



ACADEMIC COUNCIL AGENDA

Thursday, February 9, 2023

4:00 – 6:00 pm

E211 or ZOOM

	DISCUSSION ITEM	STATUS	RESPONSIBLE
1.	Call to Order		Chair
2.	Agenda	For Approval	Chair
3	Minutes of December 1, 2022 - Attached	For Approval	Chair
4.	Committee Reports 4.1 Co-Curricular Committee 4.2 Curriculum Committee 4.2.1 Curriculum Committee Minutes of January 19, 2023 – Attached 4.3 Program Review Committee Update 4.4 Nominating Committee	For Recommendation to Send to BOG(Motion) Information	Dr. Carly McLeod Dr. Vanessa Sheane
5.	New Business 5.1 2023-2024 Important Dates Document – Revisions - Attached 5.2 Community Members – Academic Council 5.3 Policy Updates 5.3.1 Final Exam Policy - Attached 5.4 Instructor Emeritus Applications – Attached 5.4.1 Tom Kaip 5.4.2 Tina Martel	For Recommendation to Send to BOG(Motion) For Recommendation to Send to BOG(Motion) For Recommendation to Send to BOG(Motion) For Recommendation to Send to BOG(Motion)	Ms. Megan Slifka Dr. Julia Dutove Ms. Megan Slifka Dr. Andrew Dunlop
6.	Trending Education Topic – Choose Topic for May meeting.	Discussion	Chair/All
7.	Open Discussion	Discussion	Chair/All
8.	Next Meeting – May 11, 2023		Chair
9.	Adjournment	For Approval (Motion)	Chair

ACADEMIC COUNCIL MEETING MINUTES

Dec. 1, 2022

Members:

Council Chair:

Dr. Julia Dutove

Council Vice-Chair:

Ms. Brooklyn Broaders

President:

Mr. Justin Kohlman

|Notice of Absence

Provost and Vice-President Academic:

Dr. Vanessa Sheane

Deans:

Dr. Andrew Dunlop

Dr. Carly McLeod

Ms. Caitlin Hartigan

Alternates:

Dean, Student Services:

TBD

Academic Staff Association:

Dr. Julia Dutove

Ms. Lesley Brazier

|Notice of Absence

Ms. Teresa Evans

Mr. Misha Albert

Ms. Carolyn Vasileiou

Dr. Deena Honan

Ms. Theresa Suderman

Dr. Shawn Morton

Dr. Elena Voskovskaia

Mr. Shawn DeGreeve

Alternates:

Ms. Darlene Horseman

Ms. Abigail Head

Students' Association:

Ms. Brooklyn Broaders

Mr. Josh Winland

Ms. Melanie Pack

Ms. Dessy Downey

Ms. Wendy Anthony

Ms. Faith Evans

Alternates:

TBD

Employees' Association:

Ms. Tanya Kinderwater

Ms. Lisa Hollis

Alternate: Ms. Desiree Mearon

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: Ms. Megan Slifka
Ms. Kim Richardson

4199 CALL TO ORDER

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

4200 AGENDA

The agenda was APPROVED as presented by consensus.

CARRIED

4201 MINUTES OF November 4, 2022

The Minutes of November 4, 2022 were APPROVED as presented by consensus.

CARRIED

4202 COMMITTEE REPORTS

Curriculum Committee

Academic Council received The Curriculum Committee Minutes for October. 13, 2022. MOTIONED by Dr. Vanessa Sheane; SECONDED by Mr. Shawn DeGreeve to recommend to the Board of Governors to APPROVE the Curriculum changes from the November 15, 2022 Curriculum Committee meeting as presented.

CARRIED

2022-2023 ACADEMIC COUNCIL MEETING DATES

November 3, 2022
December 1, 2022 (Only if required)
February 9, 2023
May 11, 2023

Dates are for information only.

4203 OPEN DISCUSSION – No discussion occurred.

4204 ADJOURNMENT

Meeting adjourned by consensus at 4:05 pm.

Dr. Julia Dutove, Chair

Ms. Teresa Bell, Records

4199 CALL TO ORDER3252

4200 AGENDA 3252 3252

4201 MINUTES OF NOVEMBER 4, 20223252

4202 COMMITTEE REPORTS3252

4203 OPEN DISCUSSION3252

4204 ADJOURNMENT3252

CURRICULUM COMMITTEE

Thursday, 19 January 2023

3:00 – 6:00pm

Location: E211 & Zoom

Attendees:

Chair	Dr. Carly McLeod	
Records	Ms. Marcia Aldred	
	Dr. Vanessa Sheane	Mr. Miroslaw Bator
	Ms. Megan Slifka	Mr. Shawn DeGreeve
	Dr. Harrison Applin	Dr. Deena Honan
	Dr. Andrew Dunlop	Ms. Janelle MacRae
	Ms. Caitlin Hartigan	Ms. Brooklyn Broaders
	Dr. Daryl White	Mr. Joshua Winland
Dept Chairs/Representative		
	Ms. Chelsea Antonio	Dr. Julia Dutove
	Ms. Carmen Gorgichuck	Ms. Nicoletta Harabor
	Dr. Sean Irwin	Mr. Andrew Pietsch
	Dr. Daryl White	

-
- Meeting called to order at 3:01pm.
Approval of agenda by consensus with the following amendment:
 - Moving items 11.1 - 11.11 to after item 4.

Moved: Dr. Deena Honan **Second:** Ms. Brooklyn Broaders

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- Kuali Software Update – Ms. Marcia Aldred
 - Course, program and emphases forms and workflows are completed. Testing with other staff/Chairs will begin next week.
 - We are loading course data right now and next week will start adding programs and emphases.
 - Will need help from departments to review course and program information. There will be formatting changes and need to confirm all information is correct.
 - All program curriculums will be set up using Years (Year 1, Year 2, Year 3, Year 4) and/or Blocks (Block 1, Block 2, Block 3, etc.). Many of the trades programs currently are set up in blocks, having both options will work for all programs. Will not use Fall, Winter, and Spring.

