

# Academic Policies and Procedures

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## **POLICY 4.01**

*Subject:*           **Fitness-to-Attend**

*Approval/Amendment Date(s):* October 19, 2009

*Associated Procedure/Documents:* Procedure B 1.01 Appendix A: Influenza-like Infection Assessment Form

*Next Review Date:*

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### **Purpose/Philosophy:**

To limit the spread of pandemic influenza in College facilities during a pandemic period.

### **1.0 Scope:**

This statement of policy applies to all students.

### **2.0 Policy:**

The College reserves the right to send students exhibiting influenza-like illness symptoms home.

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## **POLICY 4.02**

*Subject:*           **Student Performance and Discipline**

*Approval/Amendment Date(s):* August 27, 1999, June 21, 2011

*Associated Procedure/Documents:* Procedure B 1.02 Student Performance and Discipline

*Next Review Date:*

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### **Purpose/Philosophy:**

North West College has a responsibility to foster an environment conducive to learning that promotes academic success. The College must articulate and communicate academic and behavioural expectations to the student body. It is the students responsibility to be aware of and adhere to these expectations. All students shall be treated in a fair and equitable manner.

### **1.0 Policy:**

- a) All students will model appropriate adult behavior. Every student is at all times responsible for conducting her/himself in the best interests of the College.
- b) Students will adhere to the specific academic, attendance and behavioural expectations outlined for the program in which they are enrolled. This will include expectations of a accrediting agency.
- c) Students will adhere to College policies that address expectations and behavior.
- d) The College will ensure all students are advised of the academic and behavioural expectations and policies including potential disciplinary action.
- e) Students who do not model appropriate behaviour, or who do not adhere to the specific expectations outlined for their program or who do not adhere to College policies, will be disciplined.

- f) Disciplinary action will be fair and reasonable in relation to the misdemeanor. Disciplinary Procedures B 1.02 will provide guidelines for such actions.
- g) Disciplinary action for students who reside in a College residence may impact their ability to maintain their residence status. As well, disciplinary action taken for a student's misconduct at the residence may have consequences on their program status.
- h) Students may appeal disciplinary action. Refer to Administrative Policy 4.03.

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## **POLICY 4.03**

*Subject:*           **Student Appeal Process**

*Approval/Amendment Date(s):* March 20, 1998

*Associated Procedure/Documents:* Procedure B 1.03 Student Appeal Process

*Next Review Date:*

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### **Purpose/Philosophy:**

This policy has been developed to provide a process for students to appeal any College ruling or treatment when a student determines it to be unjust, unfair or discriminatory. It is the responsibility of College staff to clearly inform the student as to the grounds for a decision, the effect the decision will have on the student, and the student's recourse for resolution and appeal. It is the student's right to request the decision in writing. It is the responsibility of the student to officially begin the student appeal process after having first discussed their performance and/or the incident with the instructor, coordinator, and/or counsellor.

### **1.0 Policy:**

A student registered in a North West College program or course may appeal any academic (grades/marks, assessments, plagiarism, allegations of cheating) or non-academic (misconduct, attendance, performance review, discontinuation, admission) action which is perceived to be unjust, unfair, or discriminatory to the student.

A student registered in a post-secondary program administered by North West College may appeal any College ruling or non-academic action which is perceived to be unjust, unfair, or discriminatory to the student.

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## **POLICY 4.04**

*Subject:*           **Basic Education Program<sup>1</sup> Applicant Assessment & Placement**

*Approval/Amendment Date(s):* March 20, 1998, August 23, 2006

*Associated Procedure/Documents:* Procedure B 1.04 Basic Education Program<sup>2</sup>  
Applicant Assessment & Placement

*Next Review Date:*

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### **Purpose/Philosophy:**

To facilitate appropriate decision-making, and to enhance student success and retention, adult learners and institutions require relevant information, which should be provided by assessment. Assessment, which is (ongoing) continuous, incorporates both formal and informal procedures, and is flexible, dynamic, and holistic.

### **1.0 Policy:**

- a) All Basic Education program applicants will undergo initial assessment prior to program placement.
- b) Placement in all programs will be subject to applicant meeting the entrance requirements for that program. Procedure B 1.04
- c) Assessment will result in the development or expansion of a formal student profile.
- d) Assessment will be based upon the common provincial 'Initial Assessment Model' Procedure B 1.04 .

<sup>1</sup> Program: A course(s) of study based on a curriculum, plan, or system of academic and related activities that have a definite duration (hours/credit hours).

<sup>2</sup> Ibid.

- e) Assessment will be facilitated by qualified staff that has the ability and credentials to collect and interpret data, to make recommendations for programs and services, and to provide follow-up support.

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## **POLICY 4.05**

*Subject:*           **Waitlist Placement and Management**

*Approval/Amendment Date(s):* April 15, 2003

*Associated Procedure/Documents:* Procedure B 1.05 Waitlist Placement and Management

*Next Review Date:*

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### **Purpose/Philosophy:**

Waitlists are developed for program sessions that are full. Fundamental to the College is the impartial, consistent processing of all applications in determining appropriate placement on program waitlists.

### **1.0 Policy:**

- a) Only applicants who meet program entry requirements, as determined through the assessment process, will be placed on the program waitlist.
- b) The waitlist, for single-intake programs, will become inactive on the date that program can no longer accept students into the program. When waitlist becomes inactive remaining applicants will be moved to the program inquiry list or, if applicable, be conditionally accepted into the next program session.
- c) The waitlist for continuous-intake programs will be on-going. Applicants will remain on the waitlist until they are either accepted into their program, voluntary withdraw or are identified as inactive.
- d) It is the responsibility of the applicant to maintain contact with the College regarding their status on the waitlist.
- e) Waitlists will be monitored on a timely basis.
- f) Waitlist seniority will be determined by the date that the applicant has met all program entry requirements. Selection off the waitlist will be based on seniority.
- g) Students discontinued from their program will be required to wait a specified amount of time before they are eligible to re-apply. For basic education the time period is one year. For technical programs the time period is as specified by the accrediting institution.

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## **POLICY 4.06**

*Subject:*           **Prior Learning Credit - Adult 12 Program**

*Approval/Amendment Date(s):* September 25, 1995

*Associated Procedure/Documents:* Procedure B 1.06 Prior Learning Credit – Adult 12 Program

*Next Review Date:*

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### **Purpose/Philosophy:**

To acknowledge those adults pursuing an Adult 12 who bring sufficient learning experience to be recognized for one secondary level credit.

### **1.0**

### **Policy:**

Students registered in the Adult 12 program may be granted a maximum of one Prior Learning Credit to be used as part of the seven credits required for completion of their program.

The Director of Programs or her/his designate shall be responsible for the assessment of validity of Prior Learning Credits granted.

The assessment and granting of Prior Learning credits shall be consistent with the criteria set out by the Ministry of Education in the *Adult Basic Education (ABE) and Secondary Level Programs: Policy and Procedures Administration Manual for Saskatchewan Post-Secondary Education System*

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## **POLICY 4.07**

*Subject:*           **Courses of Instruction**

*Approval/Amendment Date(s):* 2013

*Associated Procedure/Documents:*

*Next Review Date:* January, 2017

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### **Purpose/Philosophy:**

Since the prime function of the College is to provide education services, the College shall ensure that the courses of instruction are appropriate for the needs of the client population and are in keeping with the Mission Statement of the College.

