COURSE MANAGEMENT POLICY

NORTHWESTERN POLYTECHNIC

COURSE MANAGEMENT POLICY			
Effective Date	May 19, 2022	**Policy Type**	Academic
Responsibility	Provost and Vice-President Academic	**Cross-Reference**	Advanced Standing Policy
Approver	Board of Governors	**Appendices**	Appendix 1 – Course Access Procedure
Review Schedule	Every 3 years		Appendix 2 – Transfer Course Procedures Appendix 3 – Enrolment Monitoring Procedure

1. Policy Statement

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

2. Background

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

3. Policy Objective

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

4. Scope

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

5. Definitions

5.1. **"Active courses"** are those courses that have been offered within the last five years.
5.2. **"Academic Calendar"** is the official publication which articulates graduation requirements for students admitted to NWP programs during a particular calendar year.
5.3. **"Inactive courses"** are those courses that have not been offered within the last five years.
5.4. **"Method of Delivery"** refers to the structure of the teaching and learning for a course. The methods of delivery may include:
   5.4.1. On-campus (face-to-face) – delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.
   5.4.2. Hybrid – incorporates both an in-person and a remote or online component.
   5.4.3. Asynchronous (online) – delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously.

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

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

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

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

6. Guiding Principles

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

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

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

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

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

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

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

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

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

7. Roles and Responsibilities

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

COURSE MANAGEMENT POLICY

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

8. Exceptions to the Policy

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

9. Inquiries

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

10. Amendments (Revision History)

Approved by Academic Council: February 9th, 2009
Revised and Recommended by Academic Council: May 5, 2022
Approved by the Board of Governors: May 19, 2022

COURSE MANAGEMENT POLICY

Appendix 1 – Course Access Procedures

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

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

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

COURSE MANAGEMENT POLICY

Appendix 2 – Transfer Course Procedures

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

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

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

COURSE MANAGEMENT POLICY

Appendix 3 – Enrolment Monitoring Procedure

1. Enrolment is monitored by the Provost and Vice-President Academic, the Registrar, the Dean, and the Department Chair.
   1.1. Ten weeks before the start of a course/program, the Registrar will provide the VP Academic with up-to-date enrolment data of all courses/programs open for registration.

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

   1.3. Adding sections:
      1.3.1. Once additional sections are approved and budgeted, the Dean will submit a timetable request to the Registrar's Office.
      1.3.2. Where the instructional department can reasonably predict additional demands, timetables should be submitted four weeks in advance of the course start date.

   1.4. Cancelling sections:
      1.4.1. Low-enrolled courses will be identified eight weeks prior to the course start date, and meetings will be scheduled by the Provost and Vice-President Academic (or designate) to discuss opportunities and solutions.
         1.4.1.1. The purpose of the meetings is to determine enrolment targets for low-enrolled courses/programs, and to establish the final decision date (normally four weeks before the start) to confirm or cancel these offerings. Those involved include the VP Academic, Dean, Department Chair, and Registrar.
      1.4.2. Consideration will be given to historical trends, acceptance rates, strategic direction, and courses that are required for program completion. In special circumstances, low-enrolled courses and programs may run as approved by the Provost and VP Academic.

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