CURRICULUM COMMITTEE

- The project timeline has Curriculum Management going live at the end of February and we will be working on the calendar in March.
 - Chairs should plan for all course and program proposals and changes to be submitted through Quali after it goes live at the end of February. This includes the April meeting. Once everything is set up, Marcia will meet with Chairs and Department Assistants for training. Deans and some other staff will also be using the system to comment, revise, and approve proposals and will receive training as well.
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3. Submitting Outlines for Inactive Courses

- All Chairs received a list of courses that have been inactive for 3+ years. Departments have been asked to delete courses or submit an updated outline to the Curriculum Committee. To delete a course, departments need to complete the form and submit to Curriculum Committee for approval. To keep a course active, departments need to submit an updated course outline for review and information to the Curriculum Committee (no voting). Forms are available on Sharepoint and in the NWP Assistant, no form is required for submitting updated outlines. Would like to make this an ongoing process and have departments reviewing courses annually.
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4. WR1010 Professional and Academic Writing

Motion: Recommend that Academic Council approve the addition of WR1010 Professional and Academic Writing 3 (3-1-0) 60 hours 15 weeks to course offerings effective June 1, 2023, pending transfer approval to the U of A, with the following amendments:

- Change Hours Distribution from “3-1-0” to “2-2-0”.
- Change to the Course Description to add “and communication” and remove “APA”. Updated course outline is included in the agenda package.
- Change Effective Date from June 1, 2023 to July 1, 2023.

Moved: Dr. Carly McLeod **Second:** Ms. Megan Slifka

Discussion: Equivalent to a Jr. English for Business, Nursing, and Kinesiology.

APA referencing is being removed because disciplines may use different styles of referencing, would like departments to have the flexibility to choose which type of referencing they use. This course is associated with the BBA and Business Administration programs and is interdisciplinary.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

School of Skilled Trades

5. Transportation Trades

5.1 MCM200 Theory II

CURRICULUM COMMITTEE

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description and adding the Prerequisite “MCM100 and MCM150” effective July 1, 2023.

Moved: Mr. Andrew Pietsch **Second:** Dr. Deena Honan

Discussion: Certificate and diploma trades programs currently use a percentage grade scale which aligns with apprenticeship, most trades programs ladder into apprenticeship and students can write the first year exams. Want to review grading for all trades programs as percentage is not in the grading policy. After the discussion, it has been decided to table this course change proposal until grading has been reviewed.

Tabled

5.2 MCM250 Shop II

Motion: Recommend that Academic Council approve the proposed addition of the Prerequisite “MCM100 and MCM150” effective July 1, 2023.

Discussion: Same discussion as MCM200.

Tabled

School of Health and Education

6. Kinesiology and Health Sciences

6.1 PE1100 Personal Health and Wellness

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from “Personal Health and Fitness” to “Personal Health and Wellness” and updating the Course Description effective July 1, 2023.

Moved: Dr. Julia Dutove **Second:** Ms. Caitlin Hartigan

CARRIED

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

6.2 PE2000 Exercise Physiology

CURRICULUM COMMITTEE

Motion: Recommend that Academic Council approve the proposed Prerequisite change from “PE1030” to “PE1015” effective July 1, 2023.

Moved: Dr. Julia Dutove **Second:** Ms. Megan Slifka

Discussion: Updating the prerequisite to align with the equivalent course at U of A, PE1030 is not required for transfer. PE1015, PE1030, and PE2000 are all physiology courses. Changing the prerequisite also gives students more flexibility to progress through the program.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

6.3 PE2400 Introduction to Athletic Injuries

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from “Introduction to Sports Injuries” to “Introduction to Athletic Injuries” and updating the Course Description effective July 1, 2023.

Moved: Dr. Julia Dutove **Second:** Ms. Caitlin Hartigan

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

6.4 Personal Trainer

Motion: Recommend Academic Council approve the proposed program changes for the Personal Trainer Diploma effective July 1, 2023 with the following amendment:

- Remove program hours from the form.

Moved: Dr. Julia Dutove **Second:** Ms. Janelle MacRae

Discussion: Removing PE1030 from the required courses, replacing with approved options that students can choose from.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

CURRICULUM COMMITTEE

6.5 Kinesiology Diploma

Edits: In November 2021 changes to the Kinesiology Diploma were approved to offer specializations. Those changes were not implemented in Fall 2022 as initially planned. Wording has now been edited to offer an emphasis, instead of a specialization.

6.6 PA1350 Instruction of the Basics of Tennis

PA1820 Instruction of the Basics of Indoor Wall Climbing

PA3110 Coaching Basketball

PA3370 Coaching Volleyball

Motion: Recommend Academic Council approve the deletion of the following courses: PA1350, PA1820, PA3110, and PA3370 effective July 1, 2023.

Moved: Dr. Julia Dutove **Second:** Ms. Janelle MacRae

CARRIED

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

School of Applied Science and Technology

7. Science

7.1 CS2000 Data Communications and Networking

Motion: Recommend that Academic Council approve the proposed changes including: changing the Total Course Hours from “45” to “75”, changing the Hours Distribution from “3-0-0” to “3-0-2”, and adding the Prerequisite of “CS1140” effective July 1, 2023, with the following amendment:

- Change the effective date to July 1, 2023.
- Update the course outline to include the Prerequisite.

Moved: Dr. Sean Irwin **Second:** Dr. Andrew Dunlop

Discussion: With the addition of the lab and prerequisite students who complete the CST diploma and apply to BCS can receive advanced credit for CS2000.

CARRIED

CURRICULUM COMMITTEE

Approved by Academic Council:

Approved by Board of Governors:

8. Humanities and Social Sciences

8.1 NT3630 Aboriginal Women in History

Motion: Recommend that Academic Council approve the addition of NT3630 Aboriginal Women in History 3 (3-0-0) 45 hours 15 weeks to course offerings effective July 1, 2023.

Moved: Dr. Daryl White **Second:** Dr. Deena Honan

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

8.2 NT3800 Indian Residential School

Motion: Recommend that Academic Council approve the addition of NT3800 Indian Residential School 3 (3-0-0) 45 hours 15 weeks to course offerings effective July 1, 2023.

Moved: Dr. Daryl White **Second:** Dr. Andrew Dunlop

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

9. Fine Arts

9.1 MU1860 Musical Life Today (formerly MU1650)

Motion: Recommend that Academic Council approve the addition of MU1860 Musical Life Today 3 (3-0-0) 45 hours 15 weeks to course offerings to replace MU1650 effective July 1, 2023.

