NORTHWESTERN POLYTECHNIC

ACADEMIC COUNCIL AGENDA

Thursday, November 3, 2022
4:00 – 6:00 pm
Room E211 & ZOOM

	DISCUSSION ITEM	STATUS	RESPONSIBLE
1.	**Call to Order**		Chair
2.	**Agenda**	For Approval	Chair
3	**Minutes of September 15, 2022 - Attached**	For Approval	Chair

4.	**Committee Reports**
	4.1 Co-Curricular Committee
	
	4.2 Curriculum Committee
	    4.2.1 Curriculum Committee Minutes of October 13, 2022 – Attached
	    (Separate SharePoint link will be included for complete Minutes & Agenda Pkg)
	
	4.3 Program Review Committee
	
	4.4 Nominating Committee
	    4.4.1 Verbal Report
		For Recommendation to Send to BOG(Motion)
		
		Information
			Dr. Vanessa Sheane
			
			Dr. Julia Dutove

5.	**New Business** **5.1 Nominations & Voting – Nomination Slate – Attached** **5.1.1 Vacant Positions** **5.2 Enrollment Update** **5.3 Policy Approvals** **5.3.1 Credentials Policy for Revised Degrees** **5.3.2 Graduation Policy** **5.3.3 Instructor Emeritus Policy** **5.3.4 Student Health and Dental Insurance Coverage Policy** **5.4 2023/24 Academic Schedule**	For Approval/Motion Information Discussion/Motion For Approval	Chair/All Dr. Vanessa Sheane Dr. Vanessa Sheane Ms. Megan Slifka
6.	**Trending Education Discussion** **6.1 Different Delivery Modes** **6.2 Topic for next meeting**	Discussion Discussion	Ms. Abigail Head/All Chair/All

7.	**Open Discussion**	Discussion	Chair/All
8.	**Next Meeting – Dec. 1, 2022**		Chair
9.	**Adjournment**	For Approval (Motion)	Chair

NORTHWESTERN POLYTECHNIC

ACADEMIC COUNCIL MEETING MINUTES
Sept. 15, 2022

Members:

Council Chair:	Dr. Julia Dutove	
Council Vice-Chair:	Mr. Jeremy Parker	|Notice of Absence
President:	Mr. Justin Kohlman	|Notice of Absence
Provost and Vice-President Academic:	Dr. Vanessa Sheane	
Deans:	Dr. Brian Redmond	
	Dr. Carly McLeod	
	Ms. Caitlin Hartigan	|Notice of Absence
Alternates:	Mr. Tony Shmyruk	
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	
	TBD	
	Dr. Elena Voskovskaia	
	Ms. Abigail Head	
	Ms. Susan Moodie	|Notice of Absence
Alternates:	Mr. Clint Peterson	
	Dr. Shawn Morton	
Students' Association:	Ms. Brooklyn Broaders	
	Mr. Josh Winland	
Alternates:	TBD	
Employees' Association:	Ms. Tanya Kinderwater	
	Ms. Lisa Hollis	
Alternate:	Ms. Desiree Mearon	

<u>Alberta Union of Provincial Employees</u>: Ms. Lin Roy
Alternate: Ms. Lynette Tye

<u>Community Members</u>: Ms. Dianne McWatt |Notice of Absence

Ms. Sasha Dorscheid

<u>Non-Voting Guests</u>: Ms. Megan Slifka
Dr. Daryl White

4180   CALL TO ORDER

The In-Person & ZOOM Academic Council meeting was called to order at 4:01 pm.

4181   AGENDA

The agenda was APPROVED as presented by consensus.

CARRIED

4182   MINUTES OF MAY 5, 2022
The Minutes of May 5, 2022 were APPROVED as presented by consensus.

CARRIED

4183   COMMITTEE REPORTS

Curriculum Committee

Academic Council received The Curriculum Committee Minutes for September 6, 2022. MOTIONED by Dr. Vanessa Sheane; SECONDED by Dr. Deena Honan to Recommend to the Board of Governors to APPROVE the Curriculum changes from the September 6, 2022 Curriculum Committee meeting as presented.

CARRIED

STANDARD LENGTH OF PROGRAM TO COMPLETE
Curriculum Committee sent Standard Length of Program – changes to Academic Council for decision. Dr. Vanessa Sheane presented back ground on Programs lengths from other Post-Secondary Institutions. Discussion followed regarding impacts on different programs.

MOTIONED by Dr. Brian Redmond; **SECONDED** by Dr. Deena Honan that Academic Council **APPROVE** Degree Length of Completion to be at most 10 years. Recognizing that other Degree programs may have shorter Lengths of Completion terms based on their specific approving bodies.

CARRIED

Academic Council will ask Curriculum Committee to discuss and bring forward to Academic Council recommendations regarding Length of Program Completion guidelines for Certificate and Diploma programs.

Nominating Committee
Nominations to be held at today's meeting under New Business.

4185 NEW BUSINESS

    <u>**NOMINATIONS & VOTING**</u>

    Dr. Vanessa Sheane asked for nominations for Chair Position. Dr. Julia Dutove was the sole nominee and accepted the position.

    Dr. Julia Dutove asked for nominations for Vice-chair position. Ms. Brooklyn Broaders was the sole nomination and accepted the position.

    MOTIONED by Dr. Vanessa Sheane and **SECONDED** by Dr. Deena Honan that Academic Council approve membership for Dr. Carly McLeod be added as Unique member from Academic Council to Co-Curricular Committee and amendments to membership terms be accepted.

                                  CARRIED

    MOTIONED by Dr. Vanessa Sheane and **SECONDED** by Ms. Theresa Suderman that Curriculum Committee member be accepted with the additions of the SA and ASA elected members.

                                    CARRIED

    MOTIONED by Dr. Vanessa Sheane and **SECONDED** by Dr. Deena Honan that Academic Council approve membership for Ms. Carolyn Vasileiou and Dr. Shawn Morton to Program Review Committee and Ms. Kim Richardson as non-voting Dean of Student Experience position.

                                    CARRIED

    <u>**ENROLLMENT UPDATE**</u>
    Dr. Vanessa Sheane shared a point in time comparison from Sept. 10, 2021- Sept. 9, 2022. Next meeting will share very early projections for next year and breakdown of International student numbers.

<u>**INSTRUCTOR EMERITUS**</u>
Academic Council received a recommendation to approve eligible retired NWP faculty to receive Instructor Emeritus status.

MOTIONED by Dr. Brian Redmond and **SECONDED** by Ms. Carolyn Vasilieou that, Academic Council approve Mr. Libero Ficocelli to receive Instructor Emeritus**.**

                                  CARRIED

MOTIONED by Dr. Vanessa Sheane and **SECONDED** by Dr. Deena Honan that, Academic Council approve Dr. Rene Gadacz-Gould to receive Instructor Emeritus.

                                  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.

4186   TRENDS IN HIGHER EDUCATION DISCUSSION
Academic Misconduct

TOPIC FOR NEXT MEETING:
Different Types of Delivery Modes
Ms. Abigail Head will send an information sheet to attach to next meeting agenda.

Megan Slifka suggested: Supports for International students as a future topic for future discussion topic.

4187   OPEN DISCUSSION

As this will Dr. Brian Redmond's last Academic Council meeting; Dr. Vanessa Sheane thanked him for his years of service and support on Academic Council.

