

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

Assignment 1	25%
Assignment 2	25%
Assignment 3	25%
Learning Activities	25%
Participation – quizzes throughout readings	10%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

There are due dates for unit written work completion listed throughout the course notes in each Unit – this will help students stay on track to a successful completion of the course.

Course Start Date: January 8, 2024 - Course End Date: April 19, 2024

Unit and Dates	Learning Activities & Quizzes	Assignment
	Due Date	Due Date
Unit 1	January 26	February 2
Unit 2	March 1	March 8
Unit 3	April 12	April 19

All work is due by 11:59 p.m. on the dates indicated above.

All course work **MUST** be completed in order to pass this course. Students must receive a grade of C- or above to pass this course. All learning activities and assignments must be submitted in full by the end date in order to pass this course unless an extension has been agreed upon by the student and instructor **PRIOR** to the course end date.

STUDENT RESPONSIBILITIES:

Northwestern Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and responsibilities.

- Both the student and the instructor have the right to experience a favourable learning/teaching experience and the responsibility to engage in appropriate behaviour that positively supports learning.
- To meet all submission deadlines.
- To participate in discussion boards when requested by the instructor.
- To have computer hardware and software that meets standards set for online delivery.
- Student must be familiar with the *Distance Education Student Handbook*, and any regulations, policies and student conduct that apply to students studying via online deliver, as outlined in the Northwestern Polytechnic calendar.

See Student Rights and Responsibility for information regarding academic and non-academic conduct.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.