Moved: Ms. Carmen Gorgichuk **Second:** Dr. Andrew Dunlop

Discussion: MU1860 is a new course, MU1650 will be deleted from course offerings. Changes are to align with the U of A's changes.

CARRIED

CURRICULUM COMMITTEE

Approved by Academic Council:

Approved by Board of Governors:

9.2 MU2281 Music Technology III

Motion: Recommend that Academic Council approve the proposed Prerequisite change from “MU2081 or permission of the department” to “MU1081” effective July 1, 2023.

Moved: Ms. Carmen Gorgichuk **Second:** Mr. Shawn DeGreeve

Discussion: Fine Arts offers 4 music technology courses and they are not always taught sequentially. Students will start with Music Technology 1 then can move on to Music Technology 2 or 3, want to update the prerequisite to allow this.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

9.3 MU2830 Western Art Music, Ancient-1800

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Title from “Western Art Music History” to “Western Art Music, Ancient-1800”, updating the Course Description, and changing the Prerequisite from “MU1560” to “MU1860” effective July 1, 2023.

Moved: Ms. Carmen Gorgichuk **Second:** Mr. Shawn DeGreeve

Discussion: Changes are to align with U of A’s changes and maintain transferability.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

9.4 MU2840 Western Art Music, 1850-Present

Motion: Recommend that Academic Council approve the addition of MU2840 Western Art Music, 1850-Present 3 (3-0-0) 45 hours 15 weeks to course offerings effective July 1, 2023.

Moved: Ms. Carmen Gorgichuk **Second:** Ms. Megan Slifka

CURRICULUM COMMITTEE

Discussion: This new course is to align with U of A’s changes to their Bachelor of Music program. MU2830 will be offered beginning in 2024/2025 as a third history course for UT Music students. The UT Music program will be updated in the calendar to reflect these changes, UT program changes do not need to be approved through curriculum.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

School of Business

10. Business and Office Administration

10.1 BA3500 Rural, Northern, and Indigenous Business Analysis

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description, changing the Hours Distribution from “3-1-0” to “3-0-1”, and changing the Prerequisite from “BA2240, MG2000, and BA1120” to “BA2240, MG2000, BA1120, and NT2300” effective July 1, 2023.

Moved: Ms. Chelsea Antonio **Second:** Mr. Shawn DeGreeve

Discussion: Updates to the course description and adding NT2300 as the prerequisite are from the recommendation of the instructor.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

10.2 BA2800 Internet Business Concepts

OA1430 Sage 50 for Small Business

OA1510 Dental Sciences Technology

OA1520 Dental Office Procedures

OA1530 Dental Care and Third Party Billing

Motion: Recommend Academic Council approve the deletion of the following courses: BA2800, OA1430, OA1510, OA1520, and OA1530 effective July 1, 2023.

Moved: Ms. Chelsea Antonio **Second:** Ms. Janelle MacRae

CURRICULUM COMMITTEE

Discussion: Courses have not been offered in many years and the department no longer offers the dental specialization in Office Administration.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

10.3 Bachelor of Business Administration

Motion: Recommend Academic Council approve the proposed program changes for the Bachelor of Business Administration effective July 1, 2023.

Moved: Ms. Chelsea Antonio **Second:** Mr. Shawn DeGreeve

Discussion: Adding NT2300 as a required course and changing from 3 Humanities electives to 2. NT2300 is a prerequisite for BA3500.

Want to find what courses outside of business would count towards the business elective for students who want to take more humanities courses.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

11. Academic Upgrading

11.1 MA0060 Basic Mathematics I

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from "0-0-7.5" to "7.5-0-0" effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Dr. Deena Honan

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

11.2 MA0081 Basic Mathematics II

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from "0-0-7.5" to "7.5-0-0" effective July 1, 2023.

CURRICULUM COMMITTEE

Moved: Ms. Nicoletta Harabor **Second:** Dr. Deena Honan

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

11.3 MA0091 Basic Mathematics III

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from “0-0-7.5” to “7.5-0-0” effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Dr. Deena Honan

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

11.4 MA0093 Math Essentials

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from “0-0-7.5” to “7.5-0-0” effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Ms. Janelle MacRae

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

11.5 MA0110 Mathematics Grade 10-C Equivalent

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from “0-0-7.5” to “7.5-0-0” effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Ms. Caitlin Hartigan

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

CURRICULUM COMMITTEE

11.6 MA0113 Mathematics Grade 10-3 Equivalent

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from “0-0-7.5” to “7.5-0-0” effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Dr. Andrew Dunlop

CARRIED

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

11.7 MA0122 Mathematics Grade 20-2 Equivalent

Motion: Recommend that Academic Council approve the proposed changes including: updating the Course Description, changing the Total Course Hours from “90” to “112.5”, and changing the Hours Distribution from “6-0-0” to “7.5-0-0” effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Ms. Caitlin Hartigan

Discussion: Course description changes are now consistent with other math courses. Change to 112.5 and 7.5-0-0 hours aligns with the other math modules courses.

CARRIED

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

11.8 MA0123 Mathematics Grade 20-3 Equivalent

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from “0-0-7.5” to “7.5-0-0” effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Ms. Brooklyn Broaders

CARRIED

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

11.9 MA0131 Mathematics Grade 12 Calculus Equivalent

CURRICULUM COMMITTEE

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from “0-0-7.5” to “7.5-0-0” effective July 1, 2023, with the following amendment:

- Update to the Course Description.

Moved: Ms. Nicoletta Harabor **Second:** Mr. Josh Winland

Discussion: The course change form did not include the current course description, also want to update this.

CARRIED

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

11.10 MA0133 Mathematics 30-3 Equivalent

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from “0-0-7.5” to “7.5-0-0” effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Ms. Megan Slifka

CARRIED

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

11.11 CP0100 Introductory Keyboarding

CP0110 Computer Applications II

LL0110 English Lab

SL0090 Social Studies Grade 9 Equivalent

SL0120 Social Studies Grade 11 Equivalent

SL0130 Social Studies Grade 12 Equivalent

Motion: Recommend Academic Council approve the deletion of the following courses: CP0100, CP0110, LL0110, SL0090, SL0120, and SL0130 effective July 1, 2023.