4188   ADJOURNMENT
Meeting adjourned by consensus at 5:24 pm.

_____   _____
  Dr. Julia Dutove, Chair   Ms. Teresa Bell, Records

NORTHWESTERN POLYTECHNIC

CURRICULUM COMMITTEE

Thursday, 13 October 2022

3:00 – 6:00pm

Location: E211 & Zoom

Attendees:

Chair	Dr. Carly McLeod		
Records	Ms. Marcia Aldred		
	Dr. Vanessa Sheane*	Ms. Brooklyn Broaders	
	Dr. Andrew Dunlop	Mr. Joshua Winland	
	Dr. Harrison Applin	Dr. Deena Honan	
	Ms. Caitlin Hartigan	Ms. Theresa Suderman	
	Ms. Megan Slifka*	Ms. Elena Voskovskaia*	
		Ms. Lesley Brazier	

Dept Chairs/Representative

Dr. Ali Al-Asadi	Ms. Chelsea Antonio
Ms. Joan Jacobson*	

*Notice of absence

---

1. Call the meeting to order at 3:03
   Approval of agenda by consensus.

---

2. Updated Forms
   Discussion:
   - Separated new courses and course changes and new programs and program changes.
   - Added a field to indicate Work Integrated Learning for courses.
   - Added the Registrar's Signature, removed the IT Director signature.
   - We will use these forms until the new software, Kuali, is ready.
   - Thank you to Wanda Moen for helping me to update the forms and test.
   - The forms will be available on the Assistant and on SharePoint, please send any feedback to Marcia.

---

3. Kuali Update (New Curriculum Software)
   Discussion: Marcia – We recently signed a contract with Kuali to implement new curriculum and catalog management software to replace the outdated Navigator software we currently use. We do not have a detailed

CURRICULUM COMMITTEE

timeline yet but will have updates once available and during implementation. Curriculum processes will be changing, most noticeable to this group will be that forms and signatures will be completed through the software. The academic calendar will be produced through the software, it will be published on the website.

---

4.   Time to Completion – Certificates and Diplomas

Discussion: Would like to create a time to completion for certificates and diplomas. Academic Council's recommendation to the Board was 10 years for a degree. We have statute of limitations on courses but not a time to completion for a certificate or diploma. Do we want to have a time to completion or just use the statute of limitations on courses? Is there an expectation for the polytechnic to have a time limit?

This will affect distance programs, the distance handbook states a 10 year limit to complete. Some students complete one course per term and need 10 years to complete a diploma.

NWP needs to have PLAR in place to allow a student to work while attending part time. If the student is using the content at work, the courses would not expire.

Currently we have no rule for all programs, this is hard for the RO to manage.

What risks is there in programs if we have a limit?

Recommendation to Academic Council: The Curriculum Committee recommends to the Academic Council to explore PLAR and research what other institutions are doing before making a decision.

School of Applied Science and Technology

---

5.   Humanities and Social Sciences

5.1 PY3410 - Social Psychology

Motion: Recommend that Academic Council approve the proposed Prerequisite change from "PY2230 or permission of the instructor" to "PY1040 and PY1050 or permission of the instructor" effective July 1, 2023.

Moved: Ali Al-Asadi   **Second:** Deena Honan

Discussion: The changes are to be consistent with other institutions and licensing.

CARRIED

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

5.2 PY3752 - Brain and Behaviour

CURRICULUM COMMITTEE

Motion: Recommend that Academic Council approve the proposed Prerequisite change from "PY2230 or permission of the instructor" to "PY1040 and PY1050 or permission of the instructor" effective July 1, 2023.

Moved: Ali Al-Asadi   **Second:** Deena Honan

Discussion: The changes are to be consistent with other institutions and licensing.

CARRIED

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

5.3 PY3810 - Learning and Behaviour

Motion: Recommend that Academic Council approve the proposed changes including: changing the Prerequisite from "PY2230 or permission of the instructor" to "PY1040 and PY1050 or permission of the instructor" and updating the Course Description to have PY3580 listed effective July 1, 2023.

Moved: Ali Al-Asadi   **Second:** Caitlin Hartigan

Discussion: The changes are to be consistent with other institutions and licensing.

CARRIED

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

5.4 PY4350 - Introduction to Clinical Psychology

Motion: Recommend that Academic Council approve the proposed Corequisite change from "PY3390 or permission of the instructor" to "PY4390 or permission of the instructor" effective July 1, 2023.

Moved: Ali Al-Asadi   **Second:** Andrew Dunlop

Discussion: The co-requisite course number was previously changed to PY4390.

CARRIED

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

NORTHWESTERN POLYTECHNIC

CURRICULUM COMMITTEE

School of Business

6. **Business and Office Administration**

6.1 BA1150 - Computers in Business

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Name/Title from "Introduction to Computers in Business" to "Computers in Business" and updating the Course Description effective July 1, 2023.

Moved: Chelsea Antonio   **Second:** Brooklyn Broaders

Discussion: The department reviewed first and second year courses and want to remove "introduction" from titles to align with other institutions. Description is now more general to allow changes with technology.

CARRIED

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

6.2 BA1540 – Microeconomics

Motion: Recommend that Academic Council approve the proposed Course Name/Title change from "Introduction to Business Microeconomics" to "Microeconomics" effective July 1, 2023.

Moved: Chelsea Antonio   **Second:** Deena Honan

Discussion: The department reviewed first and second year courses and want to remove "introduction" from titles to align with other institutions.

CARRIED

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

6.3 BA2540 – Macroeconomics

Motion: Recommend that Academic Council approve the proposed Course Name/Title change from "Introduction to Business Macroeconomics" to "Macroeconomics" effective July 1, 2023.

CURRICULUM COMMITTEE

Moved: Chelsea Antonio   **Second:** Lesley Brazier

Discussion: The department reviewed first and second year courses and want to remove "introduction" from titles to align with other institutions.

CARRIED

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

6.4 BA2550 - Strategic Digital Marketing

Motion: Recommend that Academic Council approve the proposed changes including: changing the Course Name/Title from "Computer Applications for Marketing" to "Strategic Digital Marketing", updating the Course Description, updating the Total Course Hours from 75 to 45 and changing the Hours Distribution from "3-0-2" to "3-0-0" effective July 1, 2022.

Moved: Chelsea Antonio   **Second:** Harrison Applin

Discussion: updating the description to cover more of today's technology, changing hours to better cover content.

CARRIED

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

6.5 MG2000 - Principles of Management

Motion: Recommend that Academic Council approve the proposed Course Name/Title change from "Introduction to Management" to "Principles of Management" effective July 1, 2023.

Moved: Chelsea Antonio   **Second:** Caitlin Hartigan

Discussion: The department reviewed first and second year courses and want to remove "introduction" from titles to align with other institutions.

CARRIED

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

NORTHWESTERN POLYTECHNIC

CURRICULUM COMMITTEE

School of Health and Education

7.   Nursing Education and Health Studies

7.1 NS1205 - Foundations for Success in Nursing

Motion: Recommend that Academic Council approve the proposed Corequisite change of "NS1500 and MI1330" to "NS1500" effective July 1, 2022.

Moved: Deena Honan   **Second:** Theresa Suderman

CARRIED

Approved by Academic Council: Approved by Board of Governors:

7.2 NS2210 - Introductory Acute Care Nursing Practice

Motion: Recommend that Academic Council approve the proposed Grading Type change from "Pass/Fail" to "Letter" effective July 1, 2022.

Moved: Deena Honan   **Second:** Caitlin Hartigan

Discussion: Changing to align with U of A.

CARRIED

Approved by Academic Council: Approved by Board of Governors:

7.3 NS2250 - Introductory Acute Care Nursing Practice II

Motion: Recommend that Academic Council approve the proposed Grading Type change from "Pass/Fail" to "Letter" effective July 1, 2022 with the following amendment:

1.   Change effective date to July 1, 2022.

Moved: Deena Honan   **Second:** Caitlin Hartigan

Discussion: Changing to align with U of A.

