in the 2023-24 academic year, the tuition cap will be based on annual changes to an inflationary measure (CPI) which will be determined using data provided by Statistics Canada. Institutions will be given a CPI figure, which is the maximum average tuition increase that can be applied across the institution, though individual programs can vary by more or less than that amount.

   2.4. The Minister of Education has the authority in legislation to freeze all regulated tuition.

TUITION AND FEES POLICY

3. Policy Objective

3.1. To ensure that tuition and fees for credit and apprenticeship students are established, revised, charged, and refunded in a fair, equitable, and consistent manner in compliance with all regulatory requirements.

4. Scope

4.1. This policy applies to all credit and apprenticeship courses and programs at NWP.

4.2. This policy does not pertain to non-credit course offerings, application fees, non-refundable deposits, and contract offerings of training.

5. Definitions

5.1. **"Annual Tuition and Fees Summary"** refers to the information package prepared for submission to the Board of Governors for review and approval. This submission includes the province's tuition and fee regulations, the percentage and numeric increase to average tuition, projections for tuition and fee increases for the next four (4) years, high-level historical tuition trends, and a detailed summary of and rationale for proposed fee revisions or new fees. When a new Mandatory Non-Instructional Fee is being proposed, signoff from the Students' Association must be included in the submission package.

5.2. **"Apprenticeship Tuition"** refers to fees which are paid by a student in respect of instruction in apprenticeship technical training.

5.3. **"Auxiliary Fees"** refers to fees applied to specific courses in which specialized equipment or materials are part of the learning environment. Auxiliary fees may vary from course to course and are not applied to all courses.

5.4. **"International Student Tuition"** refers to tuition fees charged to an international student. International student tuition is not regulated by the Tuition and Fees Regulation. However, this is included in the Annual Tuition and Fees Summary which is submitted the Board of Governors for review and approval.

5.5. **"Mandatory Non-Instructional Fees (MNIFs)"** refers to fees charged to students that support specific goods and services that enhance the student experience. MNIFs must be cost-recovery, cannot be comprehensive, and in the case of new MNIFs, must be approved by the Students' Association.

5.6. **"Material and Service Fees"** refers to mandatory fees to be paid by a student to NWP for materials and services that facilitate instruction in apprenticeship technical training. These fees do not include fees for equipment or materials that are retained or leased by the student.

5.7. **"Non-Regulated Fees"** refers to fees that are assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program but are considered required elements of a course or program. Examples include, but are not limited to, program application fees, costs for required field trips, and supply of specialized professional tools which the student retains. These fees are not regulated by the Tuition and Fees Regulation. However, they are included in the Annual Tuition and Fees Summary which is submitted the Board of Governors for review and approval.

5.8. **"Program Fees"** refers to fees which are paid by a student to NWP in courses that are part of programs approved by the Minister under the Programs of Study Regulation (except exclusion). These fees include auxiliary fees.

5.9. **"Students' Association Fees"** refers to fees levied on the membership of a student association for the maintenance of the association. These fees are set by the Students' Association.

5.10. **"Third-Party MNIFs"** refers to MNIFs whose levels are entirely determined by a Gthird party and whose revenues are collected by the institution and transferred to the third party.

5.11. **"Tuition"** refers to fees for credit course instruction as described by Alberta's Tuition and Fees Regulation. Exemptions from the regulation include distance delivery tuition payable by out-of-province students; apprentice tuition; off-campus cost recovery program tuition; and mandatory fees for items that are retained or leased by the student.

5.12. **"Tuition and Fees Regulation"** refers to the regulation made under the Post-secondary Learning Act that governs the setting of tuition fees, apprenticeship instructional fees, apprenticeship material and service fees, and MNIFs at public post-secondary institutions (other than The Banff Centre), as well as institutional requirements for consulting with Students' Associations.

5.13. **"User Fees"** refers to fees for goods, services, or activities that students may access on an as-needed basis. Students are not required to pay these fees in order to enroll in or complete their program of study. These fees are not regulated by the TFR. However, they are included in the Annual Tuition and Fees Summary which is submitted to the Board of Governors for review and approval.

6. Guiding Principles

6.1. Fees subject to this policy include tuition fees, program fees, MNIFs, non-regulated fees, and user fees for credit and apprenticeship students.

6.2. Fees set by the Students' Association are not subject to this policy.

6.3. The Tuition and Fees Regulation governs the establishment and revision of tuition, program fees, and MNIFs.

6.4. The Tuition and Fees Regulation does not cover non-regulated fees or user fees. However, NWP establishes and revises these fees using the same process as is used for fees covered under the Tuition and Fees Regulation.

6.5. NWP has the authority to set tuition for international students without Ministry approval. The rates at which international student tuition increases are at the discretion of the Board of Governors. International students are charged the domestic student rate for program fees, MNIFs, user fees, and non-regulated fees (with the exception of the application fee).

6.6. NWP develops and revises tuition and fees in an open and transparent manner that:
   6.6.1. Meets all requirements and guidelines of Advanced Education,
   6.6.2. Assures compliance with the Alberta Post-Secondary Learning Act and Tuition and Fees Regulation, and
   6.6.3. Ensures appropriate consultation and discussion with students.

6.7. All tuition fees are subject to the approval of Northwestern Polytechnic's Board of Governors as required under Section 61 of the Alberta Post-Secondary Learning Act.

6.8. The tuition and fee consultation process must support completion of the institution budget within approved timelines.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	• Approve and formally support this policy
Academic Council	• Recommend and formally support this policy.
Vice-President, Academic and Research	• Review and support this policy. • Oversee implementation of policy and associated procedures.
Registrar	• Support and implement this policy and associated procedures.

8. Exceptions to the Policy

8.1.   Exceptions to this policy must be approved by the Board of Governors.

9. Inquiries

9.1.   All inquiries concerning this policy can be directed to the Registrar.

10. Amendments (Revision History)

Revised and Recommended by Academic Council: February 3, 2022
Approved by Board of Governors: February 17, 2022

TUITION AND FEES CONSULTATION AND APPROVAL PROCEDURE

Appendix 1 – Tuition and Fees Consultation and Approval Procedure

1. Procedure

1.1. Tuition and Fees

1.1.1. The Registrar, in consultation with the senior leadership team, proposes tuition, program fees, MNIFs, non-regulated fees, and user fees for the next academic year. Auxiliary fees for individual courses are reviewed in consultation with deans, chairs, and faculty.

1.1.2. Appropriate fee increases for tuition, program fees, and MNIFs are determined using the annual calculated Consumer Price Index (CPI) and fee parameters provided by Advanced Education.

1.1.3. International student tuition is calculated using the approved international tuition differential. Proposed program fees, MNIFs, user fees, and non-regulated fees for international students are the same as for domestic students with the exception of the application fee.

1.1.4. If the proposed international student tuition exceeds the maximum allowable tuition for any continuing students with an active international tuition student guarantee, the tuition guarantees are to be used to set up individualized tuition rules for impacted students.

1.1.5. Proposed tuition, international tuition, program fees, MNIFs, non-regulated fees, and user fees serve as an input for the annual NWP budget and for student consultation purposes prior to any final recommendation to the Board of Governors.

1.1.6. Tuition and fees for courses and programs not covered by the government's Tuition and Fees Regulation may be set by the Vice President Academic and Research in collaboration with the Registrar and relevant Dean.

1.2. Student Consultation

1.2.1. In accordance with the Tuition and Fees Regulation, NWP consults the Northwestern Polytechnic Students' Association, on behalf of students, through a Fee Consultation Committee which meets at least twice annually to gain feedback or recommend fee changes.

1.2.2. Membership for the Fee Consultation Committee includes the Vice President Academic and Research, the Registrar, Students' Association Executive Council, and the Students' Association Executive Director. Other representatives may be invited on an as-needed basis.

1.2.3. The Registrar convenes at least two (2) Fee Consultation Committee meetings during the fee planning process with a potential third meeting if any new or increased fees are being proposed. At least one meeting should be held in the Fall semester, normally before the end of November.

1.2.4. Fee Consultation Committee meetings provide an opportunity for informed discussion. The Registrar describes the nature of proposed tuition and fee changes and the rationale for the proposed changes, including an explanation of how resulting revenues will be used to maintain or enhance related student services.

1.2.5. For the first Fee Consultation Committee meeting, the Registrar prepares and sends members a detailed meeting package which includes:
- the province's tuition fee regulations,
- the allowable average increase for tuition for the following academic year,
- the estimated dollar increase to average tuition,

- projections for tuition fee increases for the next four (4) years,
- any proposed MNIF increases or new MNIFs,
- any proposed Program Fee increases or new Program Fees,
- any proposed Non-Regulated Fee increases or new Non-Regulated Fees, and
- any proposed User Fee increases or new User Fees.

1.2.6. The Registrar chairs the first Fee Consultation Committee meeting and, at its conclusion, requests additional feedback regarding fee increases or new fees by a mutually agreed upon deadline.

1.2.7. After receiving feedback from Fee Consultation Committee members and, where possible, incorporating this information into revised tuition and fee documents, the Registrar schedules a second Fee Consultation Committee meeting.

1.2.8. For the second Fee Consultation Committee meeting, the Registrar prepares and sends members a detailed meeting package which includes any revisions made to documents presented at the first meeting as well as any new information deemed relevant.

1.2.9. The Registrar chairs the second Fee Consultation Committee meeting and, at its conclusion, requests additional feedback regarding fee increases or new fees by a mutually agreed upon deadline.

1.2.10. In the event a new program or new MNIF is introduced after the second Fee Consultation Committee meeting, the Registrar schedules a third meeting.

1.3. Executive Review and Board of Governor Approval

1.3.1. The Registrar presents the finalized annual tuition and fee package to the NWP Executive for approval.

1.3.2. On the approval of Executive, the Registrar submits the annual tuition and fee package to the Board of Governors for final approval. This usually occurs at the January or February Board meeting.

1.3.3. The Board of Governors makes the final decision on tuition, program fees, MNIFs, non-regulated fees, and user fees.

1.4. Submission to the Ministry

1.4.1. Once the Board of Governors approves the tuition and fees for the next academic year, the Registrar submits tuition, program fees, and international student guarantees to Advanced Education for review through the Tuition and Fees Reporting System (TAFRS).

1.4.2. After the review process is complete, the TAFRS submission is returned to NWP for sign off. The Vice President Finance and Administration reviews the final proposed tuition and fees for the next academic year and, if there are no required changes, signs off. The Registrar then uploads the sign off document.

1.4.3. Once the Board of Governors approves the MNIFs for the next academic year, the Vice President Finance and Administration completes the Projected MNIF Expenses and Revenues report using any revised and new MNIFs. The Registrar uploads the completed Projected MNIF Expenses and Revenues report to the Campus Alberta ,Project Site (CAPS).

1.5. Communication to Students

1.5.1. Approved tuition, program fees, MNIFs, non-regulated fees, and user fees for the next academic year is communicated to students through the official Tuition and Fees section of the NWP website.

1.5.2. Upon final approval from the Ministry, all current students are sent a tuition and fees memo that summarizes approved changes as well as the rationale for those changes.

1.5.3. International student tuition guarantees are provided to new international students with their admission offer letters.

Appendix 2 – Tuition and Fees Payment and Refund Procedure

1. Procedure

1.1. Payments

  1.1.1. Applications

    1.1.1.1. Applicants to NWP are charged a non-refundable application when they apply to NWP.

    1.1.1.2. Applicants who apply directly to Academic Upgrading are not charged an application fee.

  1.1.2. Tuition Deposit

    1.1.2.1. Students are required to pay a non-refundable registration deposit at the time of registration for the academic year. This deposit is applied to their account for their first Semester fees. The registration deposit is non-refundable.

    1.1.2.2. Students beginning their studies in the Winter Semester are required to submit a non-refundable registration deposit at the time of registration. This deposit is applied to their account for Winter Semester fees. The registration deposit is non-refundable.

  1.1.3. International Student Tuition and Fees

    1.1.3.1. International students who are studying at the Institution for the first time are required to have a minimum of $2,500 on their student account to be eligible to register.