Moved: Ms. Nicoletta Harabor **Second:** Mr. Shawn DeGreeve

Discussion: Is Social 30 a required course for any programs? Included in Group A, not a specific required course for any programs.

CURRICULUM COMMITTEE

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

School of Health and Education

12. Nursing Education and Health Studies

12.1 HC1060 Meeting Complex Care Needs

Motion: Recommend that Academic Council approve the proposed change to the Hours Distribution from “7.5-0-0” to “2.4-0-5.1” effective **December 12, 2022**.

Moved: Ms. Joan Jacobson **Second:** Dr. Deena Honan

Discussion: Change is being made retroactively for the current semester.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

12.2 Bachelor of Science in Nursing

Motion: Recommend Academic Council approve the proposed program changes for the Bachelor of Science in Nursing effective July 1, 2023, with the following amendment:

- Change the effective date to July 1, 2023

Moved: Ms. Joan Jacobson **Second:** Dr. Deena Honan

Discussion: Will have the accelerated program for Spring 2023 and will not admit for Spring 2024.

CARRIED

Approved by Academic Council:

Approved by Board of Governors:

13. Adjournment by consensus at 4:18pm.

Motion: Ms. Caitlin Hartigan **Second:** Ms. Megan Slifka

CURRICULUM COMMITTEE

IMPORTANT DATES AND DEADLINES

2022/2023 Meetings:

September 6, 2022
October 13, 2022
November 15, 2022
January 19, 2023
April 25, 2023

Admission Requirement changes for 2023/2024 – July 27, 2022

New certificate and diploma proposals for 2023/2024 – November 15, 2022 (6 months before effective date)

New degree programs or specializations for 2024/2025 – November 15, 2022 (18 months before effective date)

Program changes for 2023/2024 – January 19, 2023 (4 months before effective date)

Admission Requirement changes for 2024/2025 – April 25, 2023

2023-24 Important Dates

For more detailed information and for dates specific to individual programs, please visit the website at www.nwpolytech.ca.

Academic Schedule

The following key dates and deadlines for the Academic Year apply to a majority of course and programs offered at our Grande Prairie and Fairview campuses. Please review this information carefully and contact studentinfo@nwpolytech.ca if you have any questions.

Program Dates

Course specific requirements along with program deadlines for withdrawals, refunds, etc., may be found under Admission Basics, Registration Basics, and Tuition and Fees. Students may also refer to Program Dates on the NWP's website for specific dates for each program.

Academic Timetable

Course start and end dates are detailed in the Timetable Search on NWP's website. For more detailed course information and for key dates, please visit NWP.me/Timetable.

For all apprenticeship programs, please refer to tradesecrets.alberta.ca for the Technical Training Schedule.

Date Tips

- \$ Key financial dates
- GP Grande Prairie campus only
- FV Fairview campus only

AUGUST 2023

- 28 (FV) First Day of Classes for most programs.
- 31 (GP) Orientation to NWP for newly registered students.

SEPTEMBER 2023

- 01 (GP) Program and Department Orientations
- 04 **Labour Day - Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 05 (GP) First Day of Classes for most programs
- 11 Last day for the Registrar's Office to receive applications for repeat final exams for most Spring Semester courses.
- 14\$ **Last day to drop courses with full refund in most programs**
Last day to add courses in most programs.
Last day to pay Fall Semester fees.
Students who have not paid Fall fees in full may have their registrations cancelled.
Last day to opt out of the Student Health/Dental Plan.
- 18 Last day for deferred and repeat final exams for most Spring Semester courses and to clear grades of "IN" for Spring Semester courses.
- 30 **National Day for Truth and Reconciliation**

OCTOBER 2023

- 01 Applications open for Fall 2024.
- 09 **Thanksgiving Day - Limited access to NWP buildings. No classes. Administrative offices are closed.**

NOVEMBER 2023

- 13 **In-lieu of Remembrance Day - Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 14-17 (GP) Fall Break. No classes on GP campus except for apprenticeship and pre-employment.
- 28 Last day to withdraw from courses in most programs with a grade of "W".

DECEMBER 2023

- 12 Last day of classes in most programs
- 14-21 Final examination period for most programs. **Administrative offices are closed at noon.**
- 25-29 **Holiday Break - Limited access to NWP buildings. Administrative offices are closed.**

JANUARY 2024

- New Year's Day - Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 05 (GP) Orientation to NWP for newly registered students.
- 08 (GP) First Day of Classes for most programs.
(FV) First Day of Classes for most programs.
- 12 Last day for the Registrar's Office to receive applications for repeat final exams for Fall Semester courses.
- 17\$ **Last day to add or drop courses with full refund in most programs**
Last day to pay Winter Semester fees.
Students who have not paid Winter fees in full may have their registrations cancelled.
Last day for new registrants for Winter Semester to opt out of the Student Health/Dental Plan.
- 19 Last Day for deferred and repeat final exams for Fall Semester courses and to clear grades of "IN" for Fall Semester courses.

FEBRUARY 2024

- 01 Applications open for Winter 2025.
- 19 **Family Day - Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 20-23 (GP) Winter Break. No classes on GP campus except for apprenticeship and pre-employment.
(FV) Winter Break. No classes for Animal Health Technology students only.

MARCH 2024

- 09 (FV) Convocation
- 29 **Good Friday - Limited access to NWP buildings. No classes. Administrative offices are closed.**

APRIL 2024

- 01 Last day to withdraw from courses in most programs with a grade of "W".
- 15 Last day of classes in most programs.
[Registration for 2024-25 begins for all full and part time continuing students.](#)
- 17-24 **Final examination period** for most programs
- 19 Deadline for applications for [May/September 2023](#). Applications received after this date may not be processed for Fall admission.

