

1. The co-curricular committee is a standing committee of Academic Council and reports to Academic Council.
 - 1.1. Academic Council approves and reviews the Terms of Reference for this Committee.

2. Committee Composition:
 - 2.1. The Registrar normally serves as Chair
 - 2.2. President of the Students' Association (or designee)
 - 2.3. Representative from Student Experience
 - 2.4. Four members from the Academic Staff Association (one from each school)
 - 2.5. Unique representative from Academic Council responsible for reporting to Academic Council

3. Membership:
 - 3.1. Membership nominated by Academic Council Nominating Committee and the Students' Association.
 - 3.2. Membership approved by Academic Council
 - 3.3. The members of the committee will normally be elected at the October meeting of Academic Council. Members will typically serve a two-year term, with the exception of student members, who will serve a one-year term.

4. Responsibilities:
 - 4.1. The Committee will oversee the administration of co-curricular transcripts which includes:
 - 4.1.1. review and recommend student applications for co-curricular recognition,
 - 4.1.2. review and make recommendation to Academic Council regarding activities eligible for co-curricular recognition.

5. Procedures for Student Recognition
 - 5.1. Application
 - 5.1.1. Applications may be submitted by students and/or faculty/staff members by completing co-curricular application forms provided through the offices of the Registrar and the Students' Association.
 - 5.1.2. Students may initiate the process by completing the student application form for co-curricular recognition.



- 5.1.3. Student initiated application must include all validating signatures in order to be considered.
- 5.1.4. Faculty/staff may initiate the process on behalf of students by completing the faculty/staff application form for co-curricular recognition.
- 5.1.5. Students and/or faculty/staff must return the completed application forms to the Registrar's Office where they will be reviewed by the Committee for inclusion in the students' records.
- 5.1.6. The deadline for application will be February 1 in any academic year.
- 5.1.7. Application may be made for students to receive co-curricular recognition for activities that were undertaken no more than two years from date of application.

5.2. Approval

- 5.2.1. Activities authorized by Academic Council are the only eligible activities that the Co-curricular Committee can process as approved on a student's application.
- 5.2.2. The Committee will ensure that the validating signatures are original and by authorized NWP representatives as per the activity approval.

6. Procedures for Activity Recognition

- 6.1. Applications for Activity Approval of Co-curricular Recognition must include the following information:
 - 6.1.1. title and brief description of the activity;
 - 6.1.2. rationale for consideration as an alternate learning activity including the contribution to the institution and/or student life at Northwestern Polytechnic;
 - 6.1.3. minimum requirements for a student to be considered eligible to receive recognition for the activity;
 - 6.1.4. administrative unit (Students' Association, Academic Department, etc.) that hosts the activity;
 - 6.1.5. the personnel/position responsible for validating student applications for recognition.
- 6.2. Applications for Co-curricular Activity Recognition Approval form must be submitted no later than February 1 in the year the activity is to be considered.
- 6.3. Applications for Activity Recognition will normally receive committee approval:

- 6.3.1. if, in the case of a student group, that group is recognized by the Students' Association Executive;
 - 6.3.2. if an administrative unit is prepared to host the activity and designates a validating signature required to acknowledge that the student has performed the function for the minimum duration defined for approval;
 - 6.3.3. if academic credit is not currently awarded for the same activity.
7. The Co-curricular Committee will review the application and make a recommendation to Academic Council.

Approved by Academic Council: May 5, 2022