    1.1.3.2. The Registrar is responsible for ensuring that international student tuition guarantees are adhered to during the assessment and payment of international tuition and fees.

  1.1.4. Fee Payments

    1.1.4.1. Tuition and fees are normally billed per term.

    1.1.4.2. International students are assessed tuition fees normally equal to three and one-half times (350%) those assessed for domestic students.

    1.1.4.3. Tuition and fees are due and payable by the deadline date published in NWP's Academic Schedule.

    1.1.4.4. Where tuition and/or fees are paid by a sponsoring agency or funding is received by the student through a federal, territorial, or provincial student loan program, approved arrangements must be made by the published deadline date.

  1.1.5. Overdue Fees

    1.1.5.1. After the published deadline to pay fees, students with outstanding debt of $250.00 or less are placed on financial hold, reducing access to a range of services including, but not limited to, issuance of transcripts, issuance of student ID cards, issuance of parchments, and processing of new registrations.

    1.1.5.2. After the published deadline to pay fees, students with outstanding debt greater than $250 are withdrawn from their program and all courses if appropriate arrangements have not been confirmed with the Registrar's Office.

    1.1.5.3. At least one business day prior to the published deadline to pay tuition and fees, the Registrar or delegate informs students that they will be placed on financial hold or withdrawn from NWP if tuition and fees are not paid before the deadline.

1.1.5.4. The Registrar or delegate emails all students that have been placed on financial hold or withdrawn from NWP within two (2) business days of the published deadline to pay tuition and fees. The email includes information on the total amount owed, how to pay tuition and fees, impact of continued non-payment, and the reinstatement process.

1.1.5.5. Overdue accounts that remain unpaid may be sent to a collection agency at the end of the fiscal year. This is managed by the Financial Services department.

1.1.6. Reinstatement Fee

1.1.6.1. A reinstatement fee is charged for reinstatement of registration for students who have had their registrations dropped due to overdue payment.

1.1.6.2. The deadline for reinstatement into program and courses, if available, is no later than ten (10) business days from the fee payment deadline.

1.1.6.3. To be reinstated, a student must pay the reinstatement fee and all outstanding fees.

1.1.7. Students' Association Fees

1.1.7.1. Students' Association membership fees and the SA Health and Dental fees are determined by the NWP Students' Association. Student Associations have independent authority in the Post-secondary Learning Act (PSLA) to set these fees.

1.1.7.2. Assessment and collection of the appropriate Students' Association fees is administered by the Registrar's Office on behalf of the Students' Association. Revenue is transferred to the Students' Association as per an agreed upon schedule.

1.1.7.3. Payment and refund schedules and conditions for Students' Association fees are administered in the same manner as other fees and are determined by the Academic Schedule.

1.2. Refunds

1.2.1. Tuition Deposit Refunds

1.2.1.1. Tuition deposits are non-transferable and non-refundable.

1.2.2. Refund Eligibility

1.2.2.1. Students must inform the Registrar's Office in writing of their intent to withdraw from a program or course.

1.2.2.2. All refund requests require sufficient and appropriate supporting documentation, as determined by NWP, for approval and audit purposes.

1.2.2.3. Refund assessments are based on the date on which the student's written notice is received by the Registrar's Office and are prorated according to the refund schedule.

1.2.2.4. Non-attendance does not constitute notice of withdrawal from a course or program. If a student leaves the institution without notification of their intent to withdraw, the student is not eligible for a refund and is responsible for any outstanding fees.

1.2.2.5. Students who have been suspended or expelled from NWP for any reason are not eligible for refund of tuition and/or fee refunds.

1.2.3. Credit Refunds Schedule

1.2.3.1. Tuition and fee refunds for credit students are made in accordance with the Academic Schedule Policy.

    1.2.3.2. If students cancel their credit registrations by the last day to drop courses as declared in the Academic Schedule, 100% of tuition, program fees, auxiliary fees, MNIFs, and Students' Association fees paid for the class are refundable. The tuition deposit is forfeited, if applicable.

    1.2.3.3. If students cancel their credit registrations after the finance due date, they are not eligible for a refund of tuition, program fees, auxiliary fees, MNIFs, or Students' Association fees.

1.2.4. Apprenticeship Refunds Schedule

    1.2.4.1. Tuition and fee refunds for apprenticeship students are made in accordance with the Academic Schedule Policy.

    1.2.4.2. If apprentices withdraw from training by end of business day prior to the first day of classes, 100% of apprenticeship tuition, program fees, MNIFs, and Students' Association fees paid for the class are refundable. The tuition deposit is forfeited, if applicable.

    1.2.4.3. If apprentices withdraw from training on or after the first day of training, they are not eligible for a refund of apprenticeship tuition, material and service fees, program fees, MNIFs, or Students' Association fees.

1.2.5. Refund Exceptions

    1.2.5.1. A tuition refund may be considered outside the normal timeframes in exceptional circumstances.

    1.2.5.2. Exceptional circumstances may include medical reasons, bereavement, or significant extenuating personal circumstances.

    1.2.5.3. Students who wish to request a refund exception due to exceptional circumstances must submit to the Registrar supporting documentation and/or other evidence as determined by NWP.

    1.2.5.4. The Registrar (or designate) is the authority for the determination of special circumstances and decision making.

1.2.6. Processing of Refunds

    1.2.6.1. Students who are entitled to a refund and are fully withdrawn from NWP are reimbursed within eight (8) weeks of withdrawal. Refunds are issued to the same source from which the payment was received. All refunds are issued in Canadian dollars.

    1.2.6.2. For students who are entitled to a refund and are continuing their studies at NWP, credit balances are applied automatically to their next term's fees. If a student is not registered in the next term, a refund is issued.

    1.2.6.3. For students who are sponsored by an agency, organization, or Indigenous band and students who have received government loan funding, refunds are sent directly to their funder.

ACADEMIC SCHEDULE POLICY

NORTHWESTERN POLYTECHNIC

ACADEMIC SCHEDULE POLICY			
Effective Date	July 1, 2019	Policy Type	Academic
Responsibility	Registrar	Cross-Reference	Academic Council Authority and Bylaws Course Outline Policy Examination Policy Tuition and Fees Policy Grading Policy Students Rights and Responsibilities
Approver	Board of Governors	Appendices	Appendix 1: Academic Schedule Procedure Appendix 2: Academic Activities Dates
Review Schedule	Every 5 years.		

1. **Policy Statement**

   1.1. The Academic Schedule provides the framework for the academic year. To this end, Northwestern Polytechnic ("NWP" or the "Institution") will prepare and publish details, and govern its academic activities in accordance with the published schedule.

2. **Background**

   2.1. The Academic Schedule will list significant dates in the Academic Year as they apply to all College campuses and as they refer to a majority of courses/programs at a particular campus.

3. **Policy Objective**

   3.1. This policy is intended to provide a clear and consistent framework for establishing, revising, and publishing NWP's Academic Schedule.

4. **Scope**

   4.1. This policy applies to NWP students, staff, and faculty.

5. **Definitions**

   5.1. **"Academic Schedule"** is a schedule of events and deadlines important to students and prospective students, covering the period of the NWP's Academic Year.

   5.2. **"Academic Year"** includes the Fall, Winter, and Spring Semesters, beginning on July 1 and ending on June 30.

   5.3. **"Audit"** (AU) is the marking used on a transcript to show that a Credit Course was taken on a not-for-credit basis. A student may receive instructor permission to register in a course on a not-for-credit basis. It is expected that the student will attend classes regularly but may not be expected to participate in assignments or examinations.

   5.4. **"Business Days"** are days on which the Institution is open for service.

   5.5. **"Continuing Student"** is a current student who is returning to NWP after an absence of less than one Academic Year in the same program.

   5.6. **"Credit Course"** is a course that carries credit toward a certificate, diploma, or

program of study.

5.7. **"Fall Semester"** is the academic period between September and December, beginning in September.

5.8. **"Final Examinations"** are end-of-term testing scheduled during the examination period. When course requirements include examinations as defined, course outlineswill inform students of this detail.

5.9. **"Instructional Days"** are days on which instruction occurs for most Credit Courses.

5.10. **"New Student"** is a student who is attending a program for the first time.

5.11. **"Registration"** is the process of selecting and enrolling in courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.

5.12. **"Returning Student"** is a student who is returning to the Institution after an absence of a minimum of one Academic Year.

5.13. **"Spring Semester"** is the academic period between May and August beginning in May.

5.14. **"Winter Semester"** is the academic period between January and April, beginning in January.

5.15. **"Withdraw with Permission"** results in a final grade of "W".

6. Guiding Principles

6.1. The Registrar will recommend the Academic Schedule for the Academic Year to Academic Council for approval.

6.2. NWP observes the General Holidays identified by the Government of Alberta (https://www.alberta.ca/alberta-general-holidays.aspx).

6.3. The minimum number of instructional days in the Fall and WinterSemesters will be 65.

6.4. The number of Instructional Days will be consistent betweenFall and Winter Semesters.

6.5. The number of instructional Days for skilled trades apprenticeship programs will be consistent with the number of instructional hours required.

6.6. Registration for New, Continuing, and Returning Students will begin on May 1.

6.7. Unusual start and end dates must be approved by the applicable Dean and Registrar prior to being scheduled.

6.8. Grande Prairie Campus Convocation is scheduled in May.

6.9. Fairview Campus Convocation is scheduled for the second Saturday in March.

6.10. Each year the Academic Schedule will be reviewed as outlined in the Academic Schedule Procedure (Appendix 1).

7. Restrictions on Fall Semester

7.1. There is at least a one-day orientation in the Fall Semester for credit students. This is offered on a Business Day.

    7.1.1. Orientation for trades programs offered at the Grande Prairie and Fairview Campuses will be held on the first day of classes for those programs.

7.2. A Fall Semester break will be scheduled in accordance with the learning activities at each campus to coincide with either ThanksgivingDay or Remembrance Day.

7.3.   The Final Examination period for Fall will be seven days in December, and may include any Saturday that falls within those days.

    7.3.1.   One Business Day will be scheduled between the last day ofclasses and the first day of examinations.

    7.3.2.   If the last day of classes for the Semester falls on a Friday, the firstday of the Examination Period will be Monday.

    7.3.3.   For classes offered through the School of Skilled Trades, examinations will be held on the last scheduled day of class.

7.4.   Specific Fall dates related to application, registration, attendance, fees, etc. can be found in Appendix 2.

8.   Restrictions on Winter Semester

8.1.   There is a one-day orientation in the Winter Semester on the Business Day before classes begin.

    8.1.1. Orientation for trades programs offered on Grande Prairie and Fairview Campus will be held on the first day of classes for those programs.

8.2.   A Winter Semester break will be scheduled in accordance with thelearning activities at each campus to coincide with Family Day.

8.3.   The Final Examination period for Winter will be seven days in April, and may include any Saturday that falls within those days.

    8.3.1.   One Business Day will be scheduled between the last day ofclasses and the first day of examinations.

    8.3.2.   If the last day of classes for the Semester falls on a Friday, the firstday of the Examination Period will be Monday.

    8.3.3.   For classes offered through the School of Skilled Trades, examinations will be held on the last scheduled day of class.

8.4.   Specific Winter dates related to application, registration, attendance, fees, etc. can be found in Appendix 2.

9.   Restrictions on Spring Semester

9.1.   For classes offered in Spring Semester, Final Examinations will be held on the last scheduled day of class.

9.2.   Specific Spring and Summer dates related to applications, registration, attendance, fees, etc. can be found in Appendix 2.

9.3.

10.   Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	• Approve and support this policy.

Academic Council	• Recommend and formally support this policy and the AcademicSchedule.
Vice-President, Academic and Research	• Review and formally support this policy. • Oversee the implementation of this policy.
Deans/Chairs	• Review and provide feedback on the Academic Schedule.
Students' Association Executive Council	• Review and provide feedback on the Academic Schedule.
Registrar's Office	• Draft the Academic Schedule • Implement the approved Schedule

11. Exceptions to the Policy

11.1. Exceptions to this policy must be documented and formally approved by the Vice President Academics and Research.

11.2. Exceptions to the dates, timelines, and quantities referenced in this policy must be approved by the Registrar prior to an exception being granted by the Vice President.