MAY 2024

- 01 Registration for 2024-25 begins for all full and part time ~~continuing~~ new, and returning students.
- 03 (GP) Orientation to NWP for newly registered students.
- 06 (GP) Spring session classes normally begin on this day.
- 10 Last day for the Registrar's Office to receive applications for repeat final exams for Winter and full year courses.
- 15\$ **Last day to add or drop courses with full refund in most programs.**
Last day to pay Spring Semester fees.
Students who have not paid Spring fees in full may have their registrations cancelled.
- 17 Last day for deferred and repeat final exams for Winter and full year courses and to clear grades of "IN" for Winter and full year courses
- 20 **Victoria Day - Limited access to NWP buildings. No classes. Administrative offices are closed.**

JUNE 2024

- 01 Applications open for Spring 2025.
- 12-14 (GP) Convocation

JULY 2024

- 01 **Canada Day - Limited access to NWP buildings. Administrative offices are closed.**
- 02-05 (GP) Spring Break. No classes on GP campus except for apprenticeship and pre-employment.
- 29 Last day to withdraw from courses in most programs with a grade of "W".

AUGUST 2024

- 05 **Heritage Day - Limited access to NWP buildings. Administrative offices are closed.**
- 13 Last day of classes in most programs.
- 16 Deadline for applications for September 2023. Applications received after this date may not be processed for Fall admission.
- 16-22 Final examination period for most programs.

FINAL EXAMINATION POLICY



FINAL EXAMINATION POLICY			
Effective Date		Policy Type	Academic
Responsibility	Provost and Vice President Academic and Research	Cross-Reference	Grading Policy, Students Rights and Responsibilities Policy
Approver	Board of Governors	Appendices	Appendix 1 – Procedure for Examination Requests Appendix 2 – Final Examination Procedures Appendix 3 – Deferred Examinations Appendix 4 – Deferred Final Examination Request Appendix 5 – Repeat Final Examinations Appendix 6 – Application for Repeat Final Examination Appendix 7 4 – Final Examination Sign-in Form
Review Schedule	2 years		

1. Policy Statement

1.1. Northwestern Polytechnic (NWP) recognizes ~~the need to provide students with adequate notice to prepare for Final Examinations in credit courses. The Final Examination Policy identifies the guidelines for scheduling Final Examinations as part of the approved Academic Schedule for all Credit Courses that final examinations are used in many courses as a key assessment of student learning. The Final Examination Policy provides guidelines for final course assessments, adequate notice of scheduled examination, and sufficient preparation time for students.~~

2. Background

- 2.1. Final Examinations are a key component in the assessment of students and are used as a measure of academic success and preparedness for continuing study in accordance with transfer agreements.
- 2.2. Final ~~Examinations~~ assessments include, but are not limited to, written, practical, and oral ~~Final Examinations~~ (including take-home examinations), final projects (including portfolios), theses, presentations, practicum/workplace learning requirements, and performances.
- 2.3. Final Examinations are those ~~written~~ examinations that are scheduled per the Final Examination schedule for ~~Fall, and Winter, and Spring term~~ each academic term, in alignment with the Academic Schedule, excepting those programs that are offered outside of the standard Academic Schedule.

FINAL EXAMINATION POLICY

- 2.4. Students are provided with ~~sufficient~~ preparation time (1 day) between the last day of classes and the first day of final examinations.
- 2.5. Final Examinations are normally written during a scheduled examination period that follows the last day of classes in a Term.
- 2.6. For some Credit Courses, the Final Examination is written on the final day of the course as indicated in the Course Outline.
- 2.7. The Course Outline indicates whether a Final Examination is required. To this end, a period is set out in the Academic Schedule for examinations, which is used unless an exemption is granted for the course.
- 2.8. Instructors determine course requirements, evaluation procedures, and the frequency of evaluation in accordance with transfer agreements (where applicable) and ensure that these components are approved by the Department.
- 2.9. Final Examinations are scheduled to produce a conflict-free schedule for ~~credit~~ students, without putting undue hardship upon a student.

3. Policy Objective

- 3.1. The objective of the policy is to provide a framework for the scheduling of Final Examinations, fulfilling the need to formalize a period during each Term in which Final Examinations can be completed.

4. Scope

- 4.1. This policy applies to all NWP credit students.

5. Definitions

- 5.1. "Academic Schedule" is a schedule of events and deadlines important to students, covering the period of the [Polytechnic College](#)'s academic year.
- 5.2. "Academic Year" is ~~July 1 to June 30~~ [September 1 to August 31](#)
- 5.3. "Course Outline" is a formal document that provides key details about an academic course, including, but not limited to, course content, learning outcomes, and grading for the purpose of providing course expectations to students, instructors, and other academic institutions. When course requirements include [final](#) examinations as defined [in this policy](#), Course Outlines will inform students of this detail.
- 5.4. "Credit Course" is a course that carries credit toward a certificate, diploma, [degree](#), or program of study.
- 5.5. "Final Examination(s)" are end-of-term testing scheduled during the Examination Period. Final Examinations may include mid-term testing in full-year courses.
- 5.6. "Examination Period" refers to the days set out in the Academic Schedule for examinations. The Examination Period is scheduled after classes are completed. No required class activities may be scheduled during the Examination Period.
- 5.7. "Semester" or "Term," also known as an academic session, is a period of time into which [NWP's the College](#) Academic Schedule is divided.

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FINAL EXAMINATION POLICY

~~5.7.1.5.7. "Summer Semester" is the academic period during July and/or August, normally beginning in July.~~

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~~5.7.2.5.7.1. "Fall Semester" is the academic period between September and December, normally beginning in September.~~

~~5.7.3.5.7.2. "Winter Semester" is the academic period between January and April, normally beginning in January.~~

~~5.7.3. "Spring Semester" is the academic period between May and August, normally beginning in May during May and/or June, normally beginning in May.~~

~~5.7.4.~~

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6. Guiding Principles

6.1. All Final Examinations will be held during the Examination Period according to the examination schedule that is prepared by the Registrar's Office using the information supplied by each Department.