### **1.0 Policy:**

The Board shall approve the general areas of instruction to be provided annually by the College and shall ensure that the mandate of the College, as specified in the Regional Colleges Act (2015), is strictly adhered to.

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## **POLICY 4.08**

*Subject:*           **Exam Invigilation**

*Approval/Amendment Date(s):* December 9, 1991, December 18, 2001

*Associated Procedure/Documents:* Procedure B 1.07 Exam Invigilation

*Next Review Date:*

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### **Purpose/Philosophy:**

Ever changing access to educational opportunities and diverse modes of program delivery have resulted in distance education becoming a viable option for many learners. This has resulted in an increased demand for support services. Exam invigilation is but one of the support services required.

### **1.0 Policy:**

- a) North West College may invigilate exams for programs that lead to credentials from recognized credit granting institutions; industry, association, or sector; regulatory body or licensing agency.
- b) Services will be provided on a cost recovery basis.
- c) A fee for service, in accordance with Procedure B 1.07, will be applied to all exam invigilation, excepting those that are part of programs being delivered by the College.
- d) Rates will be reviewed and approved on an annual basis by Executive Management Committee.
- e) Fees may be waived under special circumstances subject to the approval of the Director.

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**POLICY 4.09**

*Subject:*           **Injury Coverage for Work Placement Program Students**

*Approval/Amendment Date(s):* January 13, 2000

*Associated Procedure/Documents:* Procedure B 1.08 Injury Coverage for Work Placement Program Students

*Next Review Date:*

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**Purpose/Philosophy:**

To provide appropriate awareness regarding insurance coverage for students on work placement.

**1.0 Policy:**

The College carries umbrella insurance under General Liability insurance in excess of any other available coverage.

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## **POLICY 4.10**

*Subject:*           **Student Fees and Refunds**

*Approval/Amendment Date(s):* Oct. 2022.

*Associated Procedure/Documents:*

*Next Review Date:* October 2023

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### **Purpose/Philosophy:**

Subject to Board Policy and Section 12 of the Regional Colleges Regulations, the College shall ensure that fees charged for instructional services provided by the College, collection of fees, and refunds of fees are reasonable and reflect fairness to both the College and its clients.

### **1.0 Policy:**

#### **2.0 Fees:**

- a) Tuition for full-time subsidized credit courses at an undergraduate level brokered from Saskatchewan provincial institutions, including Lakeland College, shall be in accordance with the amounts prescribed in fee schedules established by the universities or institutes for the same courses offered in the city in which the university or institute is located.
- b) International students' tuition shall align with the member institutions of the Saskatchewan Colleges, unless otherwise agreed. This amount shall be approximately three times the domestic tuition amount.
- c) Tuition for part-time institute credit courses brokered at an undergraduate level from Saskatchewan provincial institutions, including Lakeland College, shall be based on a \$/hour rate established by Executive Management annually.
- d) Tuition for nonsubsidized brokered courses will be established on an individual program basis by Executive Management and may be set at a level differing from the tuition normally charged by the accrediting institution.
- e) Tuition for courses brokered from an out-of-province institution, excluding Lakeland College, will be established on an individual program basis by

Executive Management and may be set at a different level from the tuition at the accrediting institution.

- f) Other student fees deemed necessary for specific credit programs shall be established annually by Executive Management. When established, each fee will be considered nonrefundable unless otherwise identified. If the fee is deemed refundable then Executive Management will articulate the details regarding when and how refund will occur.
- g) The principle of “full cost recovery” shall be applied to establish tuition fees for the delivery of Individual and Community Education classes and classes offered for industry credit. The “full cost recovery” will provide for direct and indirect costs attributable to the classes offered. Where possible, tuition for the same program within the College region shall be standardized. Tuition fees for each program will be approved by the Vice President, Academic.
- h) Tuition for Basic Education courses will be established on an individual program basis to be set by Executive Management. Tuition charged to third parties for seat purchases shall be established annually by Executive Management, based upon a principle of cost recovery.

### **3.0 Collection of Fees**

- a) Domestic Students: Full-time Institute and Full-time Industry Credit Programming
  - i) Upon conditional acceptance, a tuition fee deposit of \$200 or a letter of sponsorship from an approved sponsoring agency is required for domestic students. The deposit or letter must be submitted within 30 days of the acceptance date or the date specified in the letter of acceptance to reserve space in the program.
  - ii) The tuition fee deposit is nonrefundable except when a student provides notification of withdrawal 30 days or more prior to program start date. In this instance there will be a \$100 refund. A sponsoring agency shall be invoiced for the applicable amounts.
  - iii) If the tuition deposit is not paid or a letter of sponsorship is not received within the 30 day time period or the date specified in the letter of acceptance then acceptance into the program may be cancelled.
  - iv) Assessed fees must be paid in full on or before registration. A letter of sponsorship from approved funding sources or confirmation of assigned student loan process shall constitute full payment.

- v) A \$150 late payment will be applied if full payment is not received upon registration or by a date specified upon acceptance.
  - vi) Students who have not made full payment of assessed fees within 30 calendar days of the program start date may be excluded from class and discontinued.
- b) International Students: Full-time Institute Credit programming.
- i) Upon conditional acceptance, a letter of offer will be issued. A tuition deposit, equivalent to half of the total tuition, will be requested. The tuition deposit must be submitted within 30 days of the date indicated in the letter of offer. Once the tuition deposit is received a letter of acceptance will be issued.
  - ii) A \$150 late payment will be applied if full payment is not received upon registration or by a date specified upon acceptance.
  - iii) If full tuition is not received by Oct. 31, or two months after start date (whichever is longer), the student will be discontinued at the end of the semester in which they are enrolled.
- c) Basic Education.
- i) Collection of tuition paid by third parties for seat purchases shall be articulated in an agreement between the College and the third party.
  - ii) Collection of tuition shall be articulated on an individual program basis at the time the tuition is established
- d) Individual and Community Education, Part-time Institute, and Part-time Industry Credit Programming.
- i) All fees are due upon registration for the course/program

#### **4.0 Refunds**

Cancellation of a program by the College will result in a full refund of fees.

Refunds will be issued to the agency making payment on behalf of the student, unless otherwise directed by the payer agency (i.e. Canada Student Loans, Workers Compensation Board [WCB], Tribal Council, or First Nation).