11.3. Evidence of the approval will be submitted to the Registrar for implementation and recording.

11.4. Policy exceptions must describe:

11.4.1. The nature of the exception being requested,

11.4.2. A reasonable explanation for why the policy exception is required,

11.4.3. Documented support from the Dean of Students and the Registrar, and

11.4.4. Any risks created by the policy exception.

12. Inquiries

12.1. All inquiries regarding this policy should be forwarded to the Registrar.

13. Amendments (Revision History)

Approved by Academic Council: March 8, 2001
Reviewed by Academic Council: December 13, 2001
Revised and Approved by Academic Council: October 12, 2006
Revised and Approved by Academic Council: November 8, 2007
Revised and Approved by Academic Council: February 14, 2008
Revised and Approved by Academic Council: September 11, 2008
Revised and Approved by Academic Council: December 18, 2008
Reviewed and Approved by Academic Council: November 18, 2010
Revised and Approved by Academic Council: October 11, 2012
Revised and Approved by Academic Council: November 13, 2014
Reviewed and Approved by Academic Council: December 10, 2015
Reviewed and Approved by Academic Council: December 12, 2019

Appendix 1 – Academic Schedule Procedure

1.   Procedure

1.1.   The Registrar prepares a draft of the Academic Schedule for the next Academic Year by October 1.

1.2.   Deans, Chairs, and the Students' Association Executive Council reviews a draft of the Academic Schedule by October 31 and provides feedback to the Registrar.

1.3.   The Registrar reviews the feedback and makes any necessary revision to the Academic Schedule.

1.4.   The Registrar prepares the Academic Schedule for presentation at the November Meeting of Academic Council. This includes the Program Dates documents which provides detailed information and dates at the Program and Campus level.

1.5.   Academic Council reviews the Academic Schedule and, if in agreement, recommends the submission for approval by the Board of Governors.

1.6.   The Board of Governors approves the academic schedule.

1.7.   Once approved, the Registrar publishes the Academic Schedule on the Institution's website.

1.8.   The Registrar fully implements the new Academic Schedule on July 1 of the next Academic Year.

ACADEMIC SCHEDULE POLICY

1. Application

    1.1. The Monday closest to October 1 in any given year will be the first day applications are open for the next Academic Year.

    1.2. Application deadlines specific to quota programs will beidentified in the Academic Calendar.

    1.3. The deadline for acceptance of applications for Fall Semester willbe July 30.

    1.4. The deadline for acceptance of applications for Winter Semester willbe November 30.

2. Dates Associated with Fees

    2.1. Tuition and fees for most programs are due on the last day to add/drop courses.

    2.2. Students who have not paid fees in full by the last date to pay fees may have their Registrations cancelled.

    2.3. Students who have had their Registrations cancelled, and wish to be reinstated, are required to complete the reinstatement process withinten (10) Instructional Days of the add/drop deadline.

3. Confirmation of Attendance

    3.1. Students on Grande Prairie Campus will be expected to confirm theirattendance through a student management system.

4. Add/Drop Registration Deadlines

    4.1. The deadline to add/drop courses for the Fall and Winter Semesterswill be the eighth (8th) Instructional Day.

    4.2. The deadline to add/drop courses with start dates outside of the regular start dates for Fall and Winter Semesters will be the eighth (8th) Instructional Day.

    4.3. The deadline to add/drop courses for Spring Semester will be the eight (8th) Instructional Day.

    4.4. The deadline to add/drop courses for apprenticeship programs willbe one (1) business day prior to the first Instructional Day.

    4.5. The deadline to add/drop clinical courses in the Nursing Education and Health Studies department willbe at the beginning of the first Instructional Day.

5. Dates Affecting Final Grades (as per the Grading Policy)

    5.1. Changing of Status

        5.1.1. Credit/Audit – the deadline to change Registration fromCredit to Audit or Audit to Credit will coincide with the add/drop dates in each Semester.

        5.1.2. Withdrawn – the Withdraw with Permission deadline willbe 85% of the total Semester or course instructional days. Specific dates are identified in the published Academic Schedule for an academic year.

6. Repeat Final Examination

    6.1. The deadline for students to apply for repeat Final Examinations can be found in the Examination Policy.

6.2. The deadline for students to complete repeat Final Examinations can be found in the Examination Policy.

6.3. The Repeat Final Examination grade will besubmitted to the Registrar's Office within five (5) Instructional Days following the completion deadline.

7. Incomplete and Deferred Deadlines to Clear Grades

7.1. The deadline to clear grades ofincomplete (IN) can be found in the Grading Policy

7.2. For courses with start dates outside of the regular starts dates for Fall, Winter, and Spring Semesters, the deadline to cleargrades of incomplete (IN) is fifteen (15) Business Days from the last day of the Final Examination.

ACCESS TO CONFIDENTIAL STUDENT RECORDS & INFORMATION

NORTHWESTERN POLYTECHNIC

ACCESS TO CONFIDENTIAL STUDENT RECORDS & INFORMATION			
Effective Date	Date approved	Policy Type	Academic
Responsibility	Director, Student Experience, in consultation with the Freedom of Information and Protection of Privacy (FOIP) Coordinator	Cross-Reference	Records Management Policy, Post-Secondary Learning Act, Freedom of Information and Protection of Privacy Act
Approver	Board of Governors	Appendices	Appendix 1 –Information Release Form
Review Schedule	Every 5 years from the effective date.		

1. Policy Statement

1.1. Northwestern Polytechnic (NWP, or "the Institution"), under the authority of the Post-Secondary Learning Act, the Freedom of Information and Protection of Privacy Act, Statistics Act (Canada) and the Taxation Act (Canada) will collect and maintain student information. Student records are maintained confidentially in accordance with the Freedom of Information and Protection of Privacy Act.

2. Background

2.1. NWP recognizes that the information it collects from students or creates in process of student attendance is sensitive and access to these records must be carefully controlled to protect student privacy.

3. Policy Objective

3.1. This policy provides general guidelines for access to confidential student information. In addition, the policy provides recommendations for the protection and security of personal and other sensitive records and information regarding students, in any medium, that are in the custody or under the control of NWP.

4. Scope

4.1. This policy applies to:

4.1.1. All types of records created, stored or exchanged, whatever the format – i.e., paper as well as electronic records, emails, databases, etc.

4.1.2. All institution offices and campuses.

4.1.3. All students, employees, consultants, contractors, agents and authorized users accessing institution records.

5. **Definitions**

5.1. "Record" – Demographic, academic, or other personal information about a student collected by NWP. Personal information records may be in many forms such as paper, computer, photos, drawings, social networking, etc. and may be created outside the regular office setting or conveyed through various means of technology to the regular work site.

6. **Guiding Principles**

6.1. Student Information and Records

6.1.1. The Registrar's Office will maintain official academic records for all students attending NWP. The records will include personal student information.

6.1.2. Access to confidential student records and information is administered by the Registrar's Office. All institutional personnel should refer requests for student information to the Registrar's Office.

6.2. Access to Confidential Student Records and Information

6.2.1. All requests for information shall be reviewed on a case by case basis. Confidential student information will normally be disclosed as follows:

6.2.2. Student

6.2.2.1. A student has the right to view their personal information records and shall be permitted access upon proof of identification. A written request may be required for clarity or where the request is considered to extend beyond the routine.

6.2.2.2. Students' examination of original record documents shall be permitted only under conditions that prevent alteration or damage. Students may request a printed or digital copy of their personal records.

6.2.2.3. Withholding Information from Students

6.2.2.3.1. Conditions such as outstanding financial obligations to the institution, failure to return library books or materials and violations of non-academic regulations will normally result in withholding official academic records such as a transcript, diploma, or certificate from a student.

6.2.3. Personnel

6.2.3.1. Dean of Students and Registrar's Office personnel act as custodians of student records and, therefore, have full access to all student information; however, access will normally be restricted to the information necessary for the performance of the duties of the employee.

6.2.3.2. Academic advisors will have access to the full and complete academic record and contact information for all students that they advise.

6.2.3.3. Faculty and Administrative officers of the Institution who require information to better serve the interest of a student may be permitted access to the student's records as per item 6.1.2. of this policy.

6.2.3.4. The Manager, Institutional Planning and Research will have access to the full and complete academic and non-academic records of all past, current, and future students of the Institution.

6.2.3.5. A NWP chairperson will have access to the full and complete academic record and the contact information for all students in the programs administered by that Chairperson.

6.2.3.6. A course instructor will have access to information confirming the student's eligibility for the course (i.e., prerequisite requirements).

6.2.4. Partnership Programming

6.2.4.1. Other academic institutions with whom NWP has a partnership agreement may include, but are not limited to, collaborative programs and dual credit students. These partners may have access to information or provide information to NWP regarding students enrolled in programs. This enrollment shall be taken as approval to share this information. This information may include, but is not limited to, student identification numbers, demographic information necessary to confirm identity, registration and program information, final grades, and academic transcripts.

6.2.5. External Access

6.2.5.1. All requests for information shall be reviewed on a case by case basis.

6.2.5.2. Parents, Spouses and Guardians

6.2.5.2.1. Personal Information and academic records will be released to parents, spouses, or guardians only with written approval from the student (see Appendix 1 for the Information Release Form).

6.2.5.3. Government Agencies

6.2.5.3.1. Properly identified representatives from federal, provincial, or local government agencies, such as the Ministry of Advanced Education, Statistics Canada, the RCMP and Public Health Authorities, may be given select information if expressly requested, but not limited to, verification of date of birth, program enrolment, dates of enrolment, credential earned, and honours received.

6.2.5.3.2. Requests from a sponsoring agency for student academic records may be honoured with prior approval from the student in the form

of a signed Information Release Form (Appendix 1).

6.2.6. Other Individuals and Organizations

6.2.6.1. Requests from other individuals and organizations shall only be honoured with prior approval from the student.

6.2.7. Research

6.2.7.1. Information gathered on students may be used for research purposes provided that the data is anonymous, and the Research and Ethics Committee has approved the request. Should a research project require that names be published, students will be asked to complete an Information Release Form (Appendix 1).

7. **Roles and Responsibilities**

Stakeholder	Responsibilities
Board of Governors	• Approve and formally support this policy.
Academic Council	• Recommend and formally support this policy.
Vice-President, Academic and Research	• Review and formally support this policy.
Registrar	• Develop, maintain and implement this policy.
Information & Privacy Coordinator	• Provide advice on records access as it pertains to legislative compliance.
Information Technology Director	• Manage permissions to all electronic document systems or applications.
All Users (employees and contractors, students, and volunteers)	• Comply with the applicable requirements of this policy at all times. • Report all instances of non-compliance with this policy (observed or suspected) to their supervisor, instructor or institution representative.

8. **Exceptions to the Policy**

8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Director, Student Experience.

8.2. Policy exceptions must describe:

8.2.1. The nature of the exception.

8.2.2. A reasonable explanation for why the policy exception is required.

8.2.3. Any risk created by the policy exception.

8.2.4. Evidence of approval by the Director, Student Experience.

8.3. Extraordinary requests for student information must be approved by the Registrar or the Information & Privacy Coordinator.

9. Inquiries

9.1. Inquiries about this policy can be directed to the Director, Student Experience.

10. Amendments (Revision History)

Approved by Academic Council: March 8, 2001
Revised and Approved by Academic Council: March 10, 2003
Revised and Approved by Academic Council: April 12, 2006
Revised and Approved by Academic Council: October 8, 2009
Revised and Approved by Academic Council: TBD

NORTHWESTERN
POLYTECHNIC

Appendix 1 – Information Release Form

GPRC

Information Release Form
Standard Consent Form for the
Disclosure of Personal Information

Last Name	First Name	Student ID Number
Student Signature		Date

I (print full name), _____ authorize GPRC to disclose the personal

information listed below to (name of person/organization) _____

for the purpose of (i.e. employment, parental access, etc.) _____

for the Academic Year _____.

