



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: INDUSTRIAL TRADES – REWRITES

Policy No.	AC-117	Division	Academics
Related Procedure	AC-117-PR	Board Policy Ref.	n/a
Related Policies	SS-202; SS-207 SS-213; SS-217	Effective Date:	February 8, 2011 (R1)

1. PURPOSE AND SCOPE

The purpose of this policy is to provide a process to follow in the event a learner wishes to explore the option of a rewrite. This policy applies to all learners registered in programs that are part of the School of Industrial Trades (excluding Aircraft Maintenance Engineering Technician and Aircraft Structural Repair Technician programs).

2. POLICY

It is the policy of the College that all learners registered in programs that are part of the School of Industrial Trades (excluding Aircraft Maintenance Technician and Aircraft Structural Repair Technician programs) will be allowed a maximum of two rewrites during the fall semester, two rewrites during the winter semester and one rewrite during intersession.

A rewrite is defined as the re-examination of an alternate evaluation in a specific course.

3. PROCEDURE

The Vice-President of Academic and Learner Services shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	September 21, 2010
Revision 1	February 8, 2011
Next Review	February 2014