- a) Full-time Institute Credit Programming - domestic students:



- i) If the College is notified of a withdrawal prior to the start of a course, a full refund will be issued, less the tuition deposit to be retained as determined in clause 3.a.ii).
- ii) If the College is notified of a withdrawal after the start of a course, then the tuition refund shall be in accordance with the policy of the accrediting institution. Other refundable fees shall be refunded in accordance with College process 2.0 f).
- iii) If the program is brokered from an out of province institution the process of refunds will be established when tuition and fees are set.

b) Individual and community education, part-time institute and industry credit programming:

- (i) If a course is cancelled, the tuition fee will be refunded or transferred for credit to another course at the request of the participant;
- (ii) A participant withdrawing from a course three or more days prior to the class commencing will receive a full refund;
- (iii) A participant withdrawing from a course within three days of the class commencing will receive a full refund less a \$25 fee;
- (iv) A participant withdrawing from a course after the start date but prior to one-third of course hours being delivered will receive a refund of half of the course fees
- (v) A participant withdrawing from a course after one-third of the scheduled hours have been delivered will not be issued a refund.

c) University Classes:

Tuition fees paid to the College shall be refunded in accordance with the policy of the applicable university, and other refundable fees will be refunded as per 2.0 f).

d) Basic Education:

Refund of tuition paid by third parties for seat purchases shall be articulated in an agreement between the College and the third party. Refund of tuition shall be articulated on an individual program basis at the time the tuition is established.

e) Student Reservist:

Any student attending North West College who is a reservist that is called to active duty in the Canadian Armed Forces shall be allowed to leave their program of studies without academic or financial penalty. Students leaving the program before or part way through the year will be entitled to full refund of tuition for the period, and their academic record will be subject to the agreement of the brokering agency and not reflect any academic penalty. The student will be guaranteed a seat in the program upon their return provided that the program continues to be offered by the College.

f) International Students:

An international student is a visitor to Canada who is legally permitted to study in Canada in accordance with the Canada Immigration Act. International students are welcome to study at North West College subject to College and/or accrediting institution eligibility criteria. The College may limit the number of seats in a program that may be occupied by international students and/or determine certain programs are not open to international students in order to meet provincial labour market demands.

The international student application fee will be aligned with the rate set by the Saskatchewan Colleges international partnership.

Unless otherwise defined, Executive Management will set the international tuition and fees annually for those programs not offered by other Saskatchewan regional colleges in Saskatchewan Colleges partnership. Upon acceptance to the program, a detailed outline of tuition and fees will be included in the letter of acceptance. Tuition fees will be paid in full no later than the first day of classes.

International students are entitled to a refund as follows:

- i) In the event that their Student Visa is denied a full refund of tuition fees paid will be issued less an administration fee of \$500.
- ii) Refunds will be issued to the agency making payment on behalf of the student, unless otherwise directed by the payer agency.
- iii) Cancellation of a program by the College will result in a full refund of tuition.
- iv) If the College is notified in writing of a withdrawal prior to the start of the program, the student has the option to defer admission to the next intake at no extra cost.
- v) In the event that a student withdraws or is discontinued after the first day of classes, the following tuition refund schedule will apply:

Period of Withdrawal (from the first day of classes)	Refund Percentage
7 calendar days or less	50%
More than 7 calendar days	0%

Note: fees (application fee, print fee etc.) and books are non-refundable.

g) Other Brokered Programs

If the program is brokered from an out of province institution the process of refunds will be established when tuition and fees are set.

Approval/Amendment Date(s):	March 29, 2010, December 5, 2019, October 4, 2022, Jan. 5, 2023
Next Review Date:	Jan. 5, 2024

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**POLICY 4.11**

*Subject:*           **Tuition – Graduate Level Programs**

*Approval/Amendment Date(s):* 2011

*Associated Procedure/Documents:*

*Next Review Date:*

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**Purpose/Philosophy:**

Tuition for brokered graduate level courses will be established consistent with Section 12 (4) of the Regional Colleges Regulations at an amount agreeable to the College and the accrediting university.

**1.0 Policy:****2.0 Tuition:**

- a) Tuition for graduate level programs will be set by the College on a program by program basis, based on the principles of direct cost recovery. Any exemptions to this policy shall be approved by the Board.
  
- b) The College may require all or part of the tuition prior to the start date of the program. Such requirement shall be approved by the President of the College.

**3.0 Refund:**

Students are entitled to a refund of all tuition for courses they have not participated in, subject to formal notification of withdrawal prior to course start date.

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**PROCEDURE D 4.01**

*Subject:*           **Fitness-to-Attend**

*Approval/Amendment Date(s):* October 19, 2009

*Associated Procedure/Documents:* Policy 4.01 Fitness-to-Attend

*Next Review Date:*

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**Form: Influenza-Like Infection Assessment Form**

**Have you experienced the following?**

   **Sudden onset of respiratory illness (e.g., shortness of breath or difficulty breathing, coughing up bloody sputum, wheezing),**

**AND**

   **Fever greater than 38 degrees Celsius (100.4 F),**

**AND**

**Any of the following:**

Sore throat  
Aching joints  
Muscle aches or weakness  
Extreme drowsiness or fatigue  
Feeling disoriented and confused  
Extreme pain in the ear  
Headache  
Nausea  
Vomiting  
Diarrhea

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## **PROCEDURE D 4.02**

*Subject:*           **Student Performance and Discipline**

*Approval/Amendment Date(s):* August 27, 1999, June 21, 2011

*Associated Procedure/Documents:* Policy 4.02 Student Performance and Discipline

*Next Review Date:*

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### **Procedures:**

#### **D.4.02.01**

At the start of each program students will be provided with a Code of Conduct, College policies relevant to student behavior and specific program expectations. Information on these expectations will be included in the student handbook, in a student orientation package, or in the course description or outline.

#### **D.4.02.02**

Specific program expectations will be developed for each program. These will include but not be limited to: attendance, academic performance, academic regulations, and/or specific expectations of the external accrediting institute.

#### **D.4.02.03**

Any staff member can discipline a student. Disciplinary steps are to be followed by College staff when disciplining students. Normally actions start with a verbal warning; however, in certain instances they may start at a higher step.

#### **D.4.02.04**

All disciplinary action must be well documented.

#### **D.4.02.05**

A student may appeal at any stage. Refer to Administrative Policy 4.03.

#### **D.4.02.06 Disciplinary Action:**

- a) Verbal Warning: the staff person will discuss the issue with the student. They will make sure the student has a clear understanding of the problem and the remedial action required. The staff person will document the conversation.
- b) Written Warning:
  - i) If an offense is repeated or is of a serious nature, the staff member will provide the student with a written warning. This will include:
    - (a) date(s) and time(s)
    - (b) description of the problem or offense
    - (c) statement of previous verbal warnings (if applicable)
    - (d) where necessary, required remedial action(s)
    - (e) statement of consequences of continued behavior
    - (f) statement acknowledgment through signature (if applicable)
  - ii) The written warning will be forwarded to the student. A copy will be retained in the student's permanent file.
- c) Formal Discipline:
  - i) Students will receive, through written communication, notification of issues and consequences imposed. Copies may be forwarded to other concerned parties (i.e. sponsor, director, counselor, etc.). A copy of the contract or communication will be retained in the student's permanent file.
  - ii) A performance contract or letter must include:
    - (a) date
    - (b) description of the problem/offense
    - (c) a statement of the consequences being imposed
    - (d) statement of specific conditions and limitations being imposed (if any)
    - (e) required action (if any)
    - (f) note of impact on student residence status if applicable
    - (g) student concurrence by signature
    - (h) statement of appeal process available
    - (i) signature of staff member imposing conditions

#### **D.4.02.07 Formal Disciplinary Levels**

- a) Probation: A stipulated period of time in which a student's behavior, actions or inactions are bound by specific conditions. Failure to meet these conditions will result in a specified consequence.