CARRIED

CURRICULUM COMMITTEE

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

7.4 NS3210 - Advanced Acute Care Practice II

Motion: Recommend that Academic Council approve the proposed Grading Type change from "Pass/Fail" to "Letter" effective July 1, 2022 with the following amendment:

1. Change effective date to July 1, 2022.

Moved: Deena Honan   **Second:** Theresa Suderman

Discussion: Changing to align with U of A.

CARRIED

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

7.5 NS3230 Community Nursing Through the Lifespan

Motion: Recommend that Academic Council approve the proposed Grading Type change from "Pass/Fail" to "Letter" effective July 1, 2022.

Moved: Deena Honan   **Second:** Lesley Brazier

Discussion: Changing to align with U of A.

CARRIED

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

7.6 NS3250 Advanced Acute Care Nursing Practice II

Motion: Recommend that Academic Council approve the proposed Grading Type change from "Pass/Fail" to "Letter" effective July 1, 2022.

Moved: Deena Honan   **Second:** Brooklyn Broaders

Discussion: Changing to align with U of A.

CARRIED

CURRICULUM COMMITTEE

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

7.7 NS3270 Mental Health and Wellness in Nursing

Motion: Recommend that Academic Council approve the proposed Grading Type change from "Pass/Fail" to "Letter" effective July 1, 2022.

Moved: Deena Honan   **Second:** Caitlin Hartigan

Discussion: Changing to align with U of A.

CARRIED

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

---

8.   Adjournment by consensus at 3:37.

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)
Program suspension and terminations for 2023/2024 – January 19, 2023 (4 months before effective date)
Admission Requirement changes for 2024/2025 – April 25, 2023

Nominations Slate – 2022-2023

Nominees		Representation Required
ACADEMIC COUNCIL LEADERSHIP		
ACADEMIC COUNCIL 2022-2023		
Nominees		**Representation Required**
Julia Dutove		Chair
Brooklyn Boarders		Vice Chair
Justin Kohlman		President
Vanessa Sheane		Vice President Academics and Research
Andrew Dunlop		Dean
Carly McLeod		Dean
Megan Slifka		Registrar
Dianne McWatt	(2 of 2)	Community Member
Sasha Dorscheid	(2 of 2)	Community Member
Lesley Brazier	(1 of 2)	ASA
Julia Dutove	(1 of 2)	ASA
Misha Albert	(1 of 2)	ASA
Teresa Evans	(1 of 2)	ASA
Carolyn Vasileiou	(1 of 2)	ASA
Shawn Morton	(2 of 2)	ASA
Deena Honan	(2 of 2)	ASA
Theresa Suderman	(2 of 2)	ASA
Elena Voskovskaia	(2 of 2)	ASA
Shawn DeGreeve	(2 of 2)	ASA
Abigail Head	(1 of 2)	ASA Alternate
Susan Moodie	(1 of 2)	ASA Alternate
Clint Peterson	(1 of 2)	ASA Alternate
Darlene Horseman	(1 of 2)	ASA Alternate
Doris LaChance	(1 of 2)	ASA Alternate
Brooklyn Broaders	(1 of 1)	SA President
Melanie Pack	(1 of 1)	SA VP Internal
Josh Winland	(1 of 1)	SA VP External
	(1 of 1)	SA
	(1 of 1)	SA
	(1 of 1)	SA
	(1 of 1)	SA
	(1 of 1)	SA
	(1 of 1)	SA
	(1 of 1)	SA
	(1 of 1)	SA (Alternate)
	(1 of 1)	SA (Alternate)
	(1 of 1)	SA (Alternate)
Tanya Kinderwater	(1 of 2)	EA
Lisa Hollis	(2 of 2)	EA
Desiree Mearon	(1 of 2)	EA Alternate
Lin Roy	(2 of 2)	AUPE

Sept. 15, 2022

Nominations Slate – 2022-2023

Lynnette Tye	(2 of 2)	AUPE Alternate

Sept. 15, 2022

Nominations Slate – 2022-2023

CO-CURRICULAR COMMITTEE 2022-2023 – Proposed TOR		
Nominees		**Representation Required**
Megan Slifka		Registrar (Chair)
Brooklyn Broader	(1 of 1)	President of Students' Association (or designee)
Cathy Underhill	(1 of 2)	Representative from Student Experience
Kim Staples	(1 of 2)	Representative from Health and Education
Chuntai Jin	(1 of 2)	Representative from Business
Carmen Gorgichuk	(2 of 2)	Representative from Applied Science and Tech.
Mark Rochon	(2 of 2)	Representative from Skilled Trades
Dr. Carly McLeod	(2 of 2)	Unique representative from Academic Council

Nominations Slate – 2022-2023

CURRICULUM COMMITTEE 2022-2023 – Proposed TOR		
Nominees		**Representation Required**
Vanessa Sheane		Provost and VP Academic (ex officio)
Carly McLeod		Dean
Andrew Dunlop		Dean
Caitlin Hartigan		Dean
Harrison Applin		Dean
Megan Slifka		Registrar
Brooklyn Broaders	(1 of 1)	1 representative from Students' Association
Joshua Winland	(1 of 1)	1 representative from Students' Association
Miroslaw Bator	(2 of 2)	1 Faculty Member from ASA
Deena Honan	(2 of 2)	1 Faculty Member from ASA
Shawn DeGreeve	(1 of 2)	1 Faculty Member from ASA
Tina Strasbourg	(1 of 2)	1 Faculty Member from ASA
Daryl White	(1 of 2)	1 Faculty Member from Centre for Teaching and Learning
	(1 of 2)	1 Faculty Member from Centre for Teaching and Learning

Nominations Slate – 2022-2023

NOMINATING COMMITTEE 2022-2023		
Nominees		**Representation Required**
Julia Dutove		Academic Council Chair
Peter Sellers	(1 of 2)	1 ASA member from the Academic Staff Association
Raoudha Kallel	(2 of 2)	1 ASA member from the Academic Staff Association
Tanya Kinderwater	(1 of 2)	1 member from the Employees' Association
	(1 of 2)	1 member from the Alberta Union of Provincial Employees

Nominations Slate – 2022-2023

PROGRAM REVIEW COMMITTEE 2022-2023		
Nominees		**Representation Required**
Vanessa Sheane		Vice-President Academic and Research (Chair)
Carly McLeod		Academic Dean
Julia Dutove	(1 of 2)	1 Faculty Member from Academic Council*
Deena Honan	(2 of 2)	1 Faculty Member from Academic Council*
Shawn Morton	(2 of 2)	1 Faculty Member from Academic Council*
Lesley Brazier	(1 of 2)	1 Faculty Member from Academic Council*
Abigail Head	(1 of 2)	1 Faculty Member from Academic Council*
Lenora Roy	(2 of 2)	1 Non-Academic Member from Academic Council
Daryl White	(1 of 2)	1 Member from Centre for Teaching and Learning
Brooklyn Broaders	(1 of 1)	1 Students' Association Representative
Andrea Rosenberger	(2 of 2)	1 Indigenous Knowledge Keeper
Megan Slifka		Registrar
Kim Richardson		Director of Student Experience or Designate (non-voting)
Luc Boyer		Manager, Institutional Planning and Research or Designate (non-voting)

CREDENTIALS POLICY

CREDENTIALS POLICY			
Effective Date	December 10, 2021	Policy Type	Academic
Responsibility	~~Vice President Academic and Research~~Provost and Vice President Academic	Cross-Reference	Alberta Credential Framework
Approver	Board of Governors	Appendices	n/a
Review Schedule	5 years		

1. Policy Statement

1.1. Northwestern Polytechnic (NWP) offers instruction leading to the awarding of credentials for programs approved by the Ministry and Board of Governors.

2. Background

2.1. A standard credential framework is essential to providing common academic weight and integrity to the credentials and credits that NWP offers.