6.2. Examination Schedule

~~6.2.1. Departments will provide the Registrar's Office with Final Examination information, as outlined in the Appendix 1: Procedure for Examination Requests. Final Examination information will be submitted to the Registrar's Office by September 15 for the Fall Semester, and by January 15 for the Winter Semester, and by May 15 for the Spring Semester.~~

~~6.2.1.1. Take-home examinations, oral examinations, and term projects are scheduled by the Department, not by the Registrar's Office. These examinations must meet the requirements outlined in 6.3.3.2.~~

~~6.2.2.6.2.1. The Registrar's Office is responsible for scheduling Final Examinations during the established Examination Period.~~

~~6.2.3.6.2.2. The Registrar's Office will prepare a Final Examination schedule that minimizes the number of students writing back-to-back Final Examinations and eliminates concurrent scheduling conflicts.~~

~~6.2.3.1.6.2.2.1. If a Final Examination is scheduled to end after 9:00 p.m., it will not be followed by a Final Examination beginning before 10:00 a.m. the next day.~~

~~6.2.3.2. Exams on the same day will have a minimum break of 3 hours between exams.~~

~~6.2.4.6.2.3. A Final Examination for an evening credit course will normally be scheduled by the Registrar's Office during the Final Examination period on the same night and, wherever possible, in the same location as the regular class would normally be held.~~

~~6.2.5.6.2.4. Final examinations shall be scheduled so that NWP makes efficient use of the time and resources available for Final Examination scheduling.~~

FINAL EXAMINATION POLICY

~~6.2.6. The Registrar's Office will publish the Final Examination schedule for the Fall Semester Examination Period by October 15, and for the Winter Semester Examination Period by February 15, and for the Spring Semester Examination Period by June 1.~~

~~6.2.7-6.2.5.~~ In extenuating circumstances, special examination scheduling requests require final approval from the Registrar.

~~6.2.7.1-6.2.5.1.~~ Date changes for scheduled Final Examinations will not be accommodated unless requested by the Chair to the Registrar in writing. The Registrar will make the final decision on the request.

~~6.2.8-6.2.6.~~ Refer to Appendix 2 for Final Examination Procedures, [Appendix 3 for Deferred Examinations](#), and [Appendix 4 for Repeat Final Examinations](#).

6.3. Examination Exemptions

~~6.3.1.~~ All ~~non-university transfer~~ courses are assumed to have a ~~written~~ Final Examination, held during the Examination Period, unless a Final Examination exemption has been approved by the Dean.

~~6.3.2.~~ For a course with transfer agreement(s), any exemption to the Final Examination requirements must include the proposed Course Outline approved in writing by the Department and the receiving institutions prior to the start of the semester in which the course is being taught.

~~6.3.2.1.~~ A course seeking university transfer may require a minimum Final Examination weight in order to be approved for transfer.

~~6.3.3-6.3.2.~~ In exempting a course from having a Final Examination, ~~the Dean-Department Chairs~~ will ensure that:

~~6.3.3.1-6.3.2.1.~~ The course timeline uses the full academic term to maximize instructional advantage.

~~6.3.3.2-6.3.2.2.~~ The course timeline does not create an undue hardship for students in the last week of classes in each semester. Written or oral testing worth twenty percent (20%) or more shall not be given in the last week of classes.

~~6.3.4.~~ An exemption granted for a course will normally cover all sections of the same course, regardless of the instructor. The Department may authorize an individual exemption in certain circumstance, including, but not limited to:

~~6.3.4.1.~~ Practicum and clinical courses.

~~6.3.4.2.~~ Classes not fitting within the standard semester block (e.g., Trades).

~~6.3.5.~~ Department Chairs will submit a list of course exemptions to the Dean for annual review.

6.4. Department Examination Requirements

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FINAL EXAMINATION POLICY

6.4.1. When Departments set out expectations for Final Examinations, those expectations will be considered appendices to this Final Examination Policy.

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6.5.6.4. Debarred from Examinations

6.5.1.6.4.1. A student may be debarred from an examination when specific attendance requirements are identified/specified in the Course Outline and when the student's performance does not meet absences exceed the specified attendance requirements. This decision is made based on advice from the instructor and agreement of the Department Chair and the Registrar.

6.5.2.6.4.2. Students debarred from an examination on the basis of attendance will be given a grade of Fail (F) for the Final Examination.

6.6. Deferred Examinations

6.6.1. A student can apply [Appendix XXX] to the Registrar's Office for a Deferred Final Examinations may be granted when a Final Examination has been missed or interrupted during writing because of:

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6.6.1.1. Bereavement

6.6.1.2. Personal illness or injury

6.6.1.3. Religious Observance/Conviction observances

6.6.1.4. Domestic affliction

6.6.1.5. Disability

Final Examinations scheduled concurrently

6.6.1.6. Other (for example civil obligations such as jury duty)

6.6.1.7. In cases of illness (physical, mental or emotional), medical or other relevant documentation may be required.

6.6.2. To be considered for a deferred Final Examination, students must apply for a Deferred Final Examination to the Registrar's Office within forty-eight (48) hours (before or after) of the scheduled Final Examination time of any missed or interrupted Final Examination.

6.6.3. A deferral will not be granted for an interrupted Final Examination if the instructor was not notified during the Final Examination of the need for an interruption.

6.6.4. The deadline to clear grades for all deferred exams is outlined in the Grading Policy is fifteen (15) Business Days following commencement of the proceeding semester.

6.6.5. Students who complete a deferred Final Examination will have their transcripts updated with the grade symbol "M."

FINAL EXAMINATION POLICY

6.6.6. Students who fail to report for a scheduled Final Examination and who do not qualify for deferred Final Examination will receive a grade of Fail (F) for the missed Final Examination.

6.7. Repeat Final Examinations

6.7.1. Students will be granted the opportunity for a repeat Final Examination when all the following conditions have been met:

6.7.1.1. The student has written the Final Examination in the course;

6.7.1.2. The student received a final course grade of D, F, or NC The Final Examination is worth forty percent (40%) or more of the final course grade;

6.7.1.3. The student has achieved a passing average on all other work in the course; and

6.7.1.4. The grade for a Final Examination lowers a student's grade by a minimum of three-letter grade increments (e.g., A- to B-); The student has not written a repeat final examination for the same course.

6.7.2. To be eligible for a repeat Final Examination, students must submit their application [Appendix 3](#) to the course instructor.

6.7.3. Instructors will use the above criteria to determine the eligibility of a student to write a repeat Final Examination.

6.7.3.1. The student must submit a Approved applications for Repeat Final Examinations must be submitted to the Registrar's Office with applicable payment within five (5) Business Days following commencement of the preceding semester. Refer to Appendix 3: Application for Repeat Final Examination.