A probationary contract will set out a review date at which time probationary status is re-examined.

- i) Academic - used in cases of unacceptable academic behavior as identified by program specific expectations
  - ii) Non-Academic - used in cases of unacceptable behavior.
- b) Suspension: A stipulated period of time when the student is not allowed on a College Campus or a College program site. A suspension is imposed in cases of unacceptable behavior. A student may be suspended from the College for a period of up to five working days. The student will be notified of the suspension in writing by the Director of Programs or designate.
- c) Discontinuation: The termination of rights and privileges related to a specific program or course. It is imposed in cases of unacceptable behavior either academic or non-academic. The student will be notified in writing by the Director of Programs or designate.

**D.4.02.08 Code of Conduct**

Failure to adhere to these regulations may result in a student being disciplined and/or removed from North West College. Appropriate adult behavior include, but are not limited to, the following:

Appropriate Adult Behavior	Action - upon failure to comply	
	Minimum Action	Maximum Action
Students work toward meeting stated subject objectives and/or learning outcomes.	Verbal warning	Discontinuation
Students follow through with recommends by College staff to deal with social, personal, or health problems that are effecting their performance or on-campus behavior.	Suspension	Discontinuation
Student writes exams and completes assignments independently.	Failure of the exam or assignment and probation	Discontinuation
Students displays appropriate behavior on campus and on work placement at all times.	Verbal warning	Discontinuation
Student submits their own work that is properly sourced.	Verbal warning	Discontinuation



Student is respectful towards all College equipment and property.	Verbal warning	Discontinuation
Student treats College staff and fellow students with dignity and respect.	Suspension	Discontinuation
Student is free from alcohol and drugs when on College campus, work placement and College sanction functions.	Suspension	Discontinuation
Student does not carry on their person or store on College campus any firearms or other weapons.	Discontinuation	
Student shall support a tobacco free campus and grounds.	Written warning	Discontinuation
Follow College policies, guidelines and procedures, including but not limited to the requirements, to obtain approval or permission to carry out certain activities.	Verbal warning	Discontinuation

#### D.4.02.09 Glossary of Terms

**Plagiarism:** Plagiarism is the unaccredited use of another person's works or ideas.

**Harassment:** Harassment is any objectionable conduct, comment, or display by a person that:

- a) is directed at another person;
- b) is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin; and
- c) constitutes a threat to the health or safety of another person.

**Unauthorized:** Unauthorized means without the permission of appropriate College personnel.

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## **PROCEDURE D 4.03**

*Subject:*           **Student Appeal Process**

*Approval/Amendment Date(s):* March 20, 1998

*Associated Procedure/Documents:* Policy 4.03 Student Appeal Process

*Next Review Date:*

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### **Procedures:**

The term *college program* is defined to include all programs/courses where the College has complete administrative control including academic marks. *Administrated post-secondary programs/courses* is defined to include all programs/courses which the College brokers but does not administer marks/certificates of completion and/or the instructional integrity of the program/course.

#### **D.4.03.01 Appeal Process:**

Non Academic Appeal for College Programs/Courses and Administrated Post-Secondary Programs/Courses:

- a) A written letter of appeal or an Appeal Form (Appendix A) must be mailed or presented to the Director of Programs within fourteen days of a college decision or action.
- b) The Director of Programs will rule on the appeal within fourteen days of receiving it. The Director of Programs will explain the ruling to the student and send a copy of the appeal and the ruling to the President of the College.
- c) If the student is not satisfied with the Director's ruling, the student can appeal to the President of the College. The President will have the appeal heard by the Student Appeal Committee (Appendix B) and a ruling made within fourteen days of receiving the appeal.

#### **D.4.03.02 Academic Appeal for Administrated Post-Secondary Programs/Courses:**

Students should refer to the Academic Appeal Policies of the credit granting institutions: University of Saskatchewan, University of Regina, and NWC.

**D.4.03.03 Academic Appeal for College Programs/Courses:**

- a) A written letter of appeal must be sent or presented to the Director of Programs within fourteen days of receipt of an academic mark.
- b) The Director of Programs will rule on the appeal within 14 days of having received the appeal.
- c) If the student is not satisfied with the Director's ruling, the student can appeal to the President of the College. The President will rule on the appeal within 14 days of having received the appeal.

**D.4.03.04 Attachment(s):**

- a) North West College Student Appeal Form
- b) North West College Student Appeal Committee

**North West College  
Student Appeal Form**

It is the responsibility of the student to officially begin the student appeal process after having discussed the decision/incident with the instructor, coordinator/and or counselor to achieve a satisfactory solution.

**Student Name** \_\_\_\_\_

**Program** \_\_\_\_\_

**Current Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ home/cell

\_\_\_\_\_ work

**Date:** \_\_\_\_\_

(This date must reflect the date this form is mailed to the College or handed in to the College office.)

Please indicate the category of this appeal.

**Non Academic Appeal**

**Academic Appeal**

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**1. Nature of Problem**

Please be specific giving as much detail as possible. You may include letters of support from individuals who were present as well as any other documentation that will support your claim.

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**2. Proposed Resolution**

Please be specific by indicating to the College how you wish this concern to be resolved.

Please indicate the level of appeal by marking the appropriate box below. Please refer to the Student Appeal Policy.

- First Appeal sent to Director of Programs, North West College
- Second Appeal sent to President, North West College

Mailing Address: North West College  
10702 Diefenbaker Drive  
North Battleford SK S9A 4A8

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**North West College  
Student Appeal Committee**

***Terms of Reference***

The Student Appeal Committee will be established yearly; the chairperson will be appointed by the President. The Committee will review and rule on non-academic appeals based on College policies, student handbook, information presented to the first appeal, and additional relevant information as a result of the first appeal ruling which substantiates the second appeal. Appeal information will be presented in person and/or in writing to the appeal hearing. The Committee reports to the President and the appellant.

The Committee structure should consist of at least four to six members. Recommended committee composition is:

Four Member Committee	2 Students 1 Coordinator 1 Instructor
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Five Member Committee	2 Students 1 Coordinator 2 Instructors
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Six Member Committee	2 Students 2 Coordinators 2 Instructors
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## **PROCEDURE D 4.04**

*Subject:*           **Basic Education Program<sup>1</sup> Applicant Assessment & Placement**

*Approval/Amendment Date(s):* March 20, 1998

*Associated Procedure/Documents:* Policy 4.04 Basic Education Program<sup>2</sup> Applicant Assessment & Placement

*Next Review Date:*

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### **Procedures:**

The following procedures will be followed for all applicants to North West College's Basic Education Programs.

#### **D.4.04.01**

All information is collected under the legal authority of the Freedom of Information and Protection of Privacy Act. Information required is identified by and stored in an electronic database, access by authorized personnel only. Information collected will be, at a minimum that outlined in the "Student Profile" (Attachment B).

