

ACADEMIC SCHEDULE POLICY			
Effective Date	May 19, 2022	Policy Type	Academic
Responsibility	Registrar	Cross-Reference	Academic Council Authority and Bylaws Course Outline Policy Examination Policy Tuition and Fees Policy Grading Policy Students Rights and Responsibilities
Approver	Board of Governors	Appendices	Appendix 1: Academic Schedule Procedure Appendix 2: Academic Activities Dates
Review Schedule	Every 5 years.		

1. Policy Statement

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

2. Background

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

3. Policy Objective

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

4. Scope

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

5. Definitions

- 5.1. **“Academic Schedule”** is a schedule of events and deadlines important to students and prospective students, covering the period of the NWP’s Academic Year.
- 5.2. **“Academic Year”** includes the Fall, Winter, and Spring Semesters, beginning on July 1 and ending on June 30.
- 5.3. **“Audit”** (AU) is the marking used on a transcript to show that a Credit Course was taken on a not-for-credit basis. A student may receive instructor permission to register in a course on a not-for-credit basis. It is expected that the student will attend classes regularly but may not be expected to participate in assignments or examinations.
- 5.4. **“Business Days”** are days on which the Institution is open for service.
- 5.5. **“Continuing Student”** is a current student who is returning to NWP after an absence of less than one Academic Year in the same program.
- 5.6. **“Credit Course”** is a course that carries credit toward a certificate, diploma, or

program of study.

- 5.7. **"Fall Semester"** is the academic period between September and December, beginning in September.
- 5.8. **"Final Examinations"** are end-of-term testing scheduled during the examination period. When course requirements include examinations as defined, course outlines will inform students of this detail.
- 5.9. **"Instructional Days"** are days on which instruction occurs for most Credit Courses.
- 5.10. **"New Student"** is a student who is attending a program for the first time.
- 5.11. **"Registration"** is the process of selecting and enrolling in courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.
- 5.12. **"Returning Student"** is a student who is returning to the Institution after an absence of a minimum of one Academic Year.
- 5.13. **"Spring Semester"** is the academic period between May and August beginning in May.
- 5.14. **"Winter Semester"** is the academic period between January and April, beginning in January.
- 5.15. **"Withdraw with Permission"** results in a final grade of "W".

6. Guiding Principles

- 6.1. The Registrar will recommend the Academic Schedule for the Academic Year to Academic Council for approval.
- 6.2. NWP observes the General Holidays identified by the Government of Alberta (<https://www.alberta.ca/alberta-general-holidays.aspx>).
- 6.3. The minimum number of instructional days in the Fall and Winter Semesters will be 65.
- 6.4. The number of Instructional Days will be consistent between Fall and Winter Semesters.
- 6.5. The number of instructional Days for skilled trades apprenticeship programs will be consistent with the number of instructional hours required.
- 6.6. Registration for New, Continuing, and Returning Students will begin on May 1.
- 6.7. Unusual start and end dates must be approved by the applicable Dean and Registrar prior to being scheduled.
- 6.8. Grande Prairie Campus Convocation is scheduled in May.
- 6.9. Fairview Campus Convocation is scheduled for the second Saturday in March.
- 6.10. Each year the Academic Schedule will be reviewed as outlined in the Academic Schedule Procedure (Appendix 1).

7. Restrictions on Fall Semester

- 7.1. There is at least a one-day orientation in the Fall Semester for credit students. This is offered on a Business Day.
 - 7.1.1. Orientation for trades programs offered at the Grande Prairie and Fairview Campuses will be held on the first day of classes for those programs.
- 7.2. A Fall Semester break will be scheduled in accordance with the learning activities at each campus to coincide with either Thanksgiving Day or Remembrance Day.

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- 7.3. The Final Examination period for Fall will be seven days in December, and may include any Saturday that falls within those days.
 - 7.3.1. One Business Day will be scheduled between the last day of classes and the first day of examinations.
 - 7.3.2. If the last day of classes for the Semester falls on a Friday, the first day of the Examination Period will be Monday.
 - 7.3.3. For classes offered through the School of Skilled Trades, examinations will be held on the last scheduled day of class.
- 7.4. Specific Fall dates related to application, registration, attendance, fees, etc. can be found in Appendix 2.

8. Restrictions on Winter Semester

- 8.1. There is a one-day orientation in the Winter Semester on the Business Day before classes begin.
 - 8.1.1. Orientation for trades programs offered on Grande Prairie and Fairview Campus will be held on the first day of classes for those programs.
- 8.2. A Winter Semester break will be scheduled in accordance with the learning activities at each campus to coincide with Family Day.
- 8.3. The Final Examination period for Winter will be seven days in April, and may include any Saturday that falls within those days.
 - 8.3.1. One Business Day will be scheduled between the last day of classes and the first day of examinations.
 - 8.3.2. If the last day of classes for the Semester falls on a Friday, the first day of the Examination Period will be Monday.
 - 8.3.3. For classes offered through the School of Skilled Trades, examinations will be held on the last scheduled day of class.
- 8.4. Specific Winter dates related to application, registration, attendance, fees, etc. can be found in Appendix 2.

9. Restrictions on Spring Semester

- 9.1. For classes offered in Spring Semester, Final Examinations will be held on the last scheduled day of class.
- 9.2. Specific Spring and Summer dates related to applications, registration, attendance, fees, etc. can be found in Appendix 2.

10. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none">• Approve and support this policy.
Academic Council	<ul style="list-style-type: none">• Recommend and formally support this policy and the Academic Schedule.

