

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.

- | | | |
|-------|--|-------------------------------------|
| 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

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

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)	2023-08-01	2026-08-01
5-1-02	Academic Appeal Policy	2023-11-15	2025-11-15
5-1-03	Transfer Credits	2024-04-20	2029-04-20
5-1-04	Withdrawal from the College (Add: Inv, Withdrawl Form)	2023-08-01	2026-08-01
5-1-05	Withdrawal from a Course	2023-08-01	2025-08-01
5-1-06	Program Overload Fees	2019-11-12	2024-11-12
5-1-07	Prior Learning Assessment (PLAR)	2023-07-10	2024-07-10
5-1-08	Program Re-admission	2019-11-01	2024-11-01
5-1-09	Admissions	2023-05-01	2024-05-01
5-1-11	PSW into Practical Nursing Program Seat Reservation	2020-03-06	2025-03-16
5-1-12	Recognition of Prior Postsecondary Credits - Admission	2021-10-15	2026-10-15
5-1-13	ATAM to Aviation Flight Management Program Seat Reservation	2021-05-07	2025-05-07
5-1-14	Progression and Graduation Requirements Policy	2023-05-23	2024-05-23
5-1-15	Credentials	2023-07-10	2024-07-11
Section 5-2 Records			
5-2-1	Student Record	2023-07-10	2026-07-10
Section 5-3 Awards			
5-3-01	First Class Standing	2021-10-07	2026-10-07
5-3-02	Awards Definitions & Selection Process	2022-08-31	2027-08-31
5-3-03	Acquisition of a Second Diploma-Certificate	2022-06-01	2027-06-01
5-3-04	Academic Honour Roll	2021-10-15	2026-10-15
5-3-05	Honourary Credential	2015-10-01	2018-10-01
5-3-06	Graduate Awards (types of credentials offered)	2014-03-05	2017-03-05
Section 5-4 Services			
5-4-01	Information and Privacy - Counselling, Health and Acad Records	2021-11-01	2026-11-01
5-4-02	Writing Tests at Alternate Time	2019-12-06	2024-12-06
5-4-03	Tutoring - Academic Success Centre	2019-08-19	2024-08-19
5-4-04	Student Accessibility Policy	2023-07-10	2026-07-10
5-4-05	Scheduling	2023-07-10	2026-07-10
Section 5-5 Conduct and Discipline			
5-5-01	Academic Integrity	2024-04-20	2027-04-20
5-5-02	Student Code of Conduct	2021-11-03	2025-11-03
5-5-03	Charter of Students' Rights and Responsibilities	2022-02-01	2027-02-01
5-5-04	Complaints Process (Non-Academic)	2023-07-18	2024-07-18
5-5-05	Academic Freedom	2023-11-16	2028-11-16
5-5-06	Use of Electronic Devices in Class	2019-08-16	2024-08-16
Section 5-6 Program Development, Renewal and Review			
5-6-01	Program Review Policy	2021-09-03	2024-09-03
5-6-02	Program Prioritization, Revitalization and Rationalization Policy	2021-09-03	2024-09-03
5-6-03	Academic Policy Renewal Practice	2019-11-04	2024-11-04
5-6-06	Course Outline Development Policy	2023-08-01	2027-08-01
5-6-08	New Program Development	2021-09-03	2024-09-03
5-6-03a	Academic Policies and College Practices Review Timeline	2023-07-01	ongoing

Academic Policy Review, Development and Change Process – November 2019