List of Personal Information to be disclosed (check all that apply):

☐ Academic Performance

☐ Academic Progress

☐ Student Attendance

☐ Academic Registration Details

☐ Student Account Financial Details

☐ Other (please list specifically):

Freedom of Information and Protection of Privacy
Grande Prairie Regional College ("GPRC" or the "College") requires the collection of personal and other information pursuant to the Colleges Act, and the Statistics Act (Canada) for the purpose of (1) admission, registration, issuing income tax receipts and general operational requirements for attendance at the College (2) scholarships, awards, convocation and follow-up education information and (3) research, planning and reporting to Advanced Education and Career Development, Statistics Canada and others. The information provided will be protected under the Freedom of Information Protection Act of Alberta and will be maintained as part of the student record.

Phone: 780-539-2911   Toll-free: 1-888-539-4772   Fax: 780-539-2888   Email: studentinfo@gprc.ab.ca
GPRC Student Services   10726 – 104 Avenue, Grande Prairie, Alberta, Canada   T8V 4C4

ATHLETIC ELIGIBILITY STANDARDS POLICY

NORTHWESTERN POLYTECHNIC

ATHLETIC ELIGIBILITY STANDARDS POLICY			
Effective Date	Date the Policy is approved	Policy Type	Academic Policy
Responsibility	Vice President Academic and Research	Cross-Reference	ACAC (Alberta Colleges Athletic Conference) Operating code Student Rights and Responsibilities
Approver	Board of Governors	Appendices	ACAC Operating Code link referencing
Review Schedule	How many years between reviews (max 5 Years)		

1. **Policy Statement**

   1.1. Students must meet the minimum GPA standard set forth by the ACAC to be eligible for competition.
   1.2. All students must meet the non-GPA requirements set forth in the ACAC Operating Code.
   1.3. A Wolves Varsity team, with approval by Sport and Fitness senior athletics position, may increase the required GPA higher than the standard set by the ACAC, but never lower. This will be explicitly stated in team-specific documents.

2. **Background**

   2.1. Eligibility standards for competition of play are determined by the ACAC (Alberta Colleges Athletic Conference) which must align within the eligibility standards of the CCAA (Canadian Colleges Athletic Conference).
   2.2. Eligibility of a student athlete is confirmed internally through the Department of Sport & Fitness, as well as the Registrar's Office.
   2.3. The ACAC will also verify eligibility before a student can compete as a varsity athlete.

3. **Policy Objective**

   3.1. To outline the principles and minimum standards for SWP students to be eligible for varsity competition.

4. **Scope**

   4.1. This Policy applies to all registered students at any campus, any NWP-owned property or during any related team activities. Students are required to adhere to NWP policies and regulations and acknowledge the right to address misconduct.
   4.2. As a member of the ACAC and CCAA, Sport and Fitness designated staff work with relevant associations to determine standards for competition eligibility.

5. **Definitions**

5.1. **Athletic Eligibility Standards**: Determined through a council of institutional representatives at annual ACAC and CCAA general meetings.
5.2. **Competition:** Any ACAC or CCAA-sanctioned activity that has officials and table crew.
5.3. **Grade Point Average (GPA)**: Term or acronym used to define academic standards.
5.4. **Ineligible to Compete:** A student athlete who has not met the minimum standard set by the ACAC or set by a specific team.
5.5. **Team-Specific Athletic Eligibility Standards**: A GPA requirement that goes above and beyond the minimum standard and applies only to that specific team.

6. Guiding Principles

6.1. Northwestern Polytechnic fosters academic excellence through minimum competition standards.
6.2. Students will be notified of academic requirements before, during, and at the conclusion of each semester of competition.
6.3. The Department of Sport and Fitness compiles all necessary eligibility requirements with the NWP Registrar's Office and ACAC to confirm eligibility for competition.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	• Approve and formally support this policy.
Academic Council	• Recommend and formally support this policy.
Provost and Vice-President, Academic	• Review and formally support this policy.
AVP, Students	• Review and formally support this policy.
Sport and Fitness	• Review and implement this policy.
Student Services	• Review and implement this policy.

8. Exceptions to the Policy

8.1. Students with accommodations may be deemed full time with less than 9 credits per semester. Accommodations will be noted on an accommodated student's file..
8.2. Any other exceptions to this policy will be made with approval through AVP of Students.

9. Inquiries about this policy

9.1.   Inquiries to this policy can be directed to the AVP of Students.

10. Amendments (Revision History)

10.1.   Effective: November 10, 1993
10.2.   Reaffirmed by Academic Council: January 8, 2002
10.3.   Revised and approved by Academic Council: January 8, 2004
10.4.   Reaffirmed by Academic Council: January 11, 2007
10.5.   Recommended by Academic Council XXX
10.6.   Approved by Board of Governors xxxxx

Appendix 1 – ACAC Operating Code Website Link

https://www.acac.ab.ca/members-resources/operating_code

GPRC

Instructor Emeritus Consent Form

I ___Rene R. Gadacz-Gould___ *voluntarily agree to the honorary designation of Instructor Emeritus as awarded by Grande Prairie Regional College to retired faculty members in recognition of meritorious service.*

PROCEDURES/RULES STATEMENT

1. To be eligible, faculty members would usually have at least 15 years of instructional service with the College.

2. Only faculty members who have left full time employment with the College are eligible.

3. Departments may nominate a candidate for consideration following consultation with the potential emeritus member.

4. During the lifetime of the Emeritus member, his/her name will appear in GPRC's Calendar. The name will appear under the Department's list of instructors as Instructor Emeritus. Emeriti will also have their name displayed on a permanent plaque on the Sense of Community Wall.

5. Instructors achieving this distinction are encouraged to display their continuing affiliation with GPRC in various ways: research, community service and publications.

6. Instructor Emeritus designation will be granted by majority vote of Academic Council.

7. Instructors achieving this distinction will be informed by a letter from the Chair of Academic Council along with a framed parchment of the Instructor Emeritus designation signed by the GPRC Board of Governors Chair and the President.

8. All Emeriti will receive a free lifetime library card. In addition, Emeriti will receive alumni news and invitations to special events at GPRC.

9. Emeriti may request and receive a membership to the GPRC Fitness Centre.

Rene R. Gadacz-Gould

Signature

October 18 2021

Date

March 2, 2022

Dr. Julia Dutove,
Chair, Academic Council
Grande Prairie Regional College

Dear Dr. Dutove,

Please accept this letter, written on behalf of the members of the Department of Arts and Education, as a formal recommendation for Dr. René Gadacz-Gould to be recognized as Instructor Emeritus at Grande Prairie Regional College.

Over sixteen years of service, Dr. Gadacz-Gould shared his passion for sociology with Grande Prairie Regional College students. He contributed to the institution in a number of ways, including serving on Academic Council, the Convocation Committee, the Professional Standards Committee, and the Student Misconduct Committee. He edited the GPRC journal, *Lobstick*. Finally, he brought recognition to GPRC through his research, his publications, and his contributions to professional associations and service on journal editorial boards.

As such, we the members of the Department of Arts and Education, recommend Dr. Gadacz-Gould for Instructor Emeritus.

Thank you for your kind consideration,

Sincerely,

Daryl White, Ph.D.
Acting Chair, Department of Arts and Education

Denise Nowicki, Ph.D.
Interim Dean, School of Health and Education

GPRC

Minutes

Arts & Education Department Meeting

Date: Wednesday, February 2, 2022

CHAIR: White, Daryl

RECORDS: King, Sharla

ATTENDEES:

AL-Asadi, Ali	Jones, Sally - NOA	Morton, Shawn
D'Amuro, Kriston	Joyce, Heather	Peebles, Jodi
Fawcett, Christina	Kallel, Raoudha	Proulx, Ruth
Fontaine, John	Korpan, Connie	Smith, Craig
Galenza, Bruce	Lapointe, Annette	Strasbourg, Tina
Holland, Michael - NOA	Matheson, Melanie	Voskovskaia, Elena
Horseman, Darlene	Moffat-McMaster, Dawn	

GUESTS: Nowicki, Denise

	Item	Result
1.	**Meeting Called to Order at 11:33 a.m.**	
2.	**APPROVAL OF AGENDA** The agenda was approved by consensus as presented.	**CARRIED**
3.	**APPROVAL OF MINUTES** The minutes of January 12, 2022 were approved by consensus as presented.	**CARRIED**
4.	**VPA AND DEAN COMMENTS** D. Nowicki thanked members for their work. D. Nowicki notified members the School has purchased COVID tests for faculty and staff. Please only use if needed. The GPRC Testing Center has days open for students who require time to re-write large exams. Department will organize testing for missed quizzes.	

5.	**ANNOUNCEMENTS & COMMITTEE REPORTS**
	    5.1 Department Member Announcements
	        On February 23, 2022, J. Peebles, R. Kallel, and E. Voskovskaia will be presenting on the Education program. D. White to follow up with B. Redmond regarding the collaboration with Campus Saint-Jean.
	
	    5.2 Committee Reports
	        T. Strasbourg attended a Student Misconduct Committee meeting.
	        C. Smith attended the Program Review Committee meeting.
	        E. Voskovskaia will be attending Academic Council.
		ACTION

6.	**OLD BUSINESS** None	

7.	**NEW BUSINESS**
	    7.1 Instructor Emeritus Status for R. Gadacz-Gould
	
	        MOVED by T. Strasbourg; **SECONDED** by A. AL-Asadi that the department recommends Emeritus Status for R. Gadacz-Gould.
		CARRIED
		
		CARRIED

Arts & Education Department Meeting

Date: Wednesday, February 2, 2022

	MOVED by B. Galenza; **SECONDED** by C. Smith that the department rescinds previous motion for Emeritus Status for R. Gadacz-Gould. **MOVED** by T. Strasbourg; **SECONDED** by A. AL-Asadi that the department recommends Emeritus Status for R. Gadacz-Gould. VOTE: In Favor – 6 Opposed – 1 Abstain – 6	**CARRIED**
	7.2 Academic Dishonesty and Coursework under Supervision C. Smith would like members to consider requesting a percentage of the course grade to be completed in front of instructors (ie. writing papers, tests, etc. in class) This will allow faculty to ensure the student is completing and applying the knowledge themselves. Members discussed paper mills, Course Hero, plagiarism, cheating, an instructor's freedom in their courses, and the need for consistent Institution-wide implementation.	
8.	**NEXT MEETING: March 2, 2022**	
9.	**ADJOURNMENT** The meeting was adjourned at 12:36 p.m.	

ACADEMIC COUNCIL AUTHORITY AND BYLAWS

NORTHWESTERN POLYTECHNIC

ACADEMIC COUNCIL AUTHORITY AND BYLAWS			
Effective Date	May 20, 2022	**Policy Type**	Academic
Responsibility	Board of Governors President and CEO Provost and Vice-President Academic	**Cross-Reference**	Post-Secondary Learning Act
Approver	Board of Governors	**Appendices**	Appendix 1 – Operational Procedures of Academic Council n/a
Review Schedule	Yearly in May		

1. Bylaw Statement

1.1. The composition, powers, and duties of Academic Council ("the Council") are established by the Alberta Post-Secondary Learning Act (2003, current as of December 9, 2020). The Act empowers the College Board of Governors ("the Board") to oversee the Council. Unless otherwise stated in the Act, the Council reports and makes recommendations to the Board. The Board is the final authority for acceptance or rejection of the Council's recommendations.

2. Bylaw Objective

2.1. The mandate of Academic Council is to provide a forum for Northwestern Polytechnic (NWP) constituents to debate ideas and concepts leading to the development of Academic Policies. In addition to policy development and review, the Council monitors the implementation of Academic Policies, recommending the future direction of Polytechnic programming and identifying significant trends in education and society and their implications for NWP.

3. Scope

3.1. The Academic Council Bylaws pertain to the function of Academic Council.

4. Definitions

4.1. **"Academic Policies"** refers to policies which impact academic programs and services to students and faculty.