3. Policy Objective

3.1. This policy outlines the types of formal parchments issued in recognition of successful completion.

3.2. This policy ensures that NWP credentials are comparable with credentials offered by other post-secondary institutions. This improves the mobility of NWP students and graduates and enhances the value employers place on NWP credentials.

4. Scope

4.1. This policy applies to all NWP students with the exception of skilled trades apprenticeship students whose formal recognition of completion is bestowed by Alberta Advanced Education Apprenticeship and Industry Training.

4.2. NWP may issue the following Ministry-approved credentials:
- Bachelor's Degree
- Diploma
- Certificate

4.3. NWP may issue the following institutional credentials:
- High School Equivalency Diploma
- Certificate of Achievement
- Micro-credentials

5. Definitions

5.1. "Bachelor's Degree" refers to a Ministry-approved group of credit courses normally 90-120 credits as per the Alberta Credentials Framework.

5.1.5.2. "**Board-Approved Programs** and Courses" refers to credit and non-credit programs and courses that do not offer an official credential recognized within the Alberta credential framework.

5.2.5.3. "**Certificate**" refers to a Ministry-approved group of credit courses totaling at least 12 but no more than 32 credits.

5.3.5.4. "**Certificate of Achievement**" refers to a Board-approved group of courses whereby individuals have satisfactorily met expectations of a prescribed credit learning activity for which there is a formal evaluation component.

5.4.5.5. "**Credential**" refers to an earned qualification.

5.5.5.6. "**Diploma**" refers to a Ministry-approved group of credit courses totalling at least 60 but no more than 80 credits.

5.6.5.7. "**High School Equivalency**" refers to an Institution-approved group of courses whereby individuals have successfully completed a minimum of five high school level courses at the 30-level. Of the courses taken, at least one must be in English and at least one must be in Mathematics.

5.7.5.8. "Journeyman Journeyperson **Certificate**" refers to a regulated skilled trade apprenticeship program with prescribed periods. A Journeyman Journeyperson Certificate holds parity of esteem to a Ministry-approved certificate or diploma program.

5.8.5.9. "**Micro-credential**" refers to a certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification.

5.9.5.10. "**Ministry-Approved Programs**" refers to a group of related courses that is formally approved by Alberta's Ministry of Advanced Education and offers an official credential recognized in the Alberta credential framework.

5.10.5.11. "**Parchment**" refers to a formal document received in recognition of successful completion of a credential.

5.12. "**Professional Development Certificate**" refers to an Institution approved non-credit course or group of courses whereby individuals have satisfactorily met expectations of a prescribed series of learning activities.

5.11.5.13. "**Red Seal Endorsement**" is a seal on a Journeyperson's provincial or territorial trade certificate. It shows that the learner has the knowledge and skills necessary to practice their trade across Canada.

6. Guiding Principles

6.1. The Board of Governors approves the granting of all credentials at NWP.

6.2. Parchments are issued for Ministry-approved credentials and transcripts are produced that document the courses taken as part of the credential, the grades received in those course, term and year GPA, and the date the credential was issued. The Office of the Registrar issues NWP parchments after confirming that all program and institutional graduation requirements have been met.

6.3. The Board of Governors delegates through the Office of the President, to the Registrar, authority to issue all NWP diplomas, certificates, certificates of achievement, and high school equivalency.

6.4. The Board of Governors delegates through the Office of the President, to the Associate Dean, Continuing Education, authority to issue all NWP micro-credentials and professional development certificates.

6.4.6.5. The Board of Governors delegates through the Provost and Vice-President Academic, authority to approve non-credit programs that do not offer an official credential recognized within the Alberta credential framework.

6.5.6.6. All credentials should be of consistent and definitive design in order to ensure the clear identification of the credentials authorized under this policy.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	• Approve and formally support this policy.
Academic Council	• Recommend and support this policy.
~~Vice-President, Academics and Research~~Provost and Vice President Academic	• Review, oversee implementation, and formally support this policy. • Review and rule on exception requests.
Registrar	• Oversee and supervise activities related to this policy for Ministry-approved and Board-approved programs. • Maintain currency of Ministry-approved programs within the Provider and Program Registry System. • Award parchments.
Associate Dean, Continuing Education	• Oversee and supervise activities related to this policy for professional development certificate courses or programs. • Maintain currency of professional development certificate courses and programs on the NWP webpage. • Award micro-credentials and professional development certificates.

8. Exceptions to the Policy

8.1. NWP may award a Ministry-approved credential posthumously to a student who was in good standing at the time of his or her death and who had completed all substantive requirements for the credential.

   • A recommendation of the Dean will be submitted to the ~~Vice President Academic and Research~~Provost and Vice President Academic for approval.

   ~~Exceptions to Board-approved credentials for the issuance of a parchment based on a single course or program may be granted by the Vice President Academic and Research if all other criteria are met.~~

9. Inquiries

9.1. All inquiries related to this policy can be directed to the Office of the ~~Vice President Academic and Research~~Provost and Vice President Academic

10. Amendments (Revision History)

10.1. Recommended by Academic Council: November 25, 2021
10.2. Approved by Board of Governors: December 10, 2021
10.3. Revised and Recommended by Academic Council: DATE
~~10.2~~10.4. Approved by Board of Governors: DATE

.

GRADUATION POLICY

NORTHWESTERN POLYTECHNIC

GRADUATION POLICY			
Effective Date	January 15, 2019	**Policy Type**	Academic
Responsibility	~~Director of Student Experience~~Registrar	**Cross-Reference**	1. Academic Council Authority andBylaws 2. Access to confidential studentrecords & information 3. Records Management 4. Recognition of Prior Learning 5. Advanced Standing: Recognitionof Other Learning Experiences 6. Grading 7. Recognition of AcademicAchievement
Approver	Academic Council	**Appendices**	Appendix 1 Graduation Process Appendix 2 Parchment ReplacementAppendix 3 Grades and Grade PointAverages Appendix 4 Eligibility to Participate inConvocation Appendix 5 Posthumously AwardingCredentials Appendix 6 Awarding HonoraryCredentials
Review Schedule	This policy is to be reviewed every 2 years from the datethe policy is approved.		

1. **Policy Statement**

   1.1. Northwestern Polytechnic ("NWP") values the integrity of eachCredential it grants. NWP recognizes learners for successful completion of program requirements through the issuance of Credentials in the form of both transcript and Parchment.

2. **Background**

   2.1. This policy provides a framework to ensure that practices related to learners meeting the requirements and the criteria for graduation are consistently applied.

3. **Policy Objective**

   3.1. The purpose of this policy is to provide information related to successful completion of program requirements and granting of a Credential.

NORTHWESTERN POLYTECHNIC

4. Scope

4.1. This policy applies to all students enrolled in credit programs offered by NWP.

5. Definitions

5.1. "Academic Calendar" is the official publication, which articulates graduation requirements for students admitted to NWP programs under a particular calendar year.

5.2. "Academic Council" is the cross-divisional council for the purpose of making recommendations or reports to the Board of Governors or designate on academic matters.

5.3. "Academic Plan" is a prearranged plan, pertaining to a specific Academic Year of Admission, which itemizes the necessary courses for successful completion of program requirements to obtain a Credential.

5.4. "Academic Progression" is the continuation of a student into the next Academic Term, Academic Year or level of study based on the successful completion of all program requirements.

5.5. "Academic Term" identifies the portions of the Academic year in which NWP schedules courses.

5.6. "Academic Year" identifies the start and end of the NWP's Academic Year beginning July 1 and ending June 30.

5.6.5.7. "Advanced Standing" is the evaluation of course work from Transfer Credit, Challenge Exam, PLAR, or an Approved Equivalent NWP Course.

5.7.5.8. "Approved Equivalent NWP Course" is the recognition of equivalent coursework completed at NWP that replaces a required course for a program.

