

Ch5-s6-03 Academic Policy Renewal Practice

Responsible Authority:	Office of the Vice President, Academic
Approval Authority:	Senior Team
Date First Approved:	2010-08-11
Date Last Reviewed:	2019-11-04
Mandatory Review Date:	2024-11-04

1. PURPOSE

This practice exists to ensure all Academic policies and practices are regularly reviewed and updated.

2. SCOPE

This practice applies to the entire College community.

3. POLICY

The College is committed to ensuring all Academic policies and practices are aligned with the College's mission and ensure that they are just, fair and equitable for all parties affected.

4. PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Annual Academic Policy and Practice Renewal Schedule	
1.1. The Office of the Vice President Academic (VPA Office) will update and keep current the Academic Policy/Practice Renewal Schedule (Appendix 1).	VPA Office
1.2. Pursuant to the renewal schedule, the VPA Office will bring forward policies to the Academic Policy Advisory Committee (APAC members: Assoc. Dean, Chairs, Assoc. Registrar, Regional Director, and VPA) who will review the policy/practice to ensure it is current. If necessary, edits and revisions are made.	VPA Office
1.3. In addition to scheduled policy review, changes can also be initiated by Faculty, staff, College Administrators, Deans, Associate Deans, Directors or Chairs and communicated to the VPA Office.	Faculty, staff, College Administrators, Deans, Associate Deans, Directors or Chairs.

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| 1.4. | The requested policy edits/updates are brought forward to the APAC for review. If necessary, edits and revisions are made. | VPA Office |
| 1.5. | The VPA Office will bring forward the revised policy to Academic Council for discussion, and representatives will request feedback from their school constituency group. | Academic Council representatives |
| 1.6. | Feedback from Academic Council will be considered and if necessary, the VPA Office will incorporate edits and/or revisions. | VPA Office |
| 1.7. | The VPA Office will bring forward the revised policy to the Academic Team (Deans, Associate Deans, Directors and Chairs) for discussion and review. | Academic Team |
| 1.8. | Feedback from the Academic Team will be considered and if necessary, the VPA Office will incorporate edits and/or revisions. | VPA Office |
| 1.9. | The VPA Office will bring forward the revised policy to the Policy Committee for discussion and review. | Policy Committee |
| 1.10. | Feedback from the Policy Committee will be considered and if necessary, the VPA Office will incorporate edits and/or revisions. | VPA Office |
| 1.11. | The Policy Committee will bring forward the revised policy for approval at Senior Team. If required, the VPA Office will incorporate further edits and return to Senior Team for final approval. | Policy Committee
Senior Team |
| 1.12. | The VPA Office will post the revised policy or practice to the web site, and will notify the college community via Staff News. | VPA Office |

SUPPORTING DOCUMENTATION

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| Appendix 1 | Policy 5-6-03a – Annual Academic Policy and Practice Renewal Schedule |
| Appendix 2 | Academic Policy Review, Development and Change Process Flowchart |

Ch5-s6-03a Timeline_Academic Policy Review Schedule

Policy #	Policy (*under review)	Effective Date	Review Date
Section 5-1 Promotion and Withdrawl			
5-1-01	Course Evaluation & Grading (Grade Change Form)	February 2022	Winter 2027
5-1-02	*Academic Appeal Policy - New (Replaces previous Academic Dispute Resolution)	June 2020	Summer 2021
5-1-03	Transfer Credits	October 2020	Fall 2025
5-1-04	Withdrawal from the College (Add: Inv, Withdrawl Form)	May 2021	Summer 2026
5-1-05	Withdrawal from a Course	October 2020	Fall 2025
5-1-06	Program Overload Fees	November 2019	Winter 2024
5-1-07	Prior Learning Assessment (PLAR) Policy	July 2023	Fall 2024
5-1-07b	Prior Learning Assessment (PLAR) Procedure	July 2023	Fall 2024
5-1-08	Program Re-admission	November 2019	Winter 2024
5-1-09	Admissions	New	Fall 2024
5-1-10	Student Members of Canada's Reserve Force	September 2019	Fall 2024
5-1-11	PSW into Practical Nursing Program Seat Reservation	March 2020	Spring 2025
5-1-12	Recognition of Prior Postsecondary Credits - Admission	October 2021	Fall 2026
5-1-13	ATAM to Aviation Flight Management Program Seat Reservation	May 2021	Spring 2025
5-1-14	Progression and Graduation Requirements Policy	June 2023	Summer 2024
5-1-15	Credentials Policy	July 2023	Fall 2024
5-1-15b	Credentials Procedure	July 2023	Fall 2024
Section 5-2 Records			
5-2-1	Student Record Policy	July 2023	Fall 2026
5-2-1b	Student Record Procedure	July 2023	Fall 2026
Section 5-3 Awards			
5-3-01	First Class Standing	October 2021	Fall 2026
5-3-02	Awards Definitions & Selection Process	August 2022	Fall 2027
5-3-03	Acquisition of a Second Diploma/Certificate	June 2022	Spring 2027
5-3-04	Academic Honour Roll	October 2021	Fall 2026
5-3-05	Honourary Credential	October 2015	Fall 2018
5-3-06	Graduate Awards (types of credentials offered)	March 2014	Spring 2017
Section 5-4 Services			
5-4-01	Information and Privacy - Counselling, Health and Acad Records	November 2021	Winter 2026
5-4-02	Writing Tests at Alternate Time	December 2019	Winter 2024
5-4-03	Tutoring - Academic Success Centre	August 2019	Fall 2024
5-4-04	Student Accessibility Policy	July 2023	Fall 2026
5-4-04b	Student Accessibilit Procedure	July 2023	Fall 2026
5-4-05	Scheduling Policy	July 2023	Fall 2026
5-4-05b	Scheduling Procedure	July 2023	Fall 2026
Section 5-5 Conduct and Discipline			
5-5-01	Academic Integrity	October 2021	October 2023
5-5-02	Student Code of Conduct	November 2021	Winter 2025
5-5-03	Charter of Students' Rights and Responsibilities	October 2020	Fall 2025
5-5-04	Complaints Process (Non-Academic)	March 2022	Winter 2027
5-5-05	Academic Freedom	November 2021	Winter 2025
5-5-06	Use of Electronic Devices in Class	August 2019	Fall 2024
Section 5-6 Program Development, Renewal and Review			
5-6-01	Program Review Policy	September 2021	Fall 2024
5-6-02	Program Prioritization, Revitalization and Rationalization Policy	September 2021	Fall 2024
5-6-03	Academic Policy Renewal Practice	November 2019	Fall 2024
5-6-03a	Academic Policies Review Timeline	July 2023	ongoing
5-6-04 <i>Removed</i>	<i>Annual Program Review Procedure - policy removed</i> <i>*Incorporated into Appendix 2 of Policy 5-6-02</i>		
5-6-05 <i>Removed</i>	<i>Annual Curriculum Review Procedure - policy removed</i> <i>*Policy retired as per changes to 5-6-01</i>		
5-6-06	Course Outline Development Policy	Oct 2021	Fall 2026
5-6-08	New Program Development	New	Fall 2024

Academic Policy Review, Development and Change Process – November 2019