#### **D.4.04.02**

Designated personnel at each program site will be responsible for the collection, correlation and documentation of applicant information required for the standardized "Student Profile."<sup>3</sup> The specific process, for each site, will be outlined in a procedures document for that site; taking into consideration site staffing structure while conforming to the provincial 'Initial Assessment Model' (see Attachment A).

#### **D.4.04.03 Testing Administration by Authorized Personnel**

- a) Administration of all Assessment instruments will be done in accordance with established administrative practices for that instrument.
- b) Standardized tests will be used only once per applicant every three years. If further testing is required applicant will be referred to the Learning Consultant.

<sup>1</sup> **Program:** A course(s) of study based on a curriculum, plan, or system of academic and related activities that have a definite duration (hours/credit hours).

<sup>2</sup> **Program:** A course(s) of study based on a curriculum, plan, or system of academic and related activities that have a definite duration (hours/credit hours).

<sup>3</sup> *Student profiles developed from common practices that will facilitate the efficient placement of students.*

#### **D.4.04.04 Recommendation/Referral**

- a) Recommendation/Referral will be based on an analysis of information outlined in the applicant's profile.
- b) Recommendation/Referral will be made in consultation with the applicant.
- c) Recommendation for placement into programs will adhere to 'Guidelines for Basic Education Program Placement' (Attachment C).

#### **D.4.04.05 Waiting List**

Recommended applicants, determined through the assessment process, will be placed on the "Waiting List" in accordance with Policy 4.06.

#### **D.4.04.06 Attachment(s):**

- a) Attachment A - Initial Assessment Model
- b) Attachment B - Student Profile
- c) Attachment C - Guidelines for Basic Education Program Placement



## Saskatchewan Regional Colleges

### Attachment A

#### Initial Assessment Model <sup>4</sup>

In the brief Challenges and Renewal - Basic Education and the Saskatchewan Training Strategy - Partnership for the New Millennium, the Senior Academic Officers recommended:

*“That training institutions design and implement a common assessment/placement practice across the system. That they collaborate in the identification of common assessment tools and processes, and that “student profiles” become part of the transcript process. These profiles can then be transferred with the students when they move into other programs.*

Initial Assessment refers to a segment of evaluation that includes first contact through to decision-making, i.e. recommendation and/or referral to specific programs and or services.

The Initial Assessment Model is based on the following:

<b>Definition of Assessment</b>	<b>Goals</b>	<b>Guiding Principles</b>
<p>◆ Assessment is the systematic process for gathering academic, career, and personal information on prospective students in order to make decisions about the provision of programs and/or services.</p>	<p>◆ <b>Initial Assessment will include Common Provincial Practices</b> <i>In order to provide significant student information from one program to another or one institution to another in Saskatchewan, it is desirable to follow common assessment practices.</i></p> <p>◆ <b>Initial Assessment Requires Qualified Personnel</b> <i>Effective assessment must be facilitated by qualified staff who have the ability</i></p>	<p>◆ <b>Assessment is Essential for Decision-Making</b> <i>Assessment provides relevant information for appropriate decision-making for both the student and the institution.</i></p> <p>◆ <b>Assessment Utilizes many Resources</b> <i>There is no one best approach to assessing adult students. Assessment incorporates both formal procedures such as norm-referenced tests, and informal procedures such as intake interviews.</i></p>

<sup>4</sup> Adopted by the Regional College's Senior Academic Officers Committee, September, 99.

and credentials to collect and interpret data, to make recommendations for programs and services, and to provide follow-up support.

◆ **Initial Assessment will Result in a Standardized Student Profile**

Student profiles developed from common practices will facilitate the efficient placement of students. When students transfer to other institutions, these profiles may eliminate unnecessary testing by the receiving institution

The Standardized Student profile must withstand the scrutiny of Human Rights Legislation, Freedom of Information and confidentially.

◆ **Assessment is Dynamic and Flexible**

Flexibility must be provided to meet differences in the characteristics of various populations. Assessment practices must be designed to identify strengths and weaknesses of students; to suggest appropriate placement; and to recommend instructional strategies and needs for counselling.

◆ **Assessment is Holistic**

Assessment identifies relevant personal information, academic skills and abilities, career interests, aptitudes and goals, and potential innate or social barriers.

**Student Profile<sup>5</sup>**  
**Attachment B**

A common process will be achieved through the adoption of the Student profile.

The standardized profile format identifies the minimum amount of information upon which decisions are made. The profile will include:

<b>STUDENT PROFILE</b>			
<b>Personal Information</b>	<b>Academic Skills</b>	<b>Career Skills/Aptitudes Interests</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>• Name</li> <li>• Maiden Name</li> <li>• Address</li> <li>• Date of Birth</li> <li>• Telephone</li> <li>• Sask Health #</li> <li>• # of Dependents</li> <li>• Status: Metis/Status Indian, etc.</li> <li>• Income Source</li> <li>• First Language</li> </ul>	<ul style="list-style-type: none"> <li>• Transcripts</li> <li>• Standardized Test</li> <li>• Type</li> <li>• Year</li> <li>• Score</li> <li>• Interpretation</li> </ul>	<ul style="list-style-type: none"> <li>• Career Choice</li> <li>• How CC identified</li> <li>• Tool Utilized</li> <li>• Results</li> <li>• Interpretation</li> </ul>	<ul style="list-style-type: none"> <li>• How Identified</li> <li>• Options</li> </ul>
	<b>Education History</b>	<b>Employment History</b>	<b>Health History</b>
	<ul style="list-style-type: none"> <li>• Last full grade completed</li> <li>• Year</li> <li>• Other Training</li> <li>• Grades repeated</li> <li>• Identified learning disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Work Information</li> <li>• Volunteer Information</li> </ul>	<ul style="list-style-type: none"> <li>• Vision</li> <li>• Hearing</li> <li>• Trauma</li> <li>• Medication</li> <li>• Other</li> </ul>
<b>Career Path</b> <ul style="list-style-type: none"> <li>• Student Goals and Career Plans</li> </ul>			
<b>Action Taken</b> <ul style="list-style-type: none"> <li>• Recommendation</li> <li>• Referral</li> </ul>			

<sup>5</sup> Adopted by the Regional College's Senior Academic Officers Committee, November, 99.

Operationalization of the process within each College will be outlined in Administrative Policy and Procedures or Operational Guidelines developed by each College.

## **Attachment C**

### *Entrance Requirements for Basic Education Programming*

Entrance requirements are consistent with the Provincial Assessment Model that identifies readiness for Basic Education Programs using a holistic approach. Readiness in three basic categories is assessed. These are Academic Ability, Readiness to Achieve, and Career Awareness.

Skill assessment is determined using tools and documentation commonly used in this region. This does not exclude the use of other reputable tools and means of assessment.

In a holistic approach, skills that are demonstrated in one area at an above average level might compensate for skills demonstrated in another area and result in a determination that minimum requirements have been met. For example, a candidate with extensive work experience, a demonstrated work ethic and good readiness may be able to compensate for academic ability that does not meet the minimum requirement. However, care should be taken not to accept candidates in a program where academic skills are below requirements in all areas as success may be difficult.

Specific requirements with each category may be altered depending on the length of course, target group, and goals of the course. For instance, the career awareness criteria may be altered if the target group is younger, the length of the program is longer than normal, or the focus of the program is assisting with career development.