4.2. **"Recommendations to the Board"** refers to an approved motion by Academic Council to be brought forward to the Board of Governors for final decision.

4.3. **"Reports to the Board"** refers to documentation from Academic Council to be shared with the Board of Governors for informational purposes.

5. **Guiding Principles**

5.1. Academic Council must provide recommendations or reports to the Board with respect to any matter that the Board refers to the Council. This includes but is not limited to
5.1.1. Academic Policies
5.1.2. Program Review
5.1.3. Program/Course Changes
5.1.4. Academic Standards and Requirements for Admission, Progression, and Completion of programs and courses
5.1.5. New Program Proposals
5.1.6. Academic Schedule

5.2. Academic Council shall identify significant issues in education and society and discuss the implications for Northwestern Polytechnic.

5.3. Academic Council shall establish sub-committees for working groups as needed and at any point during the academic year. At a minimum, sub-committees of Academic Council include a Curriculum Committee, Program Review Committee, Co-curricular Committee, and a Nominating Committee.
5.3.1. The curriculum committee debates course and program changes from a philosophical, androgogical, and polytechnical perspective and brings recommendations to Academic Council.
5.3.2. The program review committee reviews the annual and comprehensive program review templates and updated program action plans and makes recommendations to Academic Council. It also monitors the rolling schedule of reviews and makes provisions for linked and/or similar programs to be reviewed together.
5.3.3. The co-curricular committee shall make recommendations to Academic Council reading co-curricular transcripts that provide students with recorded evidence of progress and developmental accomplishments.
5.3.4. The nominating committee ensures that the slate of nominees for all standing committees is ready for submission to Academic Council by April 30th.

6. **Roles and Responsibilities**

Stakeholder	Responsibilities
Board of Governors	• Review and formally approve these Bylaws. • Fulfill duties of Board of Governors outlined in these Bylaws.
President and CEO	• Review and present recommendations and reports to the Board of Governors, and formally support these Bylaws. • Communicate approval status of recommendations from the Board of Governors to Academic Council. • Fulfill duties of President and CEO outlined in these Bylaws.
Academic Council	• Review, recommend revisions, and formally support these Bylaws.
Provost and Vice-President, Academic	• Review and formally support this policy. • Ensure these Bylaws are reviewed by Academic Council yearly. • Ensure these Bylaws align with the Post-Secondary Learning Act. • Fulfill duties of Provost and Vice President Academic outlined in these Bylaws.
College Community	• Review and support these Bylaws.

7. Exceptions to these Bylaws

7.1. Any exceptions to these Bylaws must be approved by the President and CEO. Requests for exceptions must be submitted through the Provost and Vice President Academic Office.

8. Inquiries

8.1. All inquiries about these Bylaws are handled by the Provost and Vice President Academic Office.

9. Amendments (Revision History)

Repatriated from the Board of Governors: April 27, 1999
Reviewed and revised by Academic Council: January 11 & February 8, 2001
Updated to include PWAC Committee: April 12, 2001
Updated by Board of Governors: September 25, 2001
Reviewed and revised by Academic Council: April 10, 2003
Reviewed and approved by Board of Governors: May 22, 2003
Review and revised by Academic Council: November 18, 2004 & April 21, 2005

Reviewed and approved by Board of Governors: May 26, 2005
Reviewed and revised by Academic Council: April 27, 2006
Reviewed and approved by the Board of Governors: September 21, 2006
Reviewed and revised by Academic Council: October 11, 2007
Reviewed and approved by the Board of Governors: December 13, 2007
Reviewed and revised by Academic Council: November 13, 2008
Reviewed and revised by Academic Council: November 13, 2008
Reviewed and approved by the Board of Governors: December 11, 2008
Reviewed and revised by Academic Council: April 16, 2009
Reviewed and approved by the Board of Governors: June 17, 2009
Reviewed and revised by Academic Council: April 12, 2012
Reviewed and approved by the Board of Governors: January 24, 2013
Reviewed and approved by Academic Council: October 13, 2016
Reviewed and approved by the Board of Governors: November 24, 2016.
Reviewed and recommended by Academic Council: October 14, 2021
Reviewed and approved by the Board of Governors: October 28, 2021
Reviewed and Recommended by Academic Council: DATE
Reviewed and approved by the Board of Governors: DATE

Appendix 1 – Operational Procedures of Academic Council

1. Membership on NWP's Academic Council shall be in accordance with the Post-Secondary Learning Act.
    1.1. Board appointed members of Academic Council will serve a two-year term beginning May 25 and ending May 24. Board appointed members normally include:
        1.1.1. The President
        1.1.2. Four other senior administrators:
            1.1.2.1. Provost and Vice President Academic,
            1.1.2.2. Registrar, and
            1.1.2.3. Two academic Deans (Appointment shall rotate at the discretion of the Provost and Vice President Academic).
        1.1.3. Two members of the general public.
            1.1.3.1. Two Employees' Association members from different departments elected by the Employees' Association and appointed by the Board.
            1.1.3.2. One member of the Alberta Union of Provincial Employees Local 071 Chapter 007 elected by the Alberta Union of Provincial Employees Local 071 Chapter 007 and appointed by the Board.

    1.2. Elected Members will serve a one- or two-year term. Elected members shall be eligible for re-election every two years, but may not serve more than two consecutive terms. Elected students shall be eligible for re-election every year.
        1.2.1. Ten Academic Staff Association (ASA) members elected by the ASA. There shall be no more than two members from a department where possible.
            1.2.1.1. Except for the Chair and Vice Chair, elected members will serve a two-year term beginning May 25. In the event that the Chair or Vice Chair of Academic Council is an elected member of the ASA then their terms on Academic Council end 12 months after their election to the office or until a new Chair or Vice Chair is elected, respectively.
        1.2.2. Ten students appointed by the Students' Association of Grande Prairie Regional College (SAGPRC).
            1.2.2.1. Elected students will serve a one-year term from the date of approval by the Council until the end of the academic year.

    1.3. Alternate Members
        1.3.1. The Provost and Vice-President Academic may appoint an alternate from Senior Administration to attend an Academic Council meeting in the event of the appointed senior administrator's absence.
        1.3.2. The Academic Staff Association may elect up to five alternate members from any department to attend in the absence of elected members.
        1.3.3. The Students' Association may elect up to five alternate members to attend in the absence of elected members.

1.3.4. The Employees' Association may elect up to two alternate members. The names of these alternate members must be submitted to the Provost and Vice-President Academic for formal appointment by the Board.

1.3.5. The Alberta Union of Provincial Employees Local 071 Chapter 007 may elect up to two alternate members. The names of this alternate members must be submitted to the Provost and Vice-President Academic for formal appointment by the Board

2. Standing Committees
   2.1. Standing committees of Academic Council shall have their terms of reference, nominated members, and reporting structure approved by the Council.
      2.1.1. Curriculum Committee
         2.1.1.1. Academic Council shall make a report for existing course and program changes to the Board of Governors.
         2.1.1.2. Academic Council shall make a recommendation for new courses and programs to the Board of Governors.
      2.1.2. Program Review Committee
         2.1.2.1. Academic Council shall make recommendations to the Board of Governors based on the annual and comprehensive program review templates for program re-activation, suspension, and termination,
         2.1.2.2. Academic Council shall make a report to the Board of Governors based on the annually updated program action plans for continuing programs.
      2.1.3. Co-Curricular Committee
         2.1.3.1. Academic Council shall make an annual report for co-curricular recognition to the Board of Governors.
      2.1.4. Nominating Committee
         2.1.4.1. Academic Council shall approve membership for all standing committees.
   2.2. Normally, committee members shall be approved at the May meeting each year.

3. Operational Procedures of Academic Council
   3.1. In order to assure full student representation, the Council shall elect its Chair at the October meeting. The Chair will remain in office for twelve months from the time of the election of the Chair or until a new Chair is elected, whichever comes first. In the event that the elected Chair is not a member of the Council on May 25, the Vice Chair will assume the role until the Council elects a chair.
   3.2. The Council shall elect a Vice Chair at the October meeting. The Vice Chair shall preside over meetings in the absence of the Chair or assume the role of Chair in the event of a long-term absence. Unless the elected Vice Chair is a student member of Academic Council, the Vice Chair will remain in office for 12 months from the time of the election of the Vice Chair or until a new Vice Chair

is elected, whichever comes first. If the Vice Chair is a student member of Council, the Vice Chair will remain in office until May 24.

3.3. In the absence of the elected Chair and the elected Vice Chair or in the event that the Chair and the Vice Chair cannot perform their duties, the Provost and Vice-President Academic, or designate, may assume the role of the Chair of the Council until a new Chair is elected.

3.4. In the event that the elected Chair is not a member of the Council on May 25, the Chair shall remain the Chair for the purpose of fast tracking over the spring and summer months and shall remain the Chair of the Nominating Committee until the slate of nominees is submitted by the October meeting.

3.5. The Chair of the Council shall:

3.5.1. Preside over all meetings of the Council according to the principles of Robert's Rules of Order;

3.5.2. Prepare correspondence as necessary on behalf of the Council;

3.5.3. Prepare the meeting agenda in consultation with the Provost and Vice President Academic, and the Council Secretary.

3.6. Regular meetings of the Council will normally be held four (4) times during the academic year.

3.6.1. Typically in October, December, February, and May.

3.6.2. Meetings will normally be scheduled on the second Thursday of the month in which there is a meeting.

3.6.3. The agenda and supporting documents shall be distributed to the Council members no fewer than four days prior to the meeting.

3.7. Quorum of the Council shall consist of a majority of the voting members. Members who intend to be absent from a scheduled meeting of the Council are expected to give notice to either the Chair or the Secretary. Any member who is absent without notice from two meetings during the year will forfeit their membership on the Council and the nominating body will be so informed and asked for a replacement.

3.8. Any member of the NWP community may refer a matter to the attention of the Council by presenting in writing a submission to the Chair no less than ten days prior to any meeting of the Council.

3.9. All submissions to the Council will be considered for the agenda of the next regular meeting of the Council. Submissions may be returned to the originator only:

3.9.1. If there is insufficient information for the Council to make an informed decision;

3.9.2. If the submission would be better served in a different forum;

3.9.3. If prescribed College procedure has not been followed.

3.10. The President may call special meetings as necessary to conduct the Council business. Notice of a special meeting shall be given to the Council members no fewer than three working days prior to the meeting.

Appendix 1 – Co-Curricular Committee Terms of Reference

1. The co-curricular committee is a standing committee of Academic Council and reports to Academic Council.
   1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
2. Committee Composition:
   2.1. The Registrar normally serves as Chair
   2.2. President of the Students' Association (or designee)
   2.3. Representative from Student Experience
   2.4. Four members from the Academic Staff Association (one from each school)
   2.5. Unique representative from Academic Council responsible for reporting to Academic Council
3. Membership:
   3.1. Membership nominated by Academic Council Nominating Committee and the Students' Association.
   3.2. Membership approved by Academic Council
   3.3. The members of the committee will normally be elected at the October meeting of Academic Council. Members will typically serve a two-year term, with the exception of student members, who will serve a one-year term.
4. Responsibilities:
   4.1. The Committee will oversee the administration of co-curricular transcripts which includes:
      4.1.1. review and recommend student applications for co-curricular recognition,
      4.1.2. review and make recommendation to Academic Council regarding activities eligible for co-curricular recognition.
5. Procedures for Student Recognition
   5.1. Application
      5.1.1. Applications may be submitted by students and/or faculty/staff members by completing co-curricular application forms provided through the offices of the Registrar and the Students' Association.
      5.1.2. Students may initiate the process by completing the student application form for co-curricular recognition.
      5.1.3. Student initiated application must include all validating signatures in order to be considered.
      5.1.4. Faculty/staff may initiate the process on behalf of students by completing the faculty/staff application form for co-curricular recognition.
      5.1.5. Students and/or faculty/staff must return the completed application forms to the Registrar's Office where they will be reviewed by the Committee for inclusion in the students' records.
      5.1.6. The deadline for application will be February 1 in any academic year.
      5.1.7. Application may be made for students to receive co-curricular recognition for activities that were undertaken no more than two years from date of application.

