



## Operational Policies and Procedures

Division: Students	Topic: Academic Status
Policy No. S003	Effective: June 2021
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**This policy defines the academic status and awards that students can receive at Academy Canada**

### **1. Course Exemptions**

**1.1** Any student who has successfully completed a comparable course in their program at another post-secondary institution no more than 10 years ago may be eligible for an exemption in that course. Courses with significant practical components must have been completed no more than 5 years ago in order to be considered eligible for an exemption.

**1.2** Student must submit to the Registrar an application for exemption (available at the Registrar's Office), accompanied by an official transcript and course description from the post-secondary institution where the course was completed.

**1.3** Applications for exemptions must be submitted, with all appropriate documentation, no later than three weeks after the start of each semester (for semester based programs) and no later than five days after the start date of each term (for term based programs).

**1.4** Exemptions are noted as TC (Transfer of Credit) on Academy Canada transcripts. Marks from other institutions will not be calculated into the student's final average.

**1.5** High School or Adult Basic Education courses do not qualify for exemption requests (with the exception of some Advanced Placement courses.)

**1.6** Course exemptions will not, without approval of a representative of the Board of Directors, exceed more than 20% of the courses (core and non-core courses combined) in the program. The 20% maximum course exemption policy does not apply to Apprenticeship Trades Programs.

**1.7** Refunds are not applicable to courses in which exemptions have been granted.

**1.8** The Registrar will forward the Application for Exemption and documentation along to the Curriculum Coordinator for review. In some cases the instructor may need to be consulted. Decisions will be made on a case by case basis, incorporating the evidence provided and the

professional judgement of the reviewer. As a guideline, exemptions will normally be granted where there is evidence that the sending course is at least a seventy percent match with the receiving course and the student has met the pass requirements of the sending course. In the case of programs with a minimum pass requirement in each of the theory and practical components of a course such as Trades programs, the sending course will also have similar theory and practical objectives. Not all courses are eligible for exemption. If the criteria for course exemptions have not been met, it may be possible to use the course for informal credit through the Prior Learning Assessment and Recognition Process. The decision will be filed in the registrar's student file.

**1.9** Students have an option to appeal decisions regarding exemptions. These appeals can be made in writing to a representative of the Board of Directors.

**1.10** Trades students seeking an exemption from AM1100 Mathematics Essentials may voluntarily challenge an ACCUPLACER online test. Students who achieve a Total Right Score of at least 65 may be exempted from AM1100 Mathematics Essentials. The ACCUPLACER online test must be written prior to the start date of AM1100. Note AM1110-1350 (trade name) Mathematics Fundamentals is not transferrable between entry level training blocks in trades programs and is not eligible for exemption via ACCUPLACER.

**1.11** Credit will not be granted for courses that were PLAR exempt at other educational institutions.

See Appendix A - Request for Exemption

## **2. Prior Learning Assessment and Recognition**

**2.1** Prior Learning Assessment is a process whereby previous learning is recognized and credited. Through this process, a variety of measurement tools are used to assist students to identify and demonstrate knowledge, skills/competencies and attitudes acquired through activities such as employment, volunteer or community work, work-based courses or training and self-instruction. Academy Canada's PLAR process provides students with an opportunity to document or demonstrate that they have achieved in excess of 70% of the objectives of a given course. In the case of an apprenticeable trades course, students must have mastered in excess of 70% in each of theory and practical components of the course.

**2.2** PLAR is a comprehensive, systematic process of evaluation that starts when students submit an application for PLAR along with an assessment fee of \$50.00 to the Registrar's office. The Registrar in consultation with the campus administrator will arrange for a qualified person in the respective competency to conduct the assessment. Each PLAR must be approved by Curriculum Department personnel.

**2.3** Successful assessment results will be recorded as an exemption on the student's transcript. There will be no reduction in program tuition.

**2.4** AM1110-1350 (trade name) Mathematics Fundamentals are not eligible for PLAR.

**2.5** In as much as it relates to apprenticeship training, Academy Canada's policy and procedures adhere to the standards for Recognition of Prior Learning (RPL) as established by the policy and procedures of the Provincial Apprenticeship and Certification Board (PACB). PACB Policy 6 can be found online at <http://www.aes.gov.nl.ca/app/publications/policymanual.pdf>. PACB Procedure 7. The Recognition of Prior Learning can be found online at [http://www.aes.gov.nl.ca/app/prior\\_learning.html](http://www.aes.gov.nl.ca/app/prior_learning.html)

**2.5.1** Prior Learning Assessment (PLA) will be conducted on a per-course basis only. Recognition is not granted on a program-wide basis.

**2.5.2** PLA will be challenge based, using a combination of theoretical testing and demonstration of practical skills.

**2.5.3** RPL must focus on learning, not experience. Credit will be awarded for the learning from experience.

**2.5.4** The criteria used to award credit through RPL must be no more or less rigorous than the criteria used in assessing traditional classroom learning.

**2.5.5** RPL testing will be assessed by a journey person in the trade for core occupational courses and by a qualified person for related courses.