5.8.5.9. "Approved Program Curriculum" is the formally approved curriculum as approved by Academic Council and reflected in the appropriate Academic Calendar for the year of Admission.

5.9.5.10. "Certificate of Achievement/Certificate of Grade 12 Equivalency" is the recognition of the completion of program requirements in specific programs such as Academic Upgrading or Inclusive Post-Secondary and is noted on a student's official transcript for successful program completion.

5.10.5.11. "Certificate Program" is a designated program that is normally completed within one Academic Year. Some Certificate Programs may be more or less than one-year in length.

5.11.5.12. "Continuing Student" is a current student who is returning to the institution after an absence of less than one Academic Year.

NORTHWESTERN POLYTECHNIC

5.12.5.13.   "Credential" is an Alberta Ministry of Advanced Education approved degree, diploma orcertificate awarded and noted on a student's official transcript for successful program completion.

5.13.5.14.   Convocation" is the ceremony to celebrate with the students who successfully completed, orare in progress to complete, their programs and satisfied NWP's graduation requirements.

5.14.5.15.   "Degree Audit" is the activity or output whereby a student's academic record is reviewed incomparison to the program/Credential requirements.

5.15.5.16.   "Diploma Program" is a designated program that is normally completed within two AcademicYears. Some Diploma Programs award a certificate after the completion of the first year's program requirements.

5.16.5.17.   "Exemption" refers to a course that has been used within another Credential (i.e. Certificate)and is required in the current Credential (i.e. Diploma) for which a student is exempted fromrepeating the course but is still required to complete credits to replace that course.

5.17.5.18.   "First Admission" is the oldest admission to a program of continuous studies used to determine the appropriate Academic Plan used for program requirements. Returning Studentsmust follow the current admitted Academic Year program requirements. Students can only be admitted to one program at a time.

5.18.5.19.   "Grade Point Average" (GPA) is the weighted average obtained by dividing the total number ofgrade points earned by the total credits attempted.

5.18.1.5.19.1.   "Program (or Graduation) GPA" is the grade point average calculated from thegrades of the courses completed toward a specific program.

5.18.2.5.19.2.   "Term GPA" is a GPA calculated only from the courses taken in a single term by dividing the sum of grade points earned in a term by the total credits attempted inthat term. A Term GPA shows on the transcript.

5.18.3.5.19.3.   "Year GPA" is a GPA calculated only from courses take in one Academic Year bydividing the sum of grade points earned in an Academic Year by the total credits attempted in that year. A Year GPA shows on the transcript.

5.19.5.20.   "Graduate" is a student who has successfully completed the program requirements for a Certificate, Diploma or degree as specified by the governing NWP Academic Calendar or theApproved Program Curriculum for year of First Admission.

5.20.5.21.   "Graduation Date" is the date noted on the student's transcript and Parchment denoting the date the Credential was awarded. Graduation dates will vary and normally the date used willbe the last date of the term of the last class required for the

Credential or the date of completion of the last required class.

5.20.1.5.21.1.   For programs that normally complete in April of the winter term, the date ofConvocation will be used, provided all coursework has been completed.

5.20.2.5.21.2.   For programs that are completed following late advanced standing or Transfer Credit, the noted date of the awarding of the credit will be used as the Graduationdate.

> **Commented [BN1]:** Should we also add a note about International student graduation dates? "For international students who are applying for a Post-Graduate Work Permit, the date of graduation processing will be used to align with PGWP requirements." Or something along those lines?

5.21.5.22.   "Letter of Permission" is a formal written letter from NWP indicating that a particular course tobe taken at another institution will be permitted for Transfer Credit from that institution to a specified NWP course or elective in order to satisfy program requirements.

5.22.5.23.   "Parchment' is the document issued for successful completion of a Credential or a Certificateof Achievement.

5.23.5.24.   "Residency" is the minimum percentage of total credits required for a NWP Credential whichmust be completed through enrolment in NWP courses to fulfill a program's requirement or meet graduation requirements. This requirement is normally 50%. Residency cannot be fulfilled with Prior Learning or Transfer Credit. Residency can be fulfilled with challenge exams and equivalent NWP course.

5.23.1.5.24.1.   Some programs may have approved exceptions or Residency requirements that differfrom this requirement.

5.24.5.25.   "Returning Student" is a student who is returning to NWP after an absence of a minimumof one Academic Year.

5.25.5.26.   "Stale-Dated Course" is any individual credit course completed more than ten years prior or asindicated in the program requirements of a specific curriculum in the Academic Calendar or under Statute of Limitations.

5.26.5.27.   "Statute of Limitations" is the maximum allowed parameters governing Stale-Dated Coursesand other specific program requirements as noted in the Academic Calendar.

5.27.5.28.   "Transfer Credit" refers to credits awarded at NWP for credit courses completed at otherpost-secondary institutions or schools.

6.   Guiding Principles

6.1.   NWP has defined graduation requirements for each program as published in the NWP Academic Calendar. A student must satisfy requirements related to grades, credits, courses,Academic Progression and GPA for their program of study. NWP maintains these requirements in accordance with recognized expectations of academic

NORTHWESTERN **POLYTECHNIC**

performance and achievement.

6.2. Graduation Eligibility

6.2.1. To qualify for graduation from a program, a student must:

6.2.1.1. be admitted to the program and meet the graduation requirements as stated inthe Approved Program Curriculum noted in the Academic Calendar governingthe Academic Year of their First Admission to the program.

6.2.1.2. meet the Residency requirements of the program

6.2.1.3. not have any outstanding monies owing to NWP

6.2.1.4. not be currently suspended from studies due to academic, financial or othernon-academic reasons

6.2.2. Returning students will be governed by the Academic Calendar pertaining to their yearof re-admission. A Returning Student may not be eligible to graduate from a program that is no longer offered by NWP.

6.2.3. Continuous Students will be governed by the Academic Calendar of First Admission butmay have a time limit applied to complete program requirements (see 6.15).

6.3. A Stale-Dated Course or anything outside a program's Statute of Limitations will not be considered in the graduation eligibility assessment or may require additional coursework to complete requirements. Exceptions may be made for factors such as the student's continuedinvolvement in the field.

6.4. It is the student's responsibility to ensure that all applicable paperwork, including appropriate transcripts and Letters of Permission, is completed with respect to Transfer Credit, and that their transcript has been updated accordingly prior to applying for graduation purposes. While NWP may grant Transfer Credit for a course with a minimum passing grade as determined by the sending institution, individual program progression or course prerequisite criteria may exclude the student from continuing to the next level of study. Statute of Limitations may also apply.

6.4.1. Programs may require that specified courses be completed at NWP. These specifications are approved as program or graduation requirements.

6.5. Once a Credential is awarded, there is no option for reassessment at a future date. The onlyexception, upon review of a student's academic record, would be to remedy an oversight or error.

6.6. NWP reserves the right to rescind earned Credentials, including Certificates, Diplomas or degrees that were acquired through the commission of a serious breach of one or more academic offences. This penalty is only imposed by the Vice President, Academic on the recommendation of the Registrar, who reviewed and made a determination about the

NORTHWESTERN POLYTECHNIC

incident.

6.7.   Credentials may be issued posthumously following guidelines in Appendix 5.

6.8.   Honorary Credentials may be issued following guidelines in Appendix 6.

6.9.   When a Student has repeated a course, the higher mark shall count in the student's Program GPA. While the lower mark will not count in the Program GPA, the record of this registration and mark will remain on the student's transcript and will be calculated in the Year and Term GPA when the course was completed.

6.10. Grades for courses that are repeated after a Credential has been granted will not affect theProgram GPA or the courses used in the Credential that has already been granted.