  5.2. Approval

    5.2.1.Activities authorized by Academic Council are the only eligible activities that the Co-curricular Committee can process as approved on a student's application.

    5.2.2.The Committee will ensure that the validating signatures are original and by authorized NWP representatives as per the activity approval.

6. Procedures for Activity Recognition

  6.1. Applications for Activity Approval of Co-curricular Recognition must include the following information:

    6.1.1.title and brief description of the activity;

    6.1.2.rationale for consideration as an alternate learning activity including the contribution to the institution and/or student life at Northwestern Polytechnic;

    6.1.3.minimum requirements for a student to be considered eligible to receive recognition for the activity;

    6.1.4.administrative unit (Students' Association, Academic Department, etc.) that hosts the activity;

    6.1.5.the personnel/position responsible for validating student applications for recognition.

  6.2. Applications for Co-curricular Activity Recognition Approval form must be submitted no later than February 1 in the year the activity is to be considered.

  6.3. Applications for Activity Recognition will normally receive committee approval:

    6.3.1.if, in the case of a student group, that group is recognized by the Students' Association Executive;

    6.3.2.if an administrative unit is prepared to host the activity and designates a validating signature required to acknowledge that the student has performed the function for the minimum duration defined for approval;

    6.3.3.if academic credit is not currently awarded for the same activity.

7. The Co-curricular Committee will review the application and make a recommendation to Academic Council.

Approved by Academic Council: DATE

Appendix 2 – Curriculum Committee Terms of Reference

1. The curriculum committee is a standing committee of Academic Council and reports to Academic Council.
    1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
    1.2. The terms of reference will be reviewed every five (5) years by the committee or at the discretion of Academic Council.
2. The purpose of Curriculum Committee is to manage curriculum changes and to ensure that all programs at Northwestern Polytechnic have an integrated design and coordinated curriculum.
    2.1. .
3. Committee Composition
    3.1. Provost and Vice-President Academic (ex officio)
    3.2. Dean from each School
        3.2.1. A Dean will be selected as the Chair of the Curriculum Committee for a two-year term. A Dean must take a term off before serving as Chair again. In the absence of a Chair, the Registrar will act as Chair.
    3.3. Registrar
    3.4. Two (2) students appointed by the Students' Association
    3.5. Four (4) Faculty members one (1) from each School elected by the Academic Staff Association.
        3.5.1. Four (4) Faculty members, one (1) from each school to serve as alternates.
    3.6. Two (2) Faculty members from the Centre for Teaching and Learning
    3.7. Curriculum and Articulation Coordinator (resource, non-voting member).

4. Membership
    4.1. Membership nominated by Academic Council Nominating Committee and the Students' Association.
        4.1.1. Students' are elected on a 1-year term and can serve concurrent terms.
        4.1.2. Faculty are elected on a 2-year term and must take a term off before serving again. Faculty terms are alternating to maintain experience on the committee year over year.
    4.2. Membership vacancies on the committee will be elected at the May meeting of Academic Council for the following academic year.
    4.3. Membership is approved by Academic Council

5. Meetings
    5.1. This committee will meet four (4) times a year, or at the call of the Chair.

6. Quorum
    6.1. There must be at least six members, either in-person or by conferencing technology, including three (3) faculty and one (1) student.

7. Responsibilities:

7.1. Review and examine all proposals for new credit courses/programs and changes to existing credit courses/programs.

7.2. Identify and recommend the development of new curricular content.

7.3. Review and monitor prerequisite and corequisite relationships between courses

7.4. Review and examine qualifications for admission to specific courses and programs

7.5. Recommend to Academic Council on proposals for:

  7.5.1. new courses/programs and changes to existing courses/programs.

  7.5.2. the discontinuation of courses due to curricula changes.

  7.5.2.1. Decisions made by Curriculum Committee are recommended to Academic Council for Approval or Recommendation for Approval to the Board of Governors.

7.6. Maintain institutional documents related to Program Learning Outcomes (PLOs) and other institutional curricula directives such as Work Integrated Learning (WIL).

8. Procedures

  8.1. For New Credit Programs/Courses Proposals

    8.1.1. Proposals for new credit programs and new credit courses must be endorsed by a Dean.

    8.1.2. Prior to new credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Registrar to ensure they are compliant with policy/regulation regarding:

      8.1.2.1. course/program titles,

      8.1.2.2. course hours,

      8.1.2.3. course content,

      8.1.2.4. credit allowances,

      8.1.2.5. advanced placement/credit,

      8.1.2.6. additions or deletions of courses and/or duplication of courses,

      8.1.2.7. prerequisites and co-requisites, and

      8.1.2.8. admission requirements.

    8.1.3. Prior to new credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Provost and Vice-President Academic to ensure they can be supported financially, by student demand, by the labour market, and within the provincial sector.

  8.2. For Changes to Existing Courses and Programs

    8.2.1. Proposals for changes to existing credit courses and existing credit programs must be endorsed by the Department and the Dean.

    8.2.2. Prior to changes to existing credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Registrar to ensure they are compliant with policy/regulation regarding:

      8.2.2.1. course/program titles,

      8.2.2.2. course hours,

      8.2.2.3. course content,

8.2.2.4. credit allowances,

8.2.2.5. advanced placement/credit,

8.2.2.6. additions or deletions of courses and/or duplication of courses,

8.2.2.7. prerequisites and co-requisites, and

8.2.2.8. admission requirements.

8.2.3. Prior to changes in existing credit courses/programs being introduced at the Curriculum Committee they must be endorsed by the Provost and Vice-President Academic to ensure they can be supported financially, by student demand, by the labour market, faculty expertise, and within the provincial sector.

9. Forms

9.1. Forms for a new course/program or a change to an existing course/program are available from the Deans' Office, the Registrar's Office, or the College Curriculum shared site.

9.2. Forms Available:

9.2.1. Form A: New Program Proposal

9.2.2. Form B: New Course Proposal

9.2.3. Form C: Change to Existing Program Proposal

9.2.4. Form D: Change to Existing Course Proposal

Approved by Academic Council: DATE

Appendix 3 – Nominating Committee Terms of Reference

1. The nominating committee is a standing committee of Academic Council and reports to Academic Council.
   1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
2. Committee Composition:
   2.1. The Chair of Academic Council normally serves as Chair
   2.2. Two members from the Academic Staff Association, two-year term (elected in alternating years)
   2.3. One member from the Employees' Association, two-year term
   2.4. One member from the Alberta Union of Provincial Employees, two-year term.
3. Membership:
   3.1. Membership nominated by Academic Council Nominating Committee (as per recommendation by each Association).
   3.2. Membership approved by Academic Council at May meeting.
4. Responsibilities:
   4.1.1. The Nominating Committee prepares a slate of executive officers and representatives to Academic Council's standing committees.
   4.1.2. Duties normally begin in April when preparation for committee elections begins. However, throughout the year, the Committee may be asked to make a nomination to fill a vacancy on a committee if it is required.
   4.1.3. The Chair and members of the nominating committee ensure that the slate of nominees is prepared between February 25th and September 25th and is ready for submission to the Council prior to the first meeting in the Fall Semester, normally September 30th.

Approved by Academic Council: DATE

Appendix 4 – Program Review Committee Terms of Reference

1. The Program Review Committee is a standing committee of Academic Council and reports to Academic Council.

    1.1. Academic Council approves and reviews the Terms of Reference for this Committee.

2. Committee Composition:

    2.1. Provost and VP Academic (ex officio and chair)

    2.2. One academic Dean (nominated by Deans)

    2.3. Five academic members (nominated by and from Academic Council with at least one from each academic school and one from a degree program)

    2.4. One non-academic staff member (nominated by and from Academic Council).

    2.5. One member of the Centre for Teaching and Learning (nominated by the CTL)

    2.6. One Students' Association representative (nominated by the Students' Association)

    2.7. One Indigenous Knowledge Keeper (nominated by Indigenous Services)

    2.8. Registrar (ex officio)

    2.9. Director of Student Experience or designate (Non-voting resource)

    2.10. Manager, Institutional Planning and Research or designate (Non-voting resource)

3. Membership:

    3.1. Members of the committee will be approved at the October meeting of Academic Council and will serve a two-year term.

    3.2. The intention is that members will serve staggered terms to allow for greater continuity and knowledge transfer.

4. Meetings:

    4.1. Meetings will be held to orient the committee members to the process and to receive and discuss annual and comprehensive review materials.

        4.1.1. Normally in August, October, and April each academic year.

5. Responsibilities:

    5.1. The responsibilities of the Program Review Committee include, but are not limited to:

        5.1.1. Providing oversight for both the annual and comprehensive program review processes.

        5.1.2. Confirming that the program review criteria and processes are aligned with Campus Alberta Quality Council expectations and institutional priorities.

        5.1.3. Approving combinations of like, linked, and/or related programs to undertake a common review.

        5.1.4. Maintaining a rolling five-year schedule of comprehensive reviews that will be forwarded to Academic Council for approval.

        5.1.5. Providing feedback on the relevance, clarity, and consistency of the qualitative and quantitative data used to inform the review process.

        5.1.6. Receiving Annual Program review summaries and updated program action plans for information purposes.

        5.1.7. Calling for a comprehensive review to be initiated and adjusting the rolling schedule of reviews accordingly, where warranted from the annual review process.

5.1.8. Receiving the self study, external review, and approved recommendations for each Comprehensive Review for information purposes.

5.1.9. Identifying and investigating common themes that may arise from the reviews and making recommendations for follow-up.

5.1.10. Proposing the criteria through which programs should be expanded, continued, suspended, terminated, or reactivated.

5.1.11. Applying the criteria for the curriculum alignment and renewal process to make recommendations to Academic Council regarding the overall program mix and the expansion, continuation, suspension, termination, or reactivation of programs.

5.1.12. Recommending improvements to the program review processes including updating the forms and procedures for the review process.

6. Voting:

6.1. Recommendations made by the committee will be determined by majority vote.

6.1.1. Committee members with a direct interest in the program under consideration must recuse themselves from the vote.

6.1.2. In the event of a tie, the Provost and Vice President Academic shall have the deciding vote.

6.1.3. While final decisions will be normally be made in camera, it is expected that Deans and Department Chairs attend as guests when annual and comprehensive reviews and/or action plan updates are presented.

7. Annual Review Procedures

7.1. Purpose:

7.1.1. Annual program reviews are conducted to ensure that the content and delivery of credit programs continues to be responsive, current, and relevant in meeting learner, community, and employer needs.

7.1.2. The review is an evidence informed process that helps programs maintain their alignment with the institution's mission, mandate, strategic initiatives, and priorities.

7.2. Principles:

7.2.1. Program review and renewal is a collaborative process whereby data informs meaningful discussions to build on a program's strengths and successes through clear action plans.

7.2.2. The review processes provide an opportunity for the program to learn more about itself by engaging with Stakeholders.

7.2.3. The process should be flexible enough to accommodate the diverse program offerings of the institution. This includes allowing linked credentials and/or common disciplines to be grouped together for reviews with the expectation that any divergent trends will be analyzed.

7.2.4. Annual program reviews are formative, not summative, in nature but results may indicate a more comprehensive review is required.

7.2.5. Program Review is not intended to evaluate performance of individual faculty, staff, or administrators.

7.3. Definitions:

Term	Definition
Credit Programs	A program of study that is approved by Alberta Advanced Education and leads to a credential defined in Alberta's Credential Framework.
Action Plan	An action plan is the outcome the comprehensive review process. It documents the steps needed to reach established goals. Action plans clarify the timelines, tasks, and investments needed to respond to approved recommendations received during the comprehensive review process and annually affirmed and prioritized by the program Chair and Dean.
Learning Outcomes Assessment Plan	An ongoing process through which faculty members can assure that senior students are demonstrating expected knowledge, skills, and abilities (graduate attributes). These rolling multi-year plans identify the outcomes to be examined, specific targets, results, and the department's response to the assessment.
Challenge questions	Questions designed to elicit an analytic response that engages with relevant data.
Program Profile Data	A common set of quantitative measures used as evidence in the analysis of program effectiveness. Trends in program demand, student success, and the use of resources will be tracked along with other key performance indicators. Each data element in the program profile will be clearly defined.

