



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: AWARDING DIPLOMAS/CERTIFICATES

<b>Procedure No.</b>	AC-104-PR	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policies</b>	AC-104 & AC-102	<b>Effective Date:</b>	August 2, 2011 (R5)

## PROCEDURE

### 1.0 Qualifications for Diploma, Advanced Diploma, Post-Diploma or Certificate

To qualify for a diploma, advanced diploma, post-diploma, or a certificate, learners must meet the following requirements:

- Meet all the requirements as prescribed in the program of studies.
- Obtain a mark of not less than 50 percent in every course in the program unless otherwise specified. (Refer to Section 4.1)
- Attain a minimum grade point average of two.
- Obtain 25 percent or more of their credits from the College.

Learners who do not complete their diploma program in the prescribed time frame from first registration, may complete the program by following the regulations in effect at the time of first registration provided the program is completed in not more than three years beyond the regular date of completion. A learner who does not complete a program within these prescribed time limits may be required to complete additional courses or to repeat certain courses before being deemed eligible to receive the diploma.

Learners who return to complete a Diploma in Technology may not receive credit for courses that were completed more than five years prior to the date of readmission.

Learners enrolled in accredited Health Sciences programs will be permitted a maximum of one additional year to complete their program of studies.

## 2.0 Advanced Standing

Learners may receive advanced standing for up to 75 percent of the content of the program to which they have been admitted on the basis of successful completion of this content in the same or similar programs at another college and as assessed by the College.

Applicants who wish to be considered for advanced standing should submit an application with the following documents:

- Proof of high school completion
- Official transcript(s)
- A detailed description of the courses claimed for credit.

Deadline for receipt of applications by the Registrar is four weeks following registration date.

Learners seeking advanced standing will not be excused from any course until written authority has been received from the office of the Registrar.

### 2.1 Transfer of Credit Status

Transfer of credit status is awarded for any course completed at the Marine Institute or at any one of the former Colleges provided that the course uses the same course description and course number. When Transfer of Credit is awarded, the College will accept the passing grade as awarded by the institution and this mark will be used in the calculation of the G.P.A.

### 2.2 Exemption Status

Exemption status is granted if the course has at least a minimum of 70% equivalency in the course material required. When exemption status is awarded, no mark is reported on the transcript and the G.P.A. is not affected. The College will consider exemptions for courses if the learner received a passing grade.

The College will accept any credit course from a recognized public post-secondary institution as an exemption for an elective even if that course is not offered at the College. For example, a course in Linguistics from MUN would be considered to have equivalent value to any other “elective” and, on request, could be granted exemption as a general elective. In some programs electives must be chosen from a designated group of courses, in which case a general elective cannot be used as a substitute.

### 2.3 Credit for Prior Learning

It is the policy of the College that learners will be given every opportunity to receive credit for past learning experience through a comprehensive systematic process of evaluation referred to as Prior Learning Assessment and Recognition.

Credits will be awarded for Prior Learning Assessment and Recognition will be recorded on the transcript as an exemption or as a mark.

There will be no charge for Prior Learning Assessment and Recognition for learners who are enrolled in a College program.

The maximum number of credits that can be awarded through the Prior Learning Assessment process is 75 percent of the number required to complete the certificate/diploma.

### 2.4 Block Transfer/Advanced Standing

The College will recognize course work completed in other programs/courses that fulfill the requirements for a designated percentage of the program in which the learner is now applying. When learners are granted a block transfer, their academic grades will be calculated beginning at the point of entry to the program.

## 3.0 **Credit system**

A credit is a weighted value of a course based on the depth and breadth of the learning objectives.

For the purpose of assigning credit values, the measurement of learning objectives is usually accomplished by equating the value with the period of time scheduled to deliver the content in the conventional lecture methodology as follows:

- Learning Objectives scheduled for delivery in a 1 hour period per week per semester constitutes a 1 credit value; therefore a course that is scheduled for 3 hours per week per semester represents a 3 credit value. However, a recognized laboratory experience is usually measured in the following manner:
  - 2 - 4 hours of lab per week per semester is equivalent to 1 credit
  - 5 - 7 hours of lab per week per semester is equivalent to 2 credits
  - 8 - 10 hours of lab per week per semester is equivalent to 3 credits
- However, the actual process in achieving competency in specified learning

objectives can be accomplished via a second equally legitimate and pedagogically sound methodology; i.e., individualized, learner-centred. In this latter methodology which embraces distance delivery, time is a flexible factor, fixed schedules do not apply and the process is learner driven. This is in contrast to the conventional lecture mode which is teacher-directed with fixed learning times and schedules. The one constant for both modes is the set of learning objectives. Therefore, credit value is assigned by determining the equivalent time required if the learning objectives were delivered in the conventional mode and applying the formula as described under the definition of a credit.