**2.5.6** Assessors are required to complete all training designated by the government as mandatory for their role.

**2.5.7** Individuals are designated as assessors by senior campus administration submitting evidence to the government for approval.

**2.5.7.1** Requirements for assessors of core occupational courses:

- Be a holder of a current Certification of Qualification as a journey person with a Red Seal (or blue seal for provincially designated occupations) endorsement in the occupation being assessed);
- Be currently employed as a full time or part time instructor.
- Have a minimum of 2 years experience as an instructor in the occupation
- Have completed, be completing, or be exempted from, Post-Secondary Instructor Certification. If the certification is not yet completed, the assessor must, as a minimum, have completed ED3280 Educational Assessment.
- Have completed a RPL orientation program as designated by the Department.

**2.5.7.2** Requirements for assessors of Essential Skills (Related) Courses:

- Hold a diploma or degree in a related content area
- Be currently employed as a full time or part time instructor for the Essential Skills (Related) Courses, in an accredited program.
- Have a minimum of 2 years experience as an Essential Skills (Related) course instructor.
- Have completed, be completing, or be exempted from, Post-Secondary Instructor Certification. If the certification is not yet completed, the assessor must, as a minimum, have completed ED3280 Educational Assessment.
- Have completed a RPL orientation program as designated by the Department.

See Appendix A: PLAR Policy and Procedures (Non Trades Programs only)

RPL Assessor Training Materials

PACB Policy 6 and Procedure 7 (downloaded May 2014)

### **3. Supplementary Examinations**

**3.1** Supplementary exams provide students with a second chance to meet the minimum pass mark for a course.

**3.2** Supplementary exams are not a right. They are a privilege. They are granted at the discretion of campus administration.

**3.3** In deciding whether to permit a supplementary exam, Academy Canada will consider such things as: attendance, past academic performances and commitment to the course.

**3.4** Except in exceptional circumstances approved by a representative of the Board of Directors, the following requirements must be met:

- Students must have attended no less than 50% plus 1 of all classes.
- Students must have obtained a minimum grade of not more than 15 points below the pass grade of the course.
- A non-refundable fee of \$20 per exam is required and must be paid before the examination is written. A "Request to Defer Payment of Supplementary Exam Fee" application is available through the campus business office, if necessary.

**3.5** Supplementary Examinations are not returned to students. A student may apply for a re-read of a Supplementary Examination at a cost of \$20 per re-evaluation.

**3.6** Under normal circumstances, if a student is not successful following a supplementary, the student is offered an opportunity to retake the course.

**3.7** Supplementary exam schedules are determined by the administration of each campus. Supplementary exams must be completed within 30 days of the end of the course.

**3.8** The transcript will reflect both the original grade received in the course as well as the final grade incorporating the supplementary exam mark, unless otherwise agreed to by campus administration in consultation with the instructor. Ex. 58/72\*

**3.9** The original final grade will remain if it is higher than the supplementary grade; the supplementary grade will not appear on the transcript.

**3.10** All final grades which incorporate a supplementary exam mark are noted with an asterisk on the student's transcript.

**3.11** Supplementary exams assess 100% of the course objectives, replacing all prior assessments.

**3.12** Some Programs, such as Apprenticeship Trades Programs, Massage Therapy and Esthetics require students to pass both theory and practical components of a course. Students may qualify to write a supplementary exam in the theoretical and/or practical components of a course. For example, a supplementary exam for the theoretical component will assess all theoretical course objectives for the course and have a value equivalent to all prior theoretical assignments and tests and replace any grade attained on these assessments. If a student receives an overall grade of 70 but fails either the theoretical or practical components, the grade on the student transcript will be NSC. If the student qualifies for a supplementary on either the theoretical or practical

components and is successful, the new grade received incorporating the supplementary exam mark will be reported on the student's transcript. Ex. NSC/77\*.

See Appendix A Request for Supplementary Exam

Request to Defer Payment of Supplementary Exam Fee

#### **4. Academic Probation**

**4.1** A student who is unsuccessful in a course(s) will be placed on academic probation. If the student subsequently passes a supplementary exam in the given course(s), this designation will be removed. Otherwise, the student will stay on academic probation for the term and be required to meet with the instructor-advisor and campus administration to develop goals for improved academic performance.

**4.2** Should the student satisfactorily complete the current term's courses, the student will be allowed to continue in their studies but will be required to meet with their instructor-advisor and campus administration to develop a plan to complete the outstanding courses(s) from the previous term. However, should the student continue to fail course(s) while on academic probation the student is deemed to have failed to meet Academy Canada's academic performance requirements which may result in dismissal from the program.

**4.3** Notwithstanding Academy Canada's policies, funding agencies, including Canada Student Loans, have a right to revoke financial assistance for students who do not maintain satisfactory academic standards.

#### **5. Individualized Delivery Plan**

**5.1** Students who fail a course, or are not able to complete a program of study through the class delivery plan, may be offered an Individualized Delivery Plan (IDP).