7.4. Roles and Responsibilities
- 7.4.1. Academic Council:
  - 7.4.1.1. Has the overall responsibility for regulating program offerings and ensuring effective processes are in place for continuous quality improvements to the curriculum in order to promote student success.
- 7.4.2. Provost and Vice President Academic:
  - 7.4.2.1. In consultation with the Deans and Program Chairs, will monitor the operational requirements for the review processes and allocate necessary resources to support the annual and comprehensive program reviews including sponsoring relevant faculty development workshops.
  - 7.4.2.2. In collaboration with the Deans, the Vice President Academic and Research will confirm the institutional priorities and the related challenge questions to be included on the annual form.
  - 7.4.2.3. The Vice President Academic and Research will approve the program action plan updates and provide them to the Program Review Committee for information.
- 7.4.3. Deans:
  - 7.4.3.1. Will review all the annual program review reports for their area and may make suggestions for revisions prior to forwarding the reports to the Vice President Academic and Research for approval.

7.4.3.2. The Deans may use the annual program updates to inform business cases for resource allocation/re-allocation. Deans monitor the activities of the Program Advisory Councils and the involvement of other relevant stakeholders in the quality assurance processes.

7.4.4. Department Chairs:

7.4.4.1. Are primarily responsible for engaging colleagues in the review of the evidence provided from learning outcomes assessments and the program profile data to respond to the challenge questions in the review form.

7.4.4.2. Department Chairs are also responsible for managing stakeholder engagement, including Program Advisory Council meetings.

7.4.4.3. Department Chairs will submit their program review reports on the required forms at the end of term and will respond to suggestions and recommendations from the relevant Dean.

7.4.5. Program Faculty Members and Staff:

7.4.5.1. Actively participate in review activities including providing access course materials to assist with curriculum review and mapping, examining trends in the profile data, championing recommendations for improving student success, and contributing to action plans.

7.4.6. Program Review Committee:

7.4.6.1. Is a standing committee of Academic Council that reviews the completed annual program review forms and updated program actions plans and makes recommendations to Academic Council.

7.4.6.2. It also monitors the rolling schedule of reviews and makes provisions for linked and/or similar programs to be reviewed together.

7.4.6.3. Will assess the annual review forms and data elements. The committee will make recommendations on forms and dashboard organization as well as the combination of programs that can be reviewed together. They may also identify common themes from the Action Plan updates which require further investigation.

7.4.7. Institutional Planning and Research (IPR):

7.4.7.1. Will work with members of Academic and Research Council to develop standard data packages for program profiles that are clearly defined, timely, accurate, and relevant.

7.4.7.2. IPR staff will provide training for academic staff on the uses of dashboards and/or forms and identify limitations of available data.

7.4.7.3. IPR will also make relevant comparator data available including the institutional completion rates, labour force demand metrics, and institutional enrolment projections.

7.5. Procedures:

7.5.1. Annual Program Review Form

7.5.1.1. This program summary should be a succinct (4 to 5 page) analysis of the standard program profile data package, ongoing learning outcomes assessments, stakeholder feedback, student and faculty achievements, and the implementation of the program action plan.

7.5.1.2. Form A: Annual Program Review includes a program description section along with questions on relevance and currency, student success, faculty qualifications and workloads, program resources, institutional priorities, changes in the operating environment, and recommendations for the coming year. Suggested evidence is listed for each section.

7.5.2. Timing of Reports:

7.5.2.1. Annual Program Review Reports should be compiled by the designated program chair and submitted to the relevant Dean for review within six weeks of the end of the winter term.

7.5.2.2. The reports should reflect on activities, including curriculum mapping, course outline audits, learning outcomes assessments, and any stakeholder engagements that have taken place through out the year.

7.5.3. Program profile data:

7.5.3.1. A standard data package Form B: Program Profile Data will include tracking of program demand, student success, and use of resources.

7.5.3.2. This will be made available by Institutional Planning and Research at the end of the winter term.

7.5.3.3. The data elements will include key performance indicators for the institution and other identified priorities.

7.5.4. Learning Outcome Assessment Plans:

7.5.4.1. Each year Form C: Learning Outcomes Assessment Plan should be appended as evidence that the curriculum is up-to-date, and that due consideration has been given to student achievement on selected attributes.

7.5.4.2. Discipline-specific and credential-level knowledge and skills should be tracked using predominantly direct evidence. Providing the crossovers with the Alberta Credential Framework are well documented, externally accredited programs can substitute their discipline-specific assurances of learning and/or demonstrations of required competencies.

7.5.5. Institutional priorities and challenge questions:

7.5.5.1. The annual program review process provides opportunities for programs to demonstrate their alignment to institutional priorities. This gives the Deans and Provost and Vice President Academic insight to how different program initiatives contribute to the overall success of the institution.

7.5.5.2. Each January, the Deans and Vice President Academic and Research should discuss the challenge questions to be placed in the institutional priority section of the form and, in consultation with the Chairs and Institutional Planning and Research, determine available sources of evidence. Results of these consultations should be shared widely with faculty members so they can contribute to data collection and analysis.

7.5.6. Stakeholder engagement:

7.5.6.1. The quality assurance process relies on input from both internal and external stakeholders.

7.5.6.2. Faculty and staff should be given opportunities to contribute to the analysis and priority setting activities that are summarized in the review.

7.5.6.3. Recent graduates and/or students may also contribute insights from their experience in the program. Short surveys can be used but focus groups often provide for more dynamic engagement.

7.5.6.4. External community and industry representatives should have experience and/or credentials that will allow them to comment on the relevance of the program. Feedback can be gathered through facilitated meetings or virtual focus group sessions that can take place at any point during the year. The question prompts should be designed to encourage a solutions-focused discussion.

7.5.7. Action Plan Updates:

7.5.7.1. Implementation of the program action plans are fundamental for continuous quality improvement. The action plan may include changes such as the introduction, revision, or removal of a course; calendar changes; or adjustments to administrative practices.

7.5.7.2. Major program changes may need additional approvals and be subject to other external review processes. Any additional approvals should be noted in the action plan.

7.5.7.3. If a current program action plan is not available, the program chair should draw on the most recent curriculum mapping/course outline audits, learning outcomes assessments, previous annual reviews, and resource plan proposals to determine if there are outstanding issues and priority actions to be tracked.

7.6. Exceptions:

7.6.1. Programs that have completed comprehensive reviews during the current academic year do not complete an Annual Program Review until the following spring.

8. Comprehensive Review Procedures

8.1. Purpose:

8.1.1. Comprehensive program reviews are conducted every five years to assess the overall quality and effectiveness of a credit program including the currency of the curriculum, expected outcomes, and methods of delivery.

8.1.2. External feedback is an essential step in validating the curriculum and demonstrating accountability. This can be gathered through a team visit from external peer reviewers for degree programs or a desk review by qualified industry representatives for certificates and diplomas.

8.2. Principles:

8.2.1. Comprehensive program review is a collaborative process whereby data informs meaningful discussions to build on a program's strengths and successes through clear action plans.

8.2.2. The program review methodology is comprehensive, well communicated, and understood by all the stakeholders.

8.2.3. The process should be flexible enough to accommodate the diverse program offerings of the institution. This includes allowing linked credentials and/or common disciplines to be grouped together for reviews with the expectation that any divergent trends will be analyzed.

8.2.4. The comprehensive program review should integrate external and internal accreditation and/or certification processes.

8.2.5. The review processes provide an opportunity for the program to learn more about itself by engaging with stakeholders.

8.2.6. Implementing changes to respond to findings during the comprehensive review does not have to wait until the completion of the review. The program may wish to begin implementation while the review is in progress if additional approvals have been obtained.

8.2.7. Program Review is not intended to evaluate performance of individual faculty, staff, or administrators.

8.3. Definitions:

Term	Definition
Credit Programs	A program of study that is approved by Alberta Advanced Education and leads to a credential defined in Alberta's Credential Framework.
Degree Program	Any Ministerial approved program that meets the criteria for baccalaureate level, or higher, studies in Alberta's Credential Framework.
Desk Review	An examination of relevant data and reports to provide an understanding of program operations and outcomes and the evidence underpinning the recommendations in the self-study. An orientation meeting and/or debriefing may be facilitated remotely, but the primary analysis explores available documentation.
Action Plan	An action plan is the one of the main outcomes of the comprehensive review process. It documents the steps needed to reach established goals. Action plans clarify the timelines, tasks, and investments needed to respond to approved recommendations received during the comprehensive review process and annually affirmed and prioritized by the program Chair and Dean.
Learning Outcomes Assessment Plan	An ongoing process through which faculty members can assure that students are demonstrating expected knowledge, skills, and abilities (graduate attributes). These rolling multi-year plans identify the outcomes to be examined, specific targets, results, and the department's response to the assessment.
Self Study	A reflective document that considers the impact of changes implemented from the previous review; evidence that graduates meet the standards for their credential as specified in the Alberta Credential Framework; recent enrolment, retention, and graduation trends; graduate employment and satisfaction; stakeholder feedback; labour market trends; and changes in the field/discipline to identify strengths and weaknesses and make recommendations for improvement.

Program Profile Data	A common set of quantitative measures used as evidence in the analysis of program effectiveness. Trends in program demand, student success, and the use of resources will be tracked along with other key performance indicators. Each data element in the program profile will be clearly defined.
Program Review Teams	Members of the program faculty assigned to contribute to the development of the self study, respond to the external review report, and contribute to the program's action plan.
Independent External Reviewers	Appropriately qualified academic, professional, or industry representatives asked to provide advice to the program based on materials provided and interactions with stakeholders. External reviewers should have an arms-length relationship to the program. They should not have been employed by, served on the Board of Governors for, or earned their highest credential from, the institution. They should not have served as a mentor, supervisor, research collaborator, co-author, or external examiner to a program faculty, Chair, or Dean. They must not be in a close family relationship with a member of the program under review.

8.4. Roles and Responsibilities:

    8.4.1. Academic Council:

        8.4.1.1. Has the overall responsibility for regulating program offerings and ensuring effective processes are in place for continuous quality improvements to the curriculum in order to promote student success.

    8.4.2. Provost and Vice President Academic:

        8.4.2.1. In consultation with the Deans and Program Chairs, will monitor the operational requirements for the review processes and allocate necessary resources to support the comprehensive program reviews, including sponsoring relevant faculty development workshops.

        8.4.2.2. The Vice President Academic and Research will review the self study and its recommendations before the materials are circulated externally and will meet with the external visiting team chair at the beginning and end of their visits.

        8.4.2.3. The Vice President Academic and Research will review the External Review report for accuracy and completeness.

        8.4.2.4. The Vice President Academic and Research will approve the program action plan and provide it to the Program Review Committee for information.

    8.4.3. Deans:

        8.4.3.1. Will confirm the appointment of the program review team members, manage the invitations and scheduling of the external reviewers, review the self-study and the external team report, and assist with the development of the program action plan.

        8.4.3.2. Deans will oversee the implementation of the program action plans in their areas.

8.4.4. Program Chairs:

    8.4.4.1. Are primarily responsible for providing the logistical supports to the program review and external reviewers.

8.4.5. Program Faculty Members and Staff:

    8.4.5.1. Actively participate in review activities including providing access to course materials to assist with curriculum review and mapping, examining trends in the profile data, championing recommendations for improving student success, and contributing to action plans.

8.4.6. Program Review Committee:

    8.4.6.1. Is a standing committee of Academic Council that approves the self study form and project scope and schedule.

    8.4.6.2. Monitors the rolling schedule of reviews and makes provisions for linked and/or similar programs to be reviewed together.

8.4.7. Program Review Team:

    8.4.7.1. Undertakes the program's self-study. This includes developing a project plan that identifies the schedule deliverables and each member's responsibilities in the analysis, writing, and review of the report which addresses the questions in the template and such other matters that may be relevant to understand the program's strengths and areas for improvement.