Grade Point Marking System: The percentage mark in any course is converted to a grade point according to the following table:

<b>Percentage Mark</b>	<b>Grade Point</b>
80% and over	4
75%	3
70%	3
65%	2
60%	2
55%	1
50%	1
Below 50%	0

The grade point average is obtained by multiplying the credit value of each course in the program by the grade point obtained in that course. The sum of all the products is then divided by the total number of credits.

When a course is repeated or a supplementary examination is written, the highest mark attained will be used in the calculation of the grade point average.

When learners complete more than the minimum number of electives, learners are able to select which electives will be used in the calculation of the G.P.A. by making application at the Registrar’s Office. Without such application the Registrar will select for calculation purposes the required number of electives as recorded chronologically on the transcript.

Grades for failed courses which have been waived under the “one time forgiveness” policy (Refer to Section 4.4.3) will not be calculated in the cumulative grade point average.

## 4.0 Academic Status

### 4.1 Clear Standing

- A. Learners are in clear standing when they have passed all courses and have attained a grade point average of at least 2.0. (Refer to Section 3.1)
- B. In Diagnostic Ultrasonography, Medical Laboratory Assistant, Medical Laboratory Sciences II and III, Medical Radiography II and III, Respiratory Therapy II and III programs the pass mark is 60% (on the final exam).
- C. In Industrial Trade programs the pass mark is 70% in the practical component and 70% in the theory component.
- D. In Aircraft Maintenance and Aircraft Structural Repair Programs the pass mark is 70%.
- E. In Primary Care Paramedicine, the pass mark is 80% including a minimum of 80% on the final exam.

### 4.2 Conditional Status

Learners are classified as conditional when: they have a cumulative grade point average between 1.00 and 1.99 in any semester; or when they must clear course deficiencies in order to graduate (i.e., learners must successfully complete a failed course through supplementary examinations or repetition).

Learners are expected to attempt courses from previous semesters (if available), before registering for any new course, and must consult with a faculty advisor and/or counselor on or before registration.

### 4.3 Academic Dismissal

Learners will be academically dismissed if their cumulative grade point average is less than 1.0 and/or they have not passed a minimum of 40% of the credits attempted in the semester.

### 4.4 One-Time Forgiveness

The College will waive the academic dismissal policy on a “one-time forgiveness” basis as per the following:

Learners who, for the first time, fail to achieve the minimum re-

admission requirements will be given an academic warning and will be permitted to register for the next semester providing:

- (1) Those learners will be referred to a counsellor and will participate in a review of their career/ academic goals and will develop learning strategies that will lead to success.
- (2) An appropriate course load will be determined by the learner in consultation with the academic advisor/ counsellor, The maximum course load will not exceed the normal semester workload for the program.

Learners will be permitted to register only for those courses for which prerequisites have been successfully met.

#### 4.5 Academic Dismissal – One Time Forgiveness

Learners who have availed of the “one-time forgiveness” policy and who fail to meet the re-admission requirements for a second occasion will be academically dismissed.

Learners who have been academically dismissed will not be accepted to return until a period of six months has elapsed.

#### 4.6 Academically Dismissed Learners – Eligibility for Part-Time Courses

Pending availability of space, learners who have been academically dismissed will be permitted to register for one course for credit in a certificate or diploma program or any number of courses for credit in the Adult Basic Education program or the Comprehensive Arts and Science (CAS) Transition program.

#### 4.7 Academically Dismissed Learners – Eligibility for Supplementary Examinations

Academically dismissed learners will not be eligible to write supplementary examinations.

Learners in the Health Sciences programs will be required to withdraw from their program of study at the point in their program where it is determined that the one additional year (maximum) will not be adequate for them to complete all the requirements of the program.

(Refer to AC-102-PR, Section 3.1.5 for re-admission requirements.)

Learners who have been academically dismissed on two or more occasions will not be eligible for readmission for a period of two years from the date of dismissal.

4.8 Promotion Denied (General)

Learners who do not achieve a pass in all courses and a G.P.A. of 2.0 or better may not be able to continue with their program but may return to the College to complete deficiencies.

4.9 Promotion