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Vice-President, Academic and Research	<ul style="list-style-type: none"> Review and formally support this policy. Oversee the implementation of this policy.
Deans/Chairs	<ul style="list-style-type: none"> Review and provide feedback on the Academic Schedule.
Students' Association Executive Council	<ul style="list-style-type: none"> Review and provide feedback on the Academic Schedule.
Registrar's Office	<ul style="list-style-type: none"> Draft the Academic Schedule Implement the approved Schedule

11. Exceptions to the Policy

- 11.1. Exceptions to this policy must be documented and formally approved by the Vice President Academics and Research.
- 11.2. Exceptions to the dates, timelines, and quantities referenced in this policy must be approved by the Registrar prior to an exception being granted by the Vice President.
- 11.3. Evidence of the approval will be submitted to the Registrar for implementation and recording.
- 11.4. Policy exceptions must describe:
 - 11.4.1. The nature of the exception being requested,
 - 11.4.2. A reasonable explanation for why the policy exception is required,
 - 11.4.3. Documented support from the Dean of Students and the Registrar, and
 - 11.4.4. Any risks created by the policy exception.

12. Inquiries

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

13. Amendments (Revision History)

Approved by Academic Council: March 8, 2001
 Reviewed by Academic Council: December 13, 2001
 Revised and Approved by Academic Council: October 12, 2006
 Revised and Approved by Academic Council: November 8, 2007
 Revised and Approved by Academic Council: February 14, 2008
 Revised and Approved by Academic Council: September 11, 2008
 Revised and Approved by Academic Council: December 18, 2008
 Reviewed and Approved by Academic Council: November 18, 2010
 Revised and Approved by Academic Council: October 11, 2012
 Revised and Approved by Academic Council: November 13, 2014
 Revised and Approved by Academic Council: December 10, 2015
 Reviewed and Approved by Academic Council: December 12, 2019
 Revised and Recommended by Academic Council: February 3, 2022
 Approved by Board of Governors: February 17, 2022
 Revised and Recommended by Academic Council: May 5, 2022
 Approved by the Board of Governors: May 19, 2022

Appendix 1 – Academic Schedule Procedure

1. Procedure

- 1.1. The Registrar prepares a draft of the Academic Schedule for the next Academic Year by October 1.
- 1.2. Deans, Chairs, and the Students' Association Executive Council reviews a draft of the Academic Schedule by October 31 and provides feedback to the Registrar.
- 1.3. The Registrar reviews the feedback and makes any necessary revision to the Academic Schedule.
- 1.4. The Registrar prepares the Academic Schedule for presentation at the November Meeting of Academic Council. This includes the Program Dates documents which provides detailed information and dates at the Program and Campus level.
- 1.5. Academic Council reviews the Academic Schedule and, if in agreement, recommends the submission for approval by the Board of Governors.
- 1.6. The Board of Governors approves the academic schedule.
- 1.7. Once approved, the Registrar publishes the Academic Schedule on the Institution's website.
- 1.8. The Registrar fully implements the new Academic Schedule on July 1 of the next Academic Year.

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Appendix 2 – Academic Activities Dates

1. Application
 - 1.1. The Monday closest to October 1 in any given year will be the first day applications are open for the next Academic Year.
 - 1.2. Application deadlines specific to quota programs will be identified in the Academic Calendar.
 - 1.3. The deadline for acceptance of applications for Fall Semester will be July 30.
 - 1.4. The deadline for acceptance of applications for Winter Semester will be November 30.
2. Dates Associated with Fees
 - 2.1. Tuition and fees for most programs are due on the last day to add/drop courses.
 - 2.2. Students who have not paid fees in full by the last date to pay fees may have their Registrations cancelled.
 - 2.3. Students who have had their Registrations cancelled, and wish to be reinstated, are required to complete the reinstatement process within ten (10) Instructional Days of the add/drop deadline.
3. Confirmation of Attendance
 - 3.1. Students on Grande Prairie Campus will be expected to confirm their attendance through a student management system.
4. Add/Drop Registration Deadlines
 - 4.1. The deadline to add/drop courses for the Fall and Winter Semesters will be the eighth (8th) Instructional Day.
 - 4.2. The deadline to add/drop courses with start dates outside of the regular start dates for Fall and Winter Semesters will be the eighth (8th) Instructional Day.
 - 4.3. The deadline to add/drop courses for Spring Semester will be the eighth (8th) Instructional Day.
 - 4.4. The deadline to add/drop courses for apprenticeship programs will be one (1) business day prior to the first Instructional Day.
 - 4.5. The deadline to add/drop clinical courses in the Nursing Education and Health Studies department will be at the beginning of the first Instructional Day.
5. Dates Affecting Final Grades (as per the Grading Policy)
 - 5.1. Changing of Status
 - 5.1.1. Credit/Audit – the deadline to change Registration from Credit to Audit or Audit to Credit will coincide with the add/drop dates in each Semester.
 - 5.1.2. Withdrawn – the Withdraw with Permission deadline will be 85% of the total Semester or course instructional days. Specific dates are identified in the published Academic Schedule for an academic year.
6. Repeat Final Examination
 - 6.1. The deadline for students to apply for repeat Final Examinations can be found in the Examination Policy.

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- 6.2. The deadline for students to complete repeat Final Examinations can be found in the Examination Policy.
 - 6.3. The Repeat Final Examination grade will be submitted to the Registrar's Office within five (5) Instructional Days following the completion deadline.
- 7. Incomplete and Deferred Deadlines to Clear Grades**
- 7.1. The deadline to clear grades of incomplete (IN) can be found in the Grading Policy
 - 7.2. For courses with start dates outside of the regular starts dates for Fall, Winter, and Spring Semesters, the deadline to clear grades of incomplete (IN) is fifteen (15) Business Days from the last day of the Final Examination.