    8.4.7.2. Program Review Team members will be available to meet with stakeholders and external reviewers. They contribute to the response to the External Review Report and the development of the program's action plan.

8.4.8. Institutional Planning and Research:

    8.4.8.1. Will work with the Program Review Team and provide a program profile with clearly defined, timely, accurate, and relevant data.

    8.4.8.2. IPR staff will provide training for academic staff on the uses of dashboards and/or templates and limitations of available data.

    8.4.8.3. IPR will also make relevant comparator data available including the institutional completion rates, labour force demand metrics, and institutional enrolment projections.

8.5. Procedures

8.5.1. Figure 1 offers an overview of the Comprehensive Program Review process. The steps include: formation and orientation of the review team; creation of a project plan to guide the data collection and analysis in the self-study; identification of external reviewers, gathering of stakeholder feedback, completion of the self study document; getting external feedback on the program and the recommendations to improve it; and development of an action plan that will be reviewed and renewed in the Annual Program Review process.

8.5.2. The key elements in the process are as follows:

    8.5.2.1. Schedule of Comprehensive Reviews

8.5.2.1.1. The Program Review Committee maintains a rolling five-year schedule of comprehensive program reviews

8.5.2.1.2. The schedule will take into consideration external accreditation requirements so that internal and external processes can be harmonized.

8.5.2.1.3. Where the results from the Annual Program Review warrant, the Program Review Committee may determine that a program or cluster of related programs should initiate a Comprehensive Program Review with a focus on a particular opportunity or concern.

8.5.2.1.4. New academic programs should have their first Comprehensive Program Review scheduled after the completion of their first graduating cohorts. The schedule will be reconfirmed each fall and the Deans and Institutional Planning and Research will be given notice of the programs expected to commence the comprehensive program reviews in the Spring.

Figure 1: Comprehensive Review Workflow

	• Notice to program that comprehensive review will be undertaken • Nomination and selection of review team
May	• Review team orientation for templates and existing materials • Supplementary research questions developed and data requests considered • Review plan with project milestones developed
	• Review teams in progress • QA and Outcomes Assessment Workshop
Sept	• **Updated data package provided by Instituitonal Planning and Research** • Nominations for potential external reviewers provided by program to the Dean's Office • **Review plan provided to Program Review Committee for feedback**
	• Data analysis carried out • Curriculum review workshop held with program faculty • Stakeholder engagement completed • Dean's office contacts potential external reviewers
Dec	• Self study report drafted • Program faculty and staff feedback provided
Jan	• Revised draft reviewed by Dean and VPAR • **Self Study and supporting materials circulated to external reviewers**
	• External reviewer activities (visit and/or interviews) completed • External report recieved and reviewed • Program response to external report prepared
April	• Action Plan developed and approved • **External Report, Program Response, and Action Plan forwarded to Program Review Committee** • Review participants invited to provide feedback on the review process

8.5.3. Program Review Team

    8.5.3.1. The formation of the Program Review Team marks the beginning of the Comprehensive Review process.

8.5.3.2. The review team should include all continuing faculty members from within the program.

8.5.3.3. The relevant Dean, in consultation with the program review team, will appoint one member to lead the self study process.

8.5.3.4. The program review team will have an orientation meeting with the Dean and Institutional Planning and Research to discuss the Self Study Template (Form D) and available information. They will consider supplementary research questions and data requests.

8.5.3.5. Program Review Teams are expected to rely primarily on existing documentation including the external report, recommendations, and action plan from the previous comprehensive review; the previous annual program review documents; the program's curriculum map; and learning outcomes assessment plan.

8.5.3.6. The Program Review Team will develop a project plan for the self study identifying key milestones and responsibilities for analysis and reporting. The project plan should indicate how key stakeholders will be involved in the review process.

8.5.3.7. The Program Review Team will contribute to the analysis of the questions in the self study and the team lead consolidate the findings. The competed internal self-study report will be provided to the relevant Dean for review. The Dean may provide feedback and/or suggested revisions to the Program Review Team.

8.5.3.8. The Program Review Team will be expected to meet with the external reviewers and respond to their questions about the substance and process of developing the self-study.

8.5.4. Curriculum Review Workshop:

8.5.4.1. One of the benefits of the Comprehensive Program Review is the opportunity to take a holistic view of the program and its curriculum.

8.5.4.2. This will be facilitated through a faculty workshop that examines course outlines and the program curriculum map as well as course sequencing and the cumulative impact of the Learning Outcomes Assessment Plan.

8.5.4.3. The faculty may also consider comparisons with benchmark programs at other institutions.

8.5.5. Stakeholder engagement:

8.5.5.1. The quality assurance process relies on input from both internal and external stakeholders. Recent graduates and/or students can contribute insights from their experience in the program. Short surveys can be used, but focus groups often provide for more dynamic engagement. External community and industry representatives should have experience and/or credentials that will allow them to comment on the relevance of the program. Feedback can be gathered through facilitated in-person or virtual meetings or focus group sessions. The question prompts should be designed to encourage a solutions-focused discussion (see suggested focus group questions).

8.5.6. Self Study Report:

    8.5.6.1. The aims of the self study should be to understand, evaluate, and enhance the program. It should be analytic and forward looking with key recommendations supported by evidence.

    8.5.6.2. The Program Review Team should try to maximize existing documentation and standard data sources to respond to the prompts in the Self Study Template (Form D: Self Study Template).

    8.5.6.3. If the Program Review Team has supplemental questions, the necessary data sources need to be identified during the project planning stage of the review process.

    8.5.6.4. Not every question will be resolved over the course of the self study and additional investigations may become part of the program's future action plan.

    8.5.6.5. All program faculty and staff should be given the opportunity to provide feedback on the self study and its key recommendations.

    8.5.6.6. The Program Advisory Committee should also be given an opportunity to provide suggestions regarding the key findings and recommendations in the report.

    8.5.6.7. The relevant Dean will also review the self study and may have suggestions or require revisions.

    8.5.6.8. The Vice President Academic and Research's approval is needed before the Self Study is circulated to external reviewers.

8.5.7. External Review for Degree Programs:

    8.5.7.1. The External Review Team for Degree Programs is normally composed of two independent academic experts and one reviewer internal to the institution but external to the academic unit.

    8.5.7.2. The External Review Team will participate in the evaluation of the degree program by reviewing the self-study, visiting the campus to conduct on-site interviews, and preparing a report.

    8.5.7.3. Independent academic experts should hold terminal degrees in their fields and hold senior academic appointments at institutions similar in nature to GPRC.

    8.5.7.4. An internal-external member (a senior GPRC faculty member from a different division than the program under review) will be a full participant on the review team and will help with interpreting institutional contexts.

    8.5.7.5. The External Review Teams for professional programs should include at least on expert active outside of academia.

    8.5.7.6. The Program Chair will submit a list of six to eight potential reviewers to the Dean's office for approval.

        8.5.7.6.1. A brief rationale should be provided for each potential reviewer, and any potential conflicts of interest should be disclosed.

    8.5.7.7. The Dean's office will confirm selection of the independent experts based on their availability and arms-length relationship to the program.

8.5.7.7.1. The Dean's office will also determine the best times for the external review to take place.

8.5.7.8. The Vice President Academic and Research will invite the external reviewers.

8.5.7.9. The agenda for the site visit will be developed in collaboration with the Dean and Program Chair.

8.5.7.9.1. It will normally begin with a meeting with the Vice President Academic and Research to answer general questions about the institution and to reiterate the purpose and structure of the review process.

8.5.7.9.2. The External Review Team will then have meetings with the Program Review Team, part-time and contracted instructors, students and alumni, and staff members as appropriate.

8.5.7.9.3. With students' permission, samples of assessed capstone projects or other significant assignments will also be made available to the External Review Team during their site visit.

8.5.7.10. The External Review Team will be asked to assess the program's compliance with Campus Alberta Quality Council's Program Quality Assessment Standards, and the Alberta Credential Framework expectations for degree programs.

8.5.7.10.1. The report should also address questions raised by the Program Review Team in the self-study and offer such commendations and recommendations that the External Review Team deems appropriate.

8.5.8. External Review for Certificate and Diploma Programs:

8.5.8.1. The External Review Team for certificate and diploma programs will consist of one independent academic reviewer and one industry reviewer who will conduct a desk review of the program.

8.5.8.1.1. The industry reviewers should hold a recognized credential and/or certification in an industry area or discipline that is closely related to the program under review and be actively employed in a relevant industry position.

8.5.8.1.2. The academic reviewer should be a senior academic from a post-secondary institution similar in size and scope and hold the highest possible credential in a discipline that is the same as, or closely related to, the program under review.

8.5.8.2. The Program Chair will submit a list of six to eight potential reviewers with rationale to the Dean's office for approval. Any potential conflicts of interest should be disclosed.

8.5.8.3. The Dean's office will contact the independent academic experts and confirm their availability and arms-length relationship to the program.

8.5.8.4. The External Review Team for certificate and diploma programs will be provided with the self study report along with the criteria for program quality and Campus Alberta Quality Council standards.

8.5.8.4.1. They will be given orientation material about the process and provided with the opportunity to request additional information and/or clarifications from the program review team.

8.5.8.4.2. They may also request the opportunity to connect virtually with other program stakeholders.

8.5.8.4.3. Their assessment and recommendations should be based on the materials provided and informed by their knowledge of the industry trends and/or benchmark programs.

8.5.9. Evaluation of the External Report

8.5.9.1. The External Review Team's report should be provided to the Vice President Academic and Research within 30 days of the on site or virtual visit and will be made available to the relevant Dean, Program Chair, and Program Review Team.

8.5.9.2. The Vice President Academic and Research will review the External Reviewer Team's report and, if necessary, ask the reviewers to provide any omitted components and/or to correct factual errors.

8.5.9.3. Once the Vice President Academic and Research is satisfied with the external review report, they will forward it to the Program Review Team and the relevant Dean.

8.5.9.4. Program Response to the External Review Report:

8.5.9.4.1. The Program Review Team respond to the concerns and areas for improvement identified in the External Review Report and prioritize potential actions.

8.5.9.5. Dean's Response:

8.5.9.5.1. The Dean will receive the External Review Report and the Program Review Team's response and work with the Program Chair to confirm the Program's Action Plan (Form E: Program Action Plan).

8.5.9.5.2. The External Review Report, Program Review Team Response, and the Program's Action Plan will be forwarded to the Vice President Academic and Research for Approval and then to the Program Review Committee for information.

8.5.10. Action Plan:

8.5.10.1. Implementation of the program action plans are fundamental for continuous quality improvement.

8.5.10.2. The action plan may include changes such as the introduction, revision or removal of a course; calendar changes; or adjustments to administrative practices.

8.5.10.3. Major program changes may need additional approvals and be subject to other external review processes. Any additional approval requirements should be noted in the action plan.

8.6. Exceptions:

8.6.1. Programs with external accreditation requirements will provide a gap analysis between the required external processes and the expectations for meeting the institution's policies and procedures.

9. Forms
   9.1. All Forms are available from the Vice President Academic and Research Office and the Program Review shared site.
      9.1.1. For Annual Reviews:
         9.1.1.1. Form A: Annual Program Review
         9.1.1.2. Form B: Program Profile Data
         9.1.1.3. Form C: Learning Outcomes Assessment Plan
      9.1.2. For Comprehensive Reviews:
         9.1.2.1. Form D: Self Study Template
         9.1.2.2. Form E: Program Action Plan

Approved by Academic Council: DATE

NORTHWESTERN POLYTECHNIC

ACADEMIC COUNCIL MEMBERSHIP 2022/2023

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VICE-CHAIR:	TBD at first meeting in Fall
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VICE-PRESIDENT ACADEMIC:	Dr. Vanessa Sheane
NOTE TAKER:	Terri Trask
DEANS:	Dr. Carly McLeod (to be appointed by BOG)
	Dr. Brian Redmond (to be appointed by BOG)
REGISTRAR:	Megan Slifka (to be appointed by BOG)
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