# ACADEMIC SCHEDULE POLICY

| ACADEMIC SCHEDULE POLICY | | | |
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| Effective Date | January 30, 2025 | Policy Type | Academic |
| Responsibility | Registrar | Cross-Reference | Academic Council Authority and Bylaws Course Outline Policy Final Examination Policy Tuition and Fees Policy Grading Policy Students Rights and Responsibilities |
| Approver | Board of Governors | Appendices | Appendix 1: 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 the NWP campus and as they refer to a majority of courses/programs.

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 September 1 and ending on August 31.

   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, degree, 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, winter, and spring semesters will be 64 instructional days.

6.4. The number of instructional days for skilled trades apprenticeship programs will be consistent with the number of instructional hours required.

6.5. Registration for continuing students will begin on April 15 or the first business day following this date.

6.6. Registration for new and returning students will begin on May 1 or on the first business day following this date.

6.7. Convocation is scheduled in June.

6.8. 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 will be held on the first day of classes for those programs.

7.2. A fall semester break will be scheduled in accordance with learning activities to coincide with either Thanksgiving Day or Remembrance Day.

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 1.

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 will be held on the first day of classes for those programs.

8.2. A winter semester break will be scheduled in accordance with learning activities 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 1.

9. Restrictions on Spring Semester

9.1. There is a one-day orientation in the spring semester on the business day before classes begin.

9.1.1. Orientation for trades programs will be held on the first day of classes for those programs.

9.2. A spring semester break will be scheduled in accordance with learning activities to coincide with Canada Day.

9.3. The Final Examination period for spring semester will be seven days in August, and may include any Saturday that falls within those days.

9.3.1. One business day will be scheduled between the last day of classes and the first day of examinations.

9.3.2. If the last day of classes for the semester falls on a Friday, the first day of the examination period will be Monday.

9.3.3. For classes offered through the School of Skilled Trades, examinations will be held on the last scheduled day of class.

9.4. Specific spring dates related to applications, registration, attendance, fees, etc. can be found in Appendix 1.

10. Roles and Responsibilities

| Stakeholder | Responsibilities |
|---|---|
| Board of Governors | • Approve and support this policy. |
| Academic Council | • Recommend and formally support this policy and the Academic Schedule. |
| Provost & Vice-President, Academic | • Review and formally support this policy.<br>• Oversee the implementation of this policy. |
| Deans/Chairs | • Review and provide feedback on the Academic Schedule. |
| Students' Association Executive Council | • Review and provide feedback on the Academic Schedule. |
| Registrar's Office | • Draft the Academic Schedule<br>• Implement the approved Schedule |

11. Exceptions to the Policy

11.1. Exceptions to this policy must be documented and formally approved by the Provost & Vice President Academic.

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

Appendix 1 – 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 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 ($8^{th}$) 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 ($8^{th}$) instructional day.

4.3. The deadline to add/drop courses for spring semester will be the eight ($8^{th}$) 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 Final Examination Policy.

6.2. The deadline for students to complete repeat final examinations can be found in the Final 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.