**5.2** A separate agreement/contract will be drawn up for each portion of a student's IDP, so that no agreement covers a break period in the student's training. The total tuition due will be sum of all contracts.

**5.3** Students on an IDP will be charged pro-rated per day or proportionally per part of a day, if their new end date extends beyond their original end date. If they are doing more hours per week than a normal student they should be billed a greater per diem proportional to the number of hours they are studying. If a student is studying on their own, or as a reading course, they should still be charged for the number of hours they would have been in school for that course.

**5.4** If the student transfers straight to an IDP, or has an IDP set up before they leave for a break, they will be charged the same per diem as they were originally contracted for. If a student withdraws or is dismissed, and then decides to come back at some later date to complete their program, they will be charged the new per diem being charged to all new students.

**5.5** Where an IDP takes a student into future September months, they will be charged for the 3 registration days, at the same rate applied to that first semester or block.

**5.6** In the case of an IDP student withdrawing, the same 2/3 rule applies within the length of the current contract.

(See Policy No.S008: 6.2)

## **6. Progress Reports**

**6.1** Students and appropriate funding agencies (higher per diem required for this service) where applicable will receive a formal progress report approximately every four (4) months. The purpose of the report is to apprise the student and the funding agency of the student's progress and academic success relative to the minimum expected by Academy Canada.

**6.2** Progress reports are issued on a semesterly basis (3 times a year).

**6.3** Should a progress report indicate a student is performing at a level below the minimum requirements expected by Academy Canada, the following will apply:

**6.3.1** The student will be placed on probation. (See Section 4)

**6.3.2** Remedial help and counseling, where applicable, will be made available to students on probation.

## **7. Missed Tests/Quiz/Assignments**

**7.1** A missed test or examination will, in most circumstances, be reflected with a grade of zero.

**7.2** Unless excused by the instructor, instructors will deduct 5% per day including weekends for each day an assignment is late to a maximum of seven days and assignments will not be accepted beyond the end date of a term or semester. Assignments will not be accepted beyond the end date of a course.

**7.3** Under normal circumstances, a missed test or examination will not be excused by the instructor for non-emergency medical or dental appointments, etc.

**7.4** If a student is going to miss a test, the instructor must be informed before the test is scheduled to begin. The instructor will determine if the reason given is valid. Students should be prepared to supply supporting documentation upon returning to class.

**7.5** If an excused absence is granted, students are required to write the test within the week of their return.

**7.6** Re-write requests to boost marks will not be approved.

**7.7** Students can expect that missed exams will be re-scheduled outside regular class hours.

## **8. Student Illness**

**8.1** Where a student misses a period of time through illness, they are still enrolled at Academy Canada and will be charged accordingly (exception for ABE students outlined below).

## **9. Re-Reads**

**9.1** Re-reads refer to an opportunity to have any evaluation re-assessed. Request forms are available through the Registrar's office. Each re-read will cost \$20; this charge will be credited to the student's account or refunded to the student only should the mark increase.

**9.2** Re-reads may also be requested on supplementary examinations. (See Policy No. S003:3 Supplementary Examinations)

**9.3** The course instructor will complete the re-read. In the event that the instructor is unavailable or that there are extenuating circumstances, the Principal may designate another instructor.

**9.4** Re-reads must be requested within 30 days of the end of the course in which the evaluation was completed.

See Appendix A: Request for Evaluation Re-Read

## **10. Withdrawals**

**10.1** As per Section 15 (1-2) of the Private Training Regulations, students wishing to withdraw from their program of study (including those withdrawing within the first 21 calendar days from the commencement of the program) are required to provide proper notice to the College. Proper notice is defined as a clear, written notification of the student's intention to discontinue. This notice must be delivered to the Registrar either in person or by registered mail. Statements submitted verbally, by regular mail or by fax, or by third parties are not acceptable and will not constitute a withdrawal.

**10.2** The withdrawal date will be recorded as the date that proper written notification is received by the campus Registrar. If there is a discrepancy between the last dates of attendance, the date a verbal indication is provided by the student and the date of receipt of proper notification, the latter shall be deemed valid.

**10.3** Refunds will be issued, where applicable, as per the Private Training Institution Regulations. (See Policy No. S008:6)

## **11. Program Completion Time Frames**

**11.1** Students who do not complete their program in the prescribed time frame from first registration, may return to complete the program. Programs change over time, returning students will follow the current program curriculum, which may be different from the curriculum when they originally registered.

**11.2** Students who return more than five years beyond their regular date of completion may be required to demonstrate their learning through a Prior Learning Assessment Recognition process and may also be required to repeat certain courses or complete additional courses before being deemed eligible to receive the diploma.

**11.3** Students who return to complete Diplomas may not receive credit for courses that were completed more than ten years prior to the date of readmission.

**11.4** Students enrolled in the Massage Therapy Program will be permitted a maximum of two additional years to complete their program of studies.

See Appendix A:

- Request for Exemption
- PLAR Policy and Procedures
- Request for Supplementary Exam and request to Defer Payment of Supplementary Exam Fee
- Request for Evaluation Re-Read
- Withdrawal Procedures