6.11. Students enrolled in programs with more than one major may be eligible for double majors.

6.12. Students may use course work from a previously completed recognized NWP Credential to satisfy up to 50% of the second Credential. Approved Equivalent NWP Courses are done ona course-by-course basis as stipulated in the second program's requirements.

6.12.1. <u>If more than 50% of the courses from the first Credential are required to satisfy the second Credential, those courses will be acknowledged as complete and</u> ~~identical courses are required in two or more Credentials which the student is pursuing, the courses can only be used in one Credential. The second Credential~~ an equivalent number of additional approved credits will need to be taken to replace the missing credits required for the second Credential.

6.13. NWP shall not be required to reissue a Credential with the new program/course title to former graduates. The Registrar may issue, upon request, a statement describing the circumstances surrounding the title change and the equivalence of programs/courses.

6.14. NWP retains the right to cancel programs. Upon cancelation, students have the right to complete the program in which they have commenced studies as specified in the Academic Calendar at the time of First Admission.

6.14.1. If a program is cancelled, students registered in the program have one year after the expected Graduation Date for the last enrolled cohort to complete the requirements of the Credential.

7.   **Roles and Responsibilities**

Stakeholder	Responsibilities
Academic Council	• Approve and formally support this policy.
Vice-President, Academic~~s~~ andResearch	• Review and formally support this policy. • Hear formal appeals • Award posthumous Credentials based on recommendation of the ~~Director,Student Experience~~<u>Registrar</u> • Rescind Credentials • Award honorary Credentials

NORTHWESTERN POLYTECHNIC

~~Director, Student Experience~~Registrar	• Address issues/hear~~s~~ concerns • Hear informal appeals • Make recommendations to the VPAR regarding posthumous Credentials
Associate Registrar, <u>Enrolment Services</u>~~Records and Associate Registrar, Admissions~~	• Implement policy

8. Exceptions to the Policy

8.1. NWP reserves the right to change program/course titles; changes may reflect shifts in program/course emphasis or the adoption of descriptors more consistent with general practice.Such changes shall have appropriate approvals by NWP.

8.1.1. Courses and programs may change during the time a student is completing a program. Academic Chairs and <u>the Registrar's Office</u>~~Student Services~~ will develop a plan to manage the change. This may include PLAR, Transfer Credit, Approved Equivalent NWP Course, challenge exam, adjusting graduation requirements, and creating bridging programs between old and alternative programs.

8.1.2. If a program has recently undergone changes, students may request to change their Academic Calendar (year) to graduate under the new program graduation requirementsand program name as specified in the Academic Calendar (year) they have selected.

8.2. Occasionally, students, chairs or advisors will request that exceptions be made to the student'sCredential requirements for the program in which the student is enrolled. Requests for exceptions are received at the time of initial evaluation, anytime during the student's progress towards the Credential, or at the time of Degree Audit.

8.3. Any requests for Residency exceptions must be made in writing to the Chair of the Department.

8.4. The Vice President Academic~~s~~ and Research <u>(VPAR)</u> ~~(VPA)~~ or designate approves all exception requests unless the request falls under specific categories whereby approval is granted and implemented by <u>the Registrar's Office</u>~~Student Services~~. Specific exceptions not requiring VPA<u>R</u> approval:

8.4.1. When blanket approval has been previously given by the VPA<u>R</u> or designate (e.g. when NWP requires the same change for every student in the program)

8.5. Exceptions will be formally tracked by ~~Student Services~~<u>the Registrar's Office.</u>

9. Inquiries

9.1. All inquiries regarding this policy should be forwarded to the ~~Director, Student Experience~~<u>Registrar</u>.

10. Amendments (Revision History)

10.1. Includes the history of dates of previous policy revisions and the date of the most recent revisionto the policy.

NORTHWESTERN **POLYTECHNIC**

Appendix 1 – Graduation Process

1. To fulfill program graduation requirements and earn a Credential, the following must occur:

    1.1. All students submit a graduation application form to the Registrar's Office~~Student Services~~.

    1.2. Students must successfully complete all program and course requirements for an approved program of study. Students must fulfill all program specific and institutional regulations indicatedin the applicable Academic Calendar and in compliance with the Academic Policies.

2. Eligibility to graduate is verified and Parchments are issued by the Registrar or designate.

3. Eligible students are invited to participate in Convocation as defined in Appendix 4 – Eligibility toParticipate in Convocation.

4. The name on the Parchment will match the legal current name of the student as recorded in the student's official academic record. Changes to the name recorded in the academic record can be
requested in writing and submitted to the Registrar or designate for approval. The format of the legalname will take one of two forms:

    4.1. Firstname MiddleInitials. Lastname (e.g. John G. A. Doe)

    4.2. FirstInitial. Middlename (additional MiddleInitial(s) where multiple middle names) Lastname (e.g. J. George A. Doe)

5. Parchments will be withheld from Graduates placed on restrictive holds at NWP, e.g. outstandingfees or equipment.

6. If a student applies for a Credential, and it is determined that the program requirements have not been met, the application will be denied and the student is invited to reapply once the deficiency(ies)have been remedied.

7. NWP approves and awards Credentials regularly. All requirements for the Credential (final grades;including grades for courses on Letters of Permission) must be received and processed by ~~Student Services~~the Registrar's Office before evaluation will occur. Exceptions are as follows

    7.1. For Convocation at Grande Prairie campus in May: Parchment Applications must be submittedby the published deadlines, and all requirements met, or in process to be met, by the Monday preceding Convocation.

NORTHWESTERN POLYTECHNIC

Appendix 2 – Parchment Replacement

1. NWP will re-issue Parchments to replace those that are lost, stolen, or damaged.

2. The official Parchment is a legal document and, as such, will not be reproduced except on the written request of the student. Students must complete an application for parchment reprint form and pay the appropriate fee in order to receive a replacement.

3. The name on the Parchment will match the legal current name of the student as recorded in the official academic record. Changes to the name recorded in the academic record can be requested in writing through the Change of Information form, obtained from the Registrar's Office.

   3.1. If the request is due to an official change of name, supporting documentation, including a Change of Student Information form, must be presented before the reprinted parchment will be released

4. If the original Parchment contains an error or is damaged, it must be returned to the Registrar's Office ~~Student Services~~ before the reprinted Parchment can be released.

5. ~~If the request is due to an official change of name, supporting documentation, including a Change of Student Information form obtained from the Registrar's Office Student Services, must be presented before the reprinted parchment will be released.~~

5. Details of the Replacement Parchment:

   5.1. Parchments shall be re-issued in the format and style of those Parchments being used at the time of replacement, not necessarily in the format and style of the original Parchment.

   5.2. The replacement Parchment will bear the signatures of NWP officials in place at the time of reprinting and will bear the current Department name that the curriculum falls under.

   5.3. The replacement Parchment shall bear the following words in small print on the face of the Parchment: "Issued as replacement (or duplicate) of original Parchment."

   5.4. The Registrar's Office will forward the Parchment to the student as requested.

Formatted: Font: Gilroy-Medium, 10 pt

Formatted

NORTHWESTERN **POLYTECHNIC**

Appendix 3 – Grades and Grade Point Averages

1. The GPA requirement and/or minimum program grade requirement to graduate may vary by programcurriculum as noted in the NWP's Academic Calendar.

2. Students achieving a Program GPA of at least 3.3 out of a possible 4.0 may have the appropriate honours award designation affixed to their Parchment and transcript record as per the Recognition ofAcademic Achievement policy.

3. Although a pass in a course is D (1.0), in some courses or programs students are required to achieve more than a minimal level of achievement in order to proceed in their program, or to transfer a courseto another program or institution, as will be noted in the Academic Calendar program requirements fora specific program.

4. In order to remain in good standing, a student must maintain a Year GPA of 1.0 or higher as per ~~theNWPGrading~~the NWP Grading policy.

