COURSE MANAGEMENT POLICY

COURSE MANAGEMENT POLICY			
Effective Date	January 30, 2025	Policy Type	Academic
Responsibility	Provost and Vice-President Academic	Cross-Reference	Admissions Policy
Approver	Board of Governors	Appendices	N/A
Review Schedule	Every 3 years		

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.

   3.2. To standardize course nomenclature.

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. "Junior level" implies that the course is focused on building introductory or foundational knowledge or basic skills; a NWP course at a junior level will normally be an course form 1000-1999.
   5.5. "Method of Delivery" refers to the structure of the teaching and learning for a course. The methods of delivery may include:
      5.5.1. 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.
      5.5.2. Hybrid – incorporates both an in-person and a remote or online component.

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

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

5.6. "Senior level" implies that the course transmits or articulates knowledge beyond the basic level and that it may require prerequisites, co-requisites, linguistic ability, or quantitative skills. A NWP course at a Senior level will normally be any course from 2000-4999.

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

5.8. "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. Assigning codes to courses:

6.3.1. The prefix (two letters) portion of the course identifier is determined from the course content. The numeric classification (4 digits) portion is determined by the below classification system.

6.3.2. Course codes cannot be reused.

6.3.3. Course classification will be identified in the academic calendar.

0-999	Highschool equivalent course	Academic upgrading courses
1000-1999	Junior level course	First year courses
2000-2999	Senior level course	Second year courses (normally with a 1000-1999 level prerequisite course)
3000-3999	Senior level course	Third year courses (normally with a 2000-2999 level prerequisite course)
4000-4999	Senior level course	Fourth year courses (normally with a 3000-3999 level prerequisite course)

6.4. The awarding of transfer credit and the number of credits a student receives are governed by the receiving institution's policies.

6.5. For course credits transferred from other post-secondary institutions to NWP, please see the Admissions Policy.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	• Approve and formally support this policy.
Academic Council	• Recommend and formally support this policy.

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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 recommend to Academic Council the academic department submissions regarding new, modified, and inactivated courses.
Deans	• Manage the method of delivery for course offerings in applicable School. • Approve additional course sections.
Academic Departments	• Ensure course materials and outcomes align with method of delivery and requirements of transfer. • Ensure course materials are available in the Learning Commons.
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.
Learning Commons	• Work with the Academic Departments to ensure required course materials are available to students.

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
   Approved by Academic Council: December 12, 2024
   Approved by the Board of Governors: January 30, 2025