6.7.3.2. Repeat Final Examinations must be completed within five (5) Instructional Days following the application deadline. The deadlines for application and completion of repeat Final Examinations will be detailed in the Academic Schedule.

6.7.4. The Repeat Final Examination grade will normally be submitted to the Registrar's Office within five (5) Instructional Days following the completion deadline.

6.7.5. The grade on the repeat Final Examination replaces the grade on the Final Examination. A final grade based on the repeat Final Examination will be coded "G" on the student transcript.

6.8.6.5. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none">Approve and formally support this policy.

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FINAL EXAMINATION POLICY

Academic Council	<ul style="list-style-type: none">• Recommend and formally support this policy.
Vice President, Academics and Research	<ul style="list-style-type: none">• Review and support this policy.• Oversee implementation of policy and associated procedure.
Registrar	<ul style="list-style-type: none">• Implement this policy.• Ensure procedures are followed.
Deans and Department Chairs	<ul style="list-style-type: none">• Make recommendations for amendments, as required.• Work consistently with the policy.
Scheduling and Bookings Coordinator	<ul style="list-style-type: none">• Create and publish the final examination schedule.
Faculty, Staff, and Students	<ul style="list-style-type: none">• Adhere to policy.

7. Exceptions to the Policy

[7.1.](#) Instructors, in consultation with Department Chairs, do reserve the right to offer repeat Final Examination opportunities exceptional to this policy.

[7-1-7.2.](#) All other exception requests can be directed to the Registrar.

8. Inquiries

8.1. Inquiries regarding this policy can be directed to the Registrar.

9. Amendments (Revision History)

9.1. Amendments to this policy may be published annually and circulated to the College community.

Updated and Approved by Academic Council: May 15, 2002
Revised and Approved by Academic Council: January 8, 2004
Revised and Approved by Academic Council: November 16, 2006
Revised and Approved by Academic Council: December 13, 2012
Revised and Approved by Academic Council: May 9, 2013
Revised and Approved by Academic Council: January 1, 2014
Revised and Approved by Board of Governors:

Appendix 1 – Procedure for Examination Requests

1. The Registrar's Office schedules Final Examinations using information supplied by each Department. Department Chairs must return the completed form to the Registrar's Office no later than September 15 for [the Fall semester](#), ~~and~~ January 15 for [the Winter Semester](#), ~~and May 15 for the Spring Semester~~. The form must include the following information:
 - 1.1. **List of Courses:** Includes only courses that will have a Final Examination scheduled by the Registrar's Office during the Final Examination period.
 - 1.2. **Instructor Name:** The name of the primary instructor for the course.
 - 1.3. **Place of Writing:** Examinations with specific space requirements, such as a computer lab, [gymnasium or classroom](#), must request the place of writing. Otherwise, the Registrar's Office will assign an appropriate place of writing for each examination.
 - 1.4. **Examination common to two or more sections:** If the same examination is to be given in different sections of the same course, such examinations must be scheduled at the same time unless the Department requests an exception.
 - 1.5. **Examination common to two courses:** If the same examination is to be given in courses that are designated by different course names or course numbers but ~~are~~ **are** scheduled together during the semester, such courses should be listed together on the form.
 - 1.6. **Signatures:** The completed form must be signed by both the Department Chair and Dean and returned to the Registrar's Office.
- ~~2. Take-home examinations, oral examinations, and term projects are scheduled by the Department, not by the Registrar's Office. These examinations must meet the requirements outlined in 6.3.2.2.~~
- 3-2. [The Registrar's Office will publish the Final Examination schedule for the Fall Semester Examination Period by October 1, for the Winter Semester Examination Period by February 1, and for the Spring Semester Examination Period by June 1.](#)

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Appendix 2 – Final Examination Procedures

1. Students are required to sign in for all Final Examinations and may be required to present their student identification card. Refer to Appendix [74](#): Final Examination Sign-in Form.
2. The Final Examination schedule will provide three-hour periods in which Final Examinations are to be written; however, the actual length of the Final Examination is determined by the instructor. Final Examination test papers will specify the time allotted for the Final Examination.
3. For Final Examinations with an official length of less than three hours, the time allotted will be communicated on the Course Outline.
4. Final Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for a Final Examination. Normally, students will not be permitted to leave within the first half-hour of the Final Examination.
5. Absolutely no Final Examination materials may be removed from the examination room. All papers, answer forms, and examination question sheets must be returned to the instructor.
6. Students who leave the Final Examination for any reason unacceptable to the instructor must hand in all examination materials and it will be assumed that the Final Examination has been completed.
7. Instructors are expected to take reasonable precautions to prevent cheating and disruptions during Final Examinations.
8. Use of electronic recording or transmitting devices as well as smart devices (e.g., cell phones, smartwatches, and calculators) will normally be disallowed during a Final Examination unless specific permission from the instructor has been granted.
9. Instructors are responsible for invigilating their own Final Examinations. If this is not possible, the instructor shall select another instructor to invigilate the Final Examination and shall advise the Chair of the replacement.
10. All grades must be submitted electronically to the Registrar's Office within five (5) business days of the Final Examination or by ~~noon of the~~ ~~noon on the last~~ first Business Day of the subsequent Semester, whichever is earlier.

Appendix 3 – [Deferred Examinations](#)

1. [Deferred Examinations](#)

1.1. [A student can apply \(Appendix 4\) to the Registrar's Office for a Deferred Final Examinations when a Final Examination has been missed or interrupted during writing because of:](#)

1.1.1. [Bereavement](#)

1.1.2. [Personal illness or injury](#)

1.1.3. [Religious Observance/Conviction](#)

1.1.4. [Domestic affliction](#)

1.1.5. [Final Examinations scheduled concurrently](#)

1.1.6. [Other \(for example civil obligations such as jury duty\)](#)

1.1.7. [In cases of illness \(physical, mental or emotional\), medical or other relevant documentation may be required.](#)

1.2. [To be considered for a deferred Final Examination, students must apply for a Deferred Final Examination to the Registrar's Office within forty-eight \(48\) hours \(before or after\) of the scheduled Final Examination time of any missed or interrupted Final Examination.](#)

1.3. [A deferral will not be granted for an interrupted Final Examination if the instructor was not notified during the Final Examination of the need for an interruption.](#)

1.4. [The deadline to clear grades for all deferred exams is outlined in the Grading Policy.](#)

1.5. [Students who complete a deferred Final Examination will have their transcripts updated with the grade symbol "M."](#)

1.6. [Students who fail to report for a scheduled Final Examination and who do not qualify for deferred Final Examination will receive a grade of Fail \(F\) for the missed Final Examination.](#)

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[Appendix 4 – Deferred Final Examination Request](#)



**Deferred Final
Examination Request**

To be considered for a deferred Final Examination, students must apply to the Registrar's Office within forty-eight (48) hours (before or after) of the schedule Final Examination time of any missed or interrupted Final Examination. For more information on Deferred Final Examinations, see the Final Examination Policy.