Basic Education Level 2 Programming

General Academic Skills

Employability/Life Skills  
following factors

Entrance Criteria – as determined by the

Academic Ability	Readiness to attend	Career Awareness
<p><b>Tools/documentation used to measure academic ability are:</b></p> <ul style="list-style-type: none"> <li>• CAAT sub-tests used to determine eligibility are:</li> <li>• Solving Reading Comprehension</li> <li>• # Operations</li> <li>• Problem High School Transcript</li> <li>• Documentation of non-credit courses completed</li> <li>• Writing sample</li> </ul>	<p><b>Tools used to determine readiness are:</b></p> <ul style="list-style-type: none"> <li>• Assessment Questionnaire</li> <li>• Intake Interview</li> <li>• Autobiography</li> <li>• Communications with the staff completing assessment</li> <li>• Reference letters</li> </ul>	<p><b>Tools used to determine readiness are:</b></p> <ul style="list-style-type: none"> <li>• Assessment Questionnaire</li> <li>• Intake Interview</li> <li>• Autobiography</li> <li>• Communications with the staff completing assessment</li> </ul>
<p><b>Candidates must meet at least <u>one</u> of the following:</b></p> <ul style="list-style-type: none"> <li>▣ CAAT B Scores of level 4 or higher in all sub-tests tested.</li> <li>▣ CAAT B scores are level 3 and 4, but has shown academic growth through re-testing and/or work in Learner’s support group or other academic activities.</li> <li>▣ CAAT B scores are level 3 and 4, but has some high school credits that indicate ability or recent sustained work</li> </ul>	<p><b>Candidates must meet <u>all</u> of the following:</b></p> <ul style="list-style-type: none"> <li>• Display a stable living situation which includes: <ul style="list-style-type: none"> <li>• Place to live</li> <li>• Reliable Transportation</li> <li>• Childcare</li> <li>• No obvious drug abuse, legal problems, etc.</li> </ul> </li> <li>• Able to attend appointments on time and complete assessment in timely manner.</li> <li>• Demonstrates readiness to attend school and/or work experiences through such activity as: <ul style="list-style-type: none"> <li>• Keeping appointments, interviews, etc. that are part of the placement process</li> <li>• Working successfully for a sustained period of time</li> <li>• Volunteering regularly</li> </ul> </li> </ul>	<p><b>Candidates must:</b></p> <p><i>Demonstrate an interest and readiness in getting a job or entering training,</i></p> <p><i>And must meet at least <u>one</u> of the following:</i></p> <ul style="list-style-type: none"> <li>• An area of interest in a work field or occupation that reflects some knowledge of the field and/or occupation.</li> <li>• Work or volunteer experience that was positive and will enable the candidate</li> </ul>

<p>experience demonstrates acquired.</p>	<p>that skills</p>	<p>• Attending Student Support Centre Sessions or other non-credit activities.</p>	
<p>▣ Demonstration of skills (documented) that correlate with Level II Benchmarks.</p>	<p>If discontinued or withdrew from BE program, has demonstrated that the past problems are not occurring. If barriers are identified, strategies must be outlined and implemented to ensure readiness for the program.</p>	<p>to build on the skills and experience. An understanding of work as a responsibility of adults and that employment is one of the end goals of education and training.</p>	

### Basic Education Level 3 Programming

Basic Education 10  
factors

Entrance Criteria – as determined by the following

<p>Academic Ability</p>	<p>Readiness to attend</p>	<p>Career Awareness <i>Must meet two of the criteria</i></p>
<p><b>Tools/documentation used to measure academic ability are:</b></p> <ul style="list-style-type: none"> <li>• CAAT sub-tests used to determine eligibility are:</li> <li>• Solving Reading Comprehension</li> <li>• # Operations</li> <li>• Problem High School Transcript</li> <li>• Documentation of non-credit courses completed</li> <li>• Writing sample</li> </ul>	<p><b>Tools used to determine readiness are:</b></p> <ul style="list-style-type: none"> <li>• Assessment Questionnaire</li> <li>• Intake Interview</li> <li>• Autobiography</li> <li>• Communications with the staff completing assessment</li> <li>• Reference letters</li> <li>• Progress Reviews and attendance from recent programming.</li> </ul>	<p><b>Tools used to determine readiness are:</b></p> <ul style="list-style-type: none"> <li>• Assessment Questionnaire</li> <li>• Intake Interview</li> <li>• Autobiography</li> <li>• Communications with the staff completing assessment</li> <li>• Career Exploration Questionnaire</li> </ul>
<p><b>Candidates must meet at least <u>one</u> of the following:</b></p> <ul style="list-style-type: none"> <li>□ CAAT B Scores of level 5 or higher in all sub-tests tested or an average of 5 with no more than one score lower than a 4.</li> <li>□ Successful completion of the academic portion of a Level 2 program in General Academic Skills or Employability/Life Skills.</li> <li>□ Has completed successfully some Basic Education 10 credits or academic credits from regular Grade 10 program with a grade average of 65% or better.</li> <li>□ Demonstration of skills (documented) that</li> </ul>	<p><b>Candidates must meet <u>all</u> of the following:</b></p> <p>Display a stable living situation which includes:</p> <ul style="list-style-type: none"> <li>• Place to live</li> <li>• Reliable Transportation</li> <li>• Childcare</li> <li>• No obvious drug abuse, legal problems, etc.</li> <li>• Able to attend appointments on time and complete assessment in timely manner.</li> </ul> <p>Demonstrates readiness to attend program through:</p> <ul style="list-style-type: none"> <li>• Keeping appointments, interviews, etc. that are part of the placement process</li> <li>• Working successfully for a sustained period of time</li> <li>• Volunteering regularly</li> </ul>	<p><b>Candidates must:</b></p> <p><i>Demonstrate an interest and readiness in getting a job or entering training and must meet at least <u>one</u> of the following:</i></p> <p>An area of interest in a work field or occupation that reflects some knowledge of the field and/or occupation.</p> <p>Work or volunteer experience that was positive and will enable the candidate to build on the skills and experience.</p>



<p>correlate with Level III Benchmarks.</p>	<ul style="list-style-type: none"> <li>• Attending Student Support Centre Sessions or other non-credit activities</li> <li>• Meeting attendance expectations of current enrolled programs</li> </ul> <p>If successfully completion a Level II Personal Development or Employability/Life Skills program.</p> <p>If discontinued or withdrew from BE program, has demonstrated that the past problems are not occurring.</p> <p>If barriers are identified, strategies must be outlined and implemented to ensure readiness for the program.</p>	<p>An understanding of work as a responsibility of adults and that employment is one of the end goals of education and training.</p>
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*Basic Education Level 4 Programming*