GRADUATION POLICY

NORTHWESTERN POLYTECHNIC

Appendix 4 – Eligibility to Participate in Convocation

1. Students must be, at a minimum, registered within the current Academic Year in all remaining required courses for their program and eligible to receive the Credential in order to be able to attendConvocation. If NWP becomes aware of a failing grade, NWP will encourage the student to register in the required course or face not being able to attend.

    1.1. Students wanting to take courses elsewhere, expecting Transfer Credit to complete a Credential,must have a Letter of Permission on file with NWP before a particular course will be consideredas part of the program requirements.

Appendix 5 – Posthumously Awarding Credentials

1. Students in credit and non-credit programs can be awarded Credentials posthumously. Programsinclude:
    1.1. Certificate Programs
    1.2. Diploma Programs
    ~~1.2.~~1.3. Degree Programs
    ~~1.3.~~1.4. Apprenticeship programs

2. The next of kin, or a person or group other than the next of kin may request the posthumous awarding of a Credential; however, the request will only be considered if the consent of the next of kin has beenobtained. Requests must be submitted in writing and may be submitted via email, fax, or regular mail to the Registrar ~~Director, Student Experience~~.

3. If a deceased student has completed all of the published requirements of their Credential, their namewill go forward for graduation purposes.

4. If the deceased student has completed three-quarters or more of their program, the Registrar~~Director, StudentExperience~~ can recommend to the VPAR the posthumous awarding of the Credential. If the student has completed less than three-quarters of their program, cases will be considered individually at the discretion of the Registrar~~Director, Student Experience~~. The VPAR, in consultation with the Registrar ~~Director, Student Experience~~, will make all final decisions in the best interest of NWP and the deceased student and advise the Registrar's Office~~Student Services~~ of the decision. The Registrar~~Director, Student Experience~~ will then notify the personwho has requested the posthumous awarding of the Credential.

5. If the posthumous Credential is awarded, the student's name will be published in the Convocationprogram for the first Convocation following the student's death and the next of kin may attend Convocation to receive the Credential on behalf of the deceased student.

NORTHWESTERN **POLYTECHNIC**

Appendix 6 – Awarding Honorary Credentials

1. A NWP honorary Credential is intended to recognize and honor outstanding individuals whose significant achievements and contributions are worthy of NWP's highest honor. The awarding of an honorary Credential is intended to encourage a standard of excellence which is exemplary to students and to society. Honorary Credential recipients embody NWP's vision to inspire the human spirit through outstanding achievements in learning, discovery and citizenship in a creative community. NWP awards the honorary Credential to laud distinguished achievement in scholarship,the creative arts or public service, on the provincial, national or international stage.

    1.1. The VPAR, in consultation with the Registrar~~Director, Student Experience~~, will make all final decisions inthe best interest of NWP and will advise the Registrar's Office~~Student Services~~ of the decision.

INSTRUCTOR EMERITUS POLICY

NORTHWESTERN POLYTECHNIC

INSTRUCTOR EMERITUS POLICY			
Effective Date	TBD	**Policy Type**	Academic
Responsibility	Provost and Vice-President Academic	**Cross-Reference**	n/a
Approver	~~Academic Council~~ Board of Governors	**Appendices**	Appendix 1 – Privileges of Instructor Emeritus Appendix 2 – Instructor Emeritus Procedure Appendix 3 – Instructor Emeritus Nomination ~~Form~~, Consent ~~Form~~, and Dean and Department Approval Form
Review Schedule	Every 5 years		

1. **Policy Statement**

   1.1. The honorary designation of Instructor Emeritus is awarded by Northwestern Polytechnic (NWP) to retired faculty members in recognition of meritorious ~~service in~~ teaching, scholarship, and service.

2. **Background**

   2.1. Bestowing the title of Instructor Emeritus recognizes the value eligible faculty members have earned due to their service with NWP.

3. **Policy Objective**

   3.1. To govern the recognition of meritorious faculty service to Northwestern Polytechnic.

4. **Scope**

   4.1. This policy applies to eligible faculty members.

5. **Definitions**

   5.1. **Eligible Faculty Member** A faculty member who has left employment with the Polytechnic and has at least 15 years of instructional service with ~~the College~~ Northwestern Polytechnic.

6. **Guiding Principles**

   6.1. NWP will award the title "Instructor Emeritus" to an eligible faculty member in honour of their service wi~~th the College.~~ th the Polytechnic.

6.2.   The Instructor Emeritus title represents no entitlement to authority, rights, privileges or resources, nor does it imply an employment or research relationship between NWP and the Instructor Emeritus titleholder. See Appendix 1 for privileges.

6.3.   Eligible faculty members are nominated by two of their colleagues and supported by the Dean and Academic Department for Instructor Emeritus. See Appendix 2 for procedure.

6.4.   Instructor Emeritus titleholders are encouraged to display their continuing affiliation with NWP but in no way are required to do so.

6.5.   Notwithstanding any other element of this Policy or associated Procedure, the Board of Governors retains the authority to refuse or withdraw the Emeritus title.

7.   Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	• Approve this policy.
Academic Council	• ~~Recommend and formally support this policy.~~ Review, recommend, and formally support this policy
Provost and Vice-President Academic	• Review ~~and formally support~~ and lead revision to this policy.
Dean	• Review and formally support this policy.
Academic Departments	• ~~Clearly define the roles and responsibilities of all those involved in the implementation and/or monitoring of the policy requirements.~~ • Review and formally support this policy. • Follow procedures for nomination of a candidate.

8.   Exceptions to the Policy

8.1.   There are no exceptions to this policy.

9.   Inquiries

9.1.   Inquiries regarding this policy can be directed to the Provost and Vice-President Academic.

10.   Amendments (Revision History)

10.1.   Approved by Academic Council: March 10, 2003

10.2.   Revised and approved by Academic Council: February 10, 2005

10.3.   Revised and approved by Academic Council: February 9, 2007

10.4.   Revised and approved by Academic Council: January 10, 2008

10.5.   Revised and approved by Academic Council: November 8, 2012

10.6.   Recommended by Academic Council: DATE

10.7.   Approved by Board of Governors: DATE

Appendix 1 – Privileges of Instructor Emeritus

1. During the lifetime of the Emeritus member, his/her name will appear in NWP's Calendar. Their 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.~~

2. All Emeriti will receive a ~~framed~~ parchment of the Instructor Emeritus designation signed by the NWP Board of Governors Chair and the President.

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

4. Emeriti may request and receive a membership to the NWP Fitness Centre.

Appendix 2 – Instructor Emeritus Procedure

1. An eligible faculty member is nominated by two faculty members typically in the nominee's home Department.
2. The nominee signs the consent form to receive the Instructor Emeritus designation and associated privileges.
3. The nomination form and the consent form are presented to the Dean for approval and signature.
4. The nomination form and the consent form are presented for approval at a Department meeting after the faculty member has retired.
5. The Department Chairperson and the Department Assistant taking minutes sign the Department Approval Form.
6. The nomination form, consent form, and Department approval are sent to Academic Council.
7. Instructor Emeritus designation will be granted by a majority vote of Academic Council.
8. Following approval by Academic Council the Academic Council Assistant will:

    7.1. E-Mail ~~Office Assistant in~~ Executive Assistant to the Provost and Vice President Academic~~Suite~~ so that ~~she may print~~ a parchment may be printed for the emeritus. President and Board of Governors Chair sign the parchment and the Northwestern Polytechnic seal is applied. ~~Frames are purchased by the VPAR office and assistant will place parchment in frame.~~

    7.2. The Executive Assistant to the Provost and Vice President will Pp~~p~~repare a letter to the Instructor Emeritus to be signed by the Chair of Academic Council congratulating them on their designation and outlining the benefits of the designation. This letter should be copied to the Board of Governors Chair, President, Provost and Vice President Academic~~s and Research~~, Dean, Chairperson, Human Resources, Community Relations, Library, Media Services, Information Technology Help Desk and Alumni / Development Manager. This letter should accompany the instructor emeritus' ~~framed~~ parchment.