Personal Information

Last Name	First Name	Student ID Number
Student Signature		Date
<input type="checkbox"/> I understand and agree to abide by all the conditions of the Final Examination Policy.		

Course Information

Program	Semester	Year
Course Name	Course Code & Section	

Academic Approval Required

Instructor Name	Instructor Signature	Date
-----------------	----------------------	------

NOTE: If you require the assistance of the NWP Testing Centre (examcentre@nwpolytech.ca) to facilitate this deferred final examination, then the instructor must schedule the exam with the Testing Centre as soon as possible, as these requests are subject to availability. A deferred final examination must adhere to all policies and procedures associated with the NWP Testing Centre and the Final Examination Policy.

Appendix 5 – Repeat Final Examinations

1. Students will be granted the opportunity for a repeat Final Examination when all the following conditions have been met.
 - 1.1. The student has written the Final Examination in the course;
 - 1.2. _____;
 - 1.3. The student has achieved a passing average on all other work in the course; and
 - 1.4. The grade for a Final Examination lowers a student's grade by a minimum of three-letter grade increments (e.g., A- to B-);
 - 1.5. The student has not written a repeat final examination for the same course.
2. To be eligible for a repeat Final Examination, students must submit their application (Appendix 5) to the course instructor.
3. Instructors will use the above criteria to determine the eligibility of a student to write a repeat Final Examination.
 - 3.1. The student must submit approved applications for Repeat Final Examinations to the Registrar's Office with applicable payment within five (5) Business Days following commencement of the proceeding semester.
 - 3.2. Repeat Final Examinations must be completed within five (5) Instructional Days following the application deadline. The deadlines for application and completion of repeat Final Examinations will be detailed in the Academic Schedule.
4. The Repeat Final Examination grade will normally be submitted to the Registrar's Office within five (5) Instructional Days following the completion deadline.
5. The grade on the repeat Final Examination replaces the grade on the Final Examination. A final grade based on the repeat Final Examination will be coded "G" on the student transcript.

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Appendix 6 - Application for Repeat Final Examination



Repeat Final Examination
Application Form

Application deadlines for repeat final examinations and the last day to write a repeat final examination are listed in the Academic Schedule in the College Calendar. For more information on Repeat Final Examinations, see the Examination Policy.

Personal Information

Last Name	First Name	Student ID Number
Student Signature		Date
I understand and agree to abide by all the conditions of the Examination Policy.		

Course Information

Program	Semester	Year
Course Name	Course Code & Section	

Academic Approval Required

Instructor Name	Instructor Signature	Date
-----------------	----------------------	------

NOTE: If you require the assistance of the NWP Testing Centre (examcentre@nwpolytech.ca) to facilitate this repeat final examination, then the instructor must schedule the exam with the Testing Centre as soon as possible, as these requests are subject to availability. A repeat final examination must adhere to all policies and procedures associated with the NWP Testing Centre and the Examination Policy.

For Office Use Only

Fee for Repeat Final Examination - \$20.00 per course (non-refundable)
Additional Charge - \$5.00 is applied if the examination centre is not at the College.

Total Fees: _____ Receipt #: _____ Date: _____

FINAL EXAMINATION POLICY



Appendix 74 – Final Examination Sign-in Form



**Final Examination
Sign-in Form**

As a record of the attendance of those students who wrote the final examination, please have each student sign this form. Return this form to the Registrar's Office where it will be retained for one year as per the Records Management Policy.

Course Information

Course Name	Course Code & Section
Semester Summer Fall Winter Spring	Year

Final Examination Information

Exam Date	Exam Location
Instructor Name	Instructor Signature

	Student Name (Printed)	Student ID	Student Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Phone: 780-539-2911 Toll-free: 1-888-539-4772 Fax: 780-539-2888 Email: studentinfo@nwpolytech.ca
 NWP Registrar's Office 10726 – 106 Avenue, Grande Prairie, Alberta, Canada T8V 4C4

1 THOMAS KAIP 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.

Thomas Kaip
Signature

Oct 10/22
Date

Motion made at the Science Department Meeting held on September 21, 2022

8.2 Instructor Emeritus

Motion to approve the nomination of Tom Kaip for Instructor Emeritus.

Moved by: L. Ficocelli

Seconded by: F. Carlacci

CARRIED

INSTRUCTOR EMERITUS POLICY



Appendix 3 – Instructor Emeritus Forms

Nomination Form

We, Edward Bader and Esther Hoflick,

nominate Tina Martel for the honorary designation of Instructor Emeritus.

Signature

Date: 02/06/2023

Signature (Esther Hoflick (Feb 6, 2023 11:54 MST))

Date: 02/06/2023

Consent Form

I, _____, voluntarily agree to the honorary designation of Instructor Emeritus as awarded by Northwestern Polytechnic to retired faculty members in recognition of meritorious services. I certify that I meet the following requirements:

- I have at least 15 years of meritorious teaching, scholarship, and service to NWP
- I will be retired from NWP at the time of designation

Signature _____

Date: _____

Witness _____

Date: _____

Dean Approval

Signature

Date: 02/07/2023

Department Approval Form

Date of Department Meeting where nomination was approved: November 18, 2022

Chairperson Name: Esther Hoflick

Chairperson Signature: (Esther Hoflick (Feb 6, 2023 11:54 MST))

Date: 02/06/2023

Department Assistant Name: Brenna Bessette

Department Assistant Signature:

Date: 02/06/2023

I, TINA MARTEL 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.

Signature

Date

Tina Martel

Nov 23 / 22