*Adult 12*

*Entrance Criteria– as determined by the following*

*factors*

<p>Academic Ability <i>Must meet at least <u>one</u> of the criteria</i></p>	<p>Readiness to attend <i>Must meet <u>first two</u> applicable criteria; plus those applicable</i></p>	<p>Career Awareness <i>Must meet two of the criteria; one in each area</i></p>
<p><b>Tools/documentation used to measure academic ability are:</b></p> <ul style="list-style-type: none"> <li>• CAAT sub-tests used to determine eligibility are: <ul style="list-style-type: none"> <li>• Solving Reading Comprehension</li> <li>• # Operations</li> <li>• Problem</li> </ul> </li> <li>• High School Transcript</li> <li>• Documentation of non-credit courses completed</li> <li>• Writing sample</li> </ul>	<p><b>Tools used to determine readiness are:</b></p> <ul style="list-style-type: none"> <li>• Assessment Questionnaire</li> <li>• Intake Interview</li> <li>• Autobiography</li> <li>• Communications with the staff completing assessment</li> <li>• Reference letters</li> <li>• Progress Reviews and attendance from recent programming.</li> </ul>	<p><b>Tools used to determine readiness are:</b></p> <ul style="list-style-type: none"> <li>• Assessment Questionnaire</li> <li>• Intake Interview</li> <li>• Autobiography</li> <li>• Communications with the staff completing assessment</li> <li>• Career Exploration Questionnaire</li> </ul>
<p><b><i>Candidates must meet at least <u>one</u> of the following:</i></b></p>	<p><b><i>Candidates must meet <u>all</u> of the following:</i></b></p>	<p><b><i>Candidates must:</i></b></p>

<ul style="list-style-type: none"> <li>□ CAAT B Scores of level 7 or higher in all sub-tests tested or an average of 7 with no more than one score lower than a 5.</li> <li>□ Completion of Basic Education 10 (within an acceptable time frame) and an average of 65% in the four academic courses.</li> <li>□ Completion of a regular Grade 10 with a 60% or higher in each of ELA 10A, ELA 10B, SC 10, Math 10, SS 10 or equivalent.</li> <li>□ Successful completion of GED 12 Diploma</li> <li>□ Successful completion of Academic GED course material with instructor recommendation.</li> <li>□ Demonstration of skills (documented) that correlate with Level IV Benchmarks.</li> </ul>	<ul style="list-style-type: none"> <li>□ Display a stable living situation which includes: <ul style="list-style-type: none"> <li>• Place to live</li> <li>• Reliable Transportation</li> <li>• Childcare</li> <li>• No obvious drug abuse, legal problems, etc.</li> <li>• Able to attend appointments on time and complete assessment in timely manner.</li> </ul> </li> <li>□ Demonstrates readiness to attend program through: <ul style="list-style-type: none"> <li>• Keeping appointments, interviews, etc. that are part of the placement process</li> <li>• Working successfully for a sustained period of time</li> <li>• Volunteering regularly</li> <li>• Attending Student Support Centre Sessions or other non-credit activities</li> <li>• Meeting attendance expectations of current enrolled programs</li> </ul> </li> <li>□ If successfully completion a Level II or Level III Personal Development or Employability/Life Skills program.</li> <li>□ If discontinued or withdrew from BE program, has demonstrated that the past problems are not occurring.</li> <li>□ If barriers are identified, strategies must be outlined and implemented to</li> </ul>	<ul style="list-style-type: none"> <li>□ Demonstrate an interest and readiness in getting a job or entering training, And must meet at least <u>one</u> of</li> <li>□ Demonstrate the ability to research areas independently with some guidance and can follow-up on appointments, referrals and gathering information pertinent to their individual career plan.</li> <li>□ Understanding of entrance requirements and application process for post-secondary programs.</li> </ul> <p><b>And at least <u>one</u> of:</b></p> <ul style="list-style-type: none"> <li>□ Presentation of an individual career plan that includes a researched career goal and a detailed post-secondary training plan.</li> <li>□ In the process of completing a career plan and can demonstrate work completed to date and a timeline for completion.</li> </ul>
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	ensure readiness for the program.	
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## **PROCEDURE D 4.05**

*Subject:*           **Waitlist Placement and Management**

*Approval/Amendment Date(s):* March 20, 1998

*Associated Procedure/Documents:* Policy 4.05 Waitlist Placement and Management

*Next Review Date:*

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### **Procedures**

Placement on and monitoring of a program waiting list is the responsibility of the Program Coordinator.

#### **D.4.05.01 Continuous-Intake Programs**

##### **a) Placement on Waitlist**

Upon referral from the Initial Assessment Process, the Coordinator will determine the appropriate waitlist placement.

##### **b) Placement Priority**

- i) Initial Placement will be made using "referral date"
- ii) Subsequent Placement:
  - (a) Break due to voluntary withdrawal - placement will be made using "original placement date."
  - (b) Break due to discontinuation - placement will be made using new "referral date."

**Note:** All returning applicants will be required to go through the Initial Assessment Process.

##### **c) Removal off Waitlist**

Applicants will be removed from the waitlist as follows:

- i) Upon approved request – subsequent placement on waitlist will be the same as "Break due to voluntary withdrawal."
- ii) Identified as inactive through contact – subsequent placement would require a new request and subject to rules under Initial Assessment Process.

- iii) By the end of each month, individuals who have had no contact with the College for a period of six months will be removed.

**d) Selection**

- i) Applicants will be contacted for placement from the appropriate waitlist by seniority.
- ii) Acceptance into the program will be subject to a successful intake interview.

**D.4.05.02 Single-Intake Programs**

**a) Placement on Waitlist**

For programs not currently accepting placement, qualified applicants as determined through the assessment process will be placed on the program session waitlist.

**b) Placement Priority**

An applicant's waitlist seniority is the date applicant has been deemed to meet all entry requirements.

**c) Removal from Waitlist**

- i) Upon request.
- ii) If it is determined s/he are no longer prepared to accept placement in the program.

**Note:** The waitlist will become inactive on the date the program can no longer accept students for placement. Refer to *policy statement #2*.

**d) Selection**

Applicants will be invited for program placement based on seniority.

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**PROCEDURE D 4.06**

*Subject:* **Prior Learning Credit - Adult 12 Program**

*Approval/Amendment Date(s):* September 25, 1995

*Associated Procedure/Documents:* Policy 4.06 Prior Learning Credit - Adult 12 Program

*Next Review Date:*

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**D.4.06.01 Students:**

- a) Must ensure that they obtain the appropriate pre-requisites for the post-secondary program of their choice since some programs require seven academic subjects for admission.
- b) Must complete a "Request for Prior Learning 30 Credit" application form.
- c) Are responsible for obtaining and submitting documented evidence for consideration of a Prior Learning Credit.

**D.4.06.02 Student Councilor/Advisor/Mentor and/or Coordinator:**

- a) Will provide information on "Prior Learning Credit" to all students.
- b) Will provide students with appropriate forms.
- c) Will ensure that student application for Prior Learning 30 is consistent with student's post-secondary goals.
- d) Will ensure all required documents are submitted and shall forward application to appropriate department for processing.

**D.4.06.03**

The Director or designate will assess and process applications for Prior Learning 30 following guidelines outlined by the department. These guidelines are as follows:

Administrators may recognize credit for Prior Learning 30 in one of the following ways:

- a) An Adult Basic Education (ABE) Grade 12 credit received before June 30, 1996 that does not duplicate another credit used for Adult 12 completion.
  