9. All packages being sent to approved Instructor Emerti should include the following:

    8.1. Covering Letter signed by Academic Council Chair

    8.2. Copy of the Instructor Emeritus Academic Policy for reference

    8.3. ~~Framed~~ Parchment provided by Executive Suite

10. The Executive Assistant will Ss~~s~~end to Department for presentation to instructor. If the Instructor does not live locally the Executive Assistant to the Provost and Vice President will mail the package to the recipient. The Executive Assistant to the Provost and Vice President will:~~Department Assistant will:~~

    9.1. Add dates delivered in Instructor Emeritus Designation spreadsheet which is kept on the Senior Admin Shared drive.

    9.2. Keep an~~Send~~ electronic copy of letter. ~~to Executive Assistant for filing.~~

Appendix 3 – Instructor Emeritus ~~Consent~~ Form~~s~~

Nomination Form

We, _____ and _____ ,

nominate _____ for the honourary designation of Instructor Emeritus.

Signature _____   Date: _____

Signature _____   Date: _____

Consent Form

I, _____ , voluntarily agree to the honorary designation of Instructor Emeritus as awarded by ~~Grande Prairie Regional College~~ 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 ~~instructional service in~~ teaching, scholarship, and service to ~~GPRC~~NWP
- I will be retired from ~~GPRC~~ NWP at the time of designation

Signature _____   Date: _____

Witness _____   Date: _____

Dean Approval

Signature _____   Date: _____

Department Approval Form

Date of Department Meeting where nomination was approved: _____

Chairperson Name: _____

Chairperson Signature: _____   Date: _____

Department Assistant Name: _____

Department Assistant Signature: _____   Date: _____

.

STUDENT HEALTH AND DENTAL INSURANCE COVERAGE POLICY

NORTHWESTERN POLYTECHNIC

STUDENT HEALTH AND DENTAL INSURANCE COVERAGE POLICY			
Effective Date	January 29, 2019	**Policy Type**	Administrative
Responsibility	~~Director, Student Experience~~Associate Vice-President, Students	**Cross-Reference**	1. Collaboration with Students' Association 2. SA & GPRC Fee Collection Agreement
Approver	Executive Council	**Appendices**	
Review Schedule	Every 3 years		

Formatted: Font color: Background 1

Formatted Table

Formatted: Font color: Text 1

1. **Policy Statement**

   1.1 All students require basic and extended health insurance while studying at NWP ~~GPRC~~. Students must have basic health care insurance from Alberta Health Care, health care from another province or health insurance from a private provider and extended health insurance.

2. **Background**

   2.1 This policy exists as a result of a government of Alberta initiative to insure all post-secondary students have access to quality, cost-effective extended health care insurance and in response to NWP ~~GPRC~~ student referendum.

3. **Policy Objective**

   3.1 To ensure full-time students have access to quality, cost-effective extended health insurance while studying at NWP ~~GPRC~~.

4. **Scope**

   4.1 This policy applies to all full-time credit students.

5. **Definitions**

   5.1. **"Basic Health Care"** is the basic service covered by provincial health care insurance or comparable private health care insurance.

   5.2. **"Extended Health Care"** is a health and dental plan, such as the one provided by the Students' ~~Association, and~~Association and is supplementary to basic provincial health care insurance. It mustinclude but is not limited to dental care, prescriptions, and ambulance service coverage.

   5.3. **"Full-time Credit Student"** is a student registered in nine or more credits in a semester.

   5.4. **"Private Health Care Insurance"** comprises of all other insurance policies, including policies purchased in other countries.

6. Guiding Principles

6.1. Basic Health Care

6.1.1. All full-time credit students require basic health care insurance.

6.1.1.1. All Canadian citizens, permanent residents and some international students qualify for provincial health care insurance.

6.1.1.2. All students that do not qualify for provincial health care insurance must arrange for private health care insurance.

6.2. Extended Health Care

6.2.1. All full-time credit students require extended health and dental insurance.

6.2.1.1. All full-time credit students are automatically added to, and assessed the fee for, the Students' Association Health & Dental Benefit Plan to provide them with extended health care insurance.

6.2.1.1.1. The following students are not eligible for the Students' Association Health & Dental Benefit Plan, and are not required to have extended health insurance:

6.2.1.1.1.1. Apprenticeship programs.

6.2.1.1.1.2. Students over the age of 65 by the first day of the month in which their coverage would begin.

6.2.1.1.1.3. Part-time students.

6.2.1.2. Students who have alternate extended insurance through a private insurance provider that is comparable to the Students' Association Health & Dental Benefit Plan may opt out of this plan by the deadline outlined in the Academic Calendar.

6.2.1.2.1. Opt-outs requested after the deadline will be dealt with on a case for case basis by the Students' Association.

6.2.1.3. The following students are automatically opted-out:

6.2.1.3.1. Any credit program with a start date after the opt-out deadline during the current semester.

6.2.1.3.2. Status First Nations students and Inuit will be automatically opted-out. Students who are members of self-governing nations may opt-in to the program.

6.2.1.4. Students with an approved and documented accommodation for a reduced course-load by Accessibility Supports and provided to the Registrar & Disability Services(ASDS) may be considered eligible to opt-in, if they choose, to the Students' Association Health & Dental Plan with fewer than nine credits.

Commented [KW1]: This document needs to be shared to the RO and the RO would share with the SA.

7. **Roles and Responsibilities**

Stakeholder	Responsibilities
Executive Council	• Approve and formally support this policy.
Vice-President, Administration	• Review and formally support this policy.
Director, Student Experience	• Responsible for implementation, maintenance and revision of this policy, as needed.
Students' Association	• Act as a resource liaison and collaborator for revisions to this policy.

8. **Exceptions to the Policy**

8.1. All exceptions to the Students' Association Health and Dental Plan opt-in/opt-out process will be administered by the Students' Association.

9. **Inquiries**

9.1. Contact the Associate Dean, Student Life Director, Student Experience for all inquiries about this policy.

> **Commented [KW2]:** I updated this title to the new position name.

10. **Amendments (Revision History)**

10.1. Amendments to this policy will be published from time to time and circulated to the Polytechnic Collegecommunity.

2023

September

S	M	T	W	Th	F	S
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	3	4	4	4	4	

October

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
	4	5	4	4	4	

November

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
	3	3	4	4	3	

December

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
	2	2	1	1	2	

# of instructional days in semester

M	T	W	R	F	
12	14	13	13	13	65

Color	Legend
Yellow	Orientation
Purple	Exams
Red	Non-instructional days
Green	Stat Holidays (offices closed)

2024

January

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	4	4	4	3	3	

February

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
	3	3	3	4	3	

March

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
	4	4	4	4	4	

April

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
	3	2	2	2	2	

# of instructional days in semester

M	T	W	R	F	
14	13	13	13	12	65

Color	Legend
Yellow	Orientation
Purple	Exams
Red	Non-instructional days
Green	Stat Holidays (offices closed)

2024

May

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
	3	*4*	*4*	*4*	*4*	

June

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
	4	*4*	*4*	*4*	*4*	

July

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	4	*4*	*4*	*3*	*3*	

August

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	1	*2*	*1*	*2*	*2*	

# of instructional days in semester

M	*T*	*W*	*R*	*F*	
12	*14*	*13*	*13*	*13*	*65*

Legend:
- Orientation (yellow)
- Exams (purple)
- Non-instructional days (red)
- Stat Holidays (offices closed) (green)