- b) A non-credit course may be recognized for credit if it meets the following conditions:
  - i) Course completion, and student attendance at a minimum of 85%, must be verified by a recognized educational institution.
  - ii) The non-credit course must be a minimum of 100 hours.
  - iii) The non-credit course must be as rigorous as a regular course of study in its aims, goals, objectives, content, skills and evaluation.
  
- c) Full-time employment may be recognized for credit if the following conditions are met:
  - i) Employment must be verified in writing by the employer.
  - ii) Employment must be for a minimum of 30 hours per week for 20 consecutive weeks.
  - iii) Employability skills mastered must be outlined and verified.
  - iv) Employer must indicate satisfaction with the employee's performance.
  
- d) A journey person certificate shall be recognized for Prior Learning Credit (PL30) as well as Work Experience Credit (WK EXP 30).

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## **PROCEDURE D 4.08**

*Subject:*           **Exam Invigilation**

*Approval/Amendment Date(s):* December 9, 1991, December 18, 2001

*Associated Procedure/Documents:* Policy 4.08 Exam Invigilation

*Next Review Date:*

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### **D.4.08.01**

A schedule for *basic* exam invigilation will be established at each site.

### **D.4.08.02**

Ongoing contracts/agreements for exam invigilation will be negotiated by the Student Support Coordinator and approved by the Director.

### **D.4.08.03**

Arrangements for special condition invigilation will be coordinated in North Battleford by the Student Support Coordinator, in rural sites by the Regional Service Assistant, and in Meadow Lake by the Program Coordinator.

### **D.4.08.04**

Designated support staff will handle arrangements for and the facilitation of basic exam invigilation services.

### **D.4.08.05**

Designated staff will handle requests for invigilation by doing the following:

- a) Answer questions that a client may have about exam invigilation.
- b) Inform the client of options for exam invigilation days & times, fees charged.
- c) Obtain required information including client's name, address, phone; course name; name, address, and contact number of institution; and identify who will pay for invigilation.
- d) Schedule date and time of exam invigilation with client.



- e) Inform client that it is their responsibility to ensure the institution provides the exams to the College.

#### **D.4.08.06**

Upon receiving an exam from the institution, designated staff will:

- a) Ensure the correct exam has been received.
- b) Record the date the exam was received by the College.
- c) Ensure the exam is stored in a secure location.

#### **D.4.08.07**

The invigilation process as administered by designated proctors will include the following:

- a) Ensure payment of required fee has been made. Exam proctor may collect fee from client or provide required invoicing information.
- b) Clients will be provided with a secure location to store their personal belongings, a well-lit, quiet writing area, and a clock to monitor exam time.
- c) Exam Proctor will administer and process the exam as requested by the institution.
- d) Proctor will package completed exam for mailing, place exam package in outgoing mail.
- e) Proctor will record the date the exam is returned to the institution.

#### **D.4.08.08 Attachment(s):**

- a) Rate Schedule

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**Policy 4.08**  
**Attachment A**

**Rate Schedule**

The following outlines North West College's fee requirements for exam invigilation services.

**Note:** Fees are payable in advance unless billing arrangements have been made and approved.

**1. Base Fee**

The base fee is one charged to the client who uses exam invigilation services during the designated regular office hours and does not require dedicated staff services.

2. The base fee for exam invigilation will be a minimum of \$15 or greater as agreed to by the institute/organization.

**3. Special Conditions – Base Rate Plus**

- ◆ A special condition is one where the client requests exam invigilation service outside the designated regular office hours and/or where special invigilation procedures/staff are required.
- ◆ Fees for special conditions will be \$15 plus:
  - ◆ \$15 per hour for exam invigilation where dedicated staff is required or where exam invigilation occurs outside office hours.
  - ◆ Direct costs when credentialed staff is required to invigilate exams.
  - ◆ Direct incremental costs (i.e. dial-up connection where charges are directly incurred by the College). A fee compatible to direct incremental costs will be applied. There will be no charge for use of equipment.
  - ◆ A direct hourly rental cost where the rental of a facility is required.

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## PROCEDURE D 4.09

*Subject:*           **Injury Coverage for Work Placement Program Students**

*Approval/Amendment Date(s):* January 13, 2000

*Associated Procedure/Documents:* Policy 4.09 Injury Coverage for Work Placement Program Students

*Next Review Date:*

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All approved North West College placement programs are included under our liability insurance policies. It must be remembered that this is a third party public liability insurance - bodily injury and property damage. The policies respond therefore only when the College or its instructors, etc. are legally liable; for example, there is negligence involved. Where an accident involving property damage happens, we would expect the employer supervisor to treat the situation in the same way as an accident where regular employees were involved. This may involve an insurance claim under the employer supervisor's property or liability insurance policy with the assumption of any applicable deductible. Where the College (student, instructor, etc.) has been involved in an accident **resulting in property or bodily damage**, a claim may be submitted under the College's insurance program. If such a claim is submitted to the College, it is the courts and/or the insurer and not the College that determines whether the claim will be paid.

A student injured in the work situation is covered by the Workers' Compensation Board without any premium cost to the employer supervisor. In the event of an accident involving injury to the student the instructor should be notified immediately so that the necessary form can be completed and submitted.

The instructor should ensure that there are no limitations on the student of which the employer supervisor is not aware. We recommend that the employer supervisor interview the student, as would any other potential employee to be aware of the student's abilities.

### **D.4.09.01 General Conditions**

- a) **Injury:** "Injury" means harm to the student caused by an accident at the work place while the student is on an approved work placement program.

- b) **Eligibility:** Students in a Work Placement Program approved by Saskatchewan Education will receive injury coverage as per the Workers' Compensation Act.
- c) **Liability:** The compensation to which a student is entitled, under the Act, takes place of the right to sue the employer for damages.
- d) **Nature of the Agreement:** The compensation to which a student is entitled, under the Act, takes place of the right to sue the employer for damages.

#### **D.4.09.02 Responsibilities**

##### **a) Injury**

The Educational Institution will approve work placements on a Work Placement Agreement form and provide a copy to each party thereof. The Educational Institution is obligated to provide adequate supervision of the student throughout the work placement.

##### **b) Responsibility of the Employer**

- i) While the student is in the place of employment, the employer agrees to supervise the student and to permit the work placement coordinator to monitor the student placement.
- ii) The employer agrees to supply the work placement coordinator with an evaluation of the student's performance in such form as the coordinator may request.
- iii) The employer agrees that the presence of the student as a learner shall in no way affect the job security of any employee, nor the employer's hiring practice with regard to full or part-time employees.
- iv) If the employer employs the student outside the scope of this agreement, the student shall be deemed to be a normal employee for the purpose of the application of the statutes of Saskatchewan

##### **c) Responsibility of the Student**

- i) The student agrees to perform for the employer the duties assigned by the employer in consultation with the coordinator of the Work Placement Program.
- ii) The student will not receive any remuneration from the employer in respect of his/her presence as a learner under the terms of this work placement agreement.
- iii) Working hours for the student shall be hours established by mutual agreement of the student, employer, and the work placement coordinator.

##### **d) Termination of the Agreement**

Any party to this agreement may terminate it by giving notice, in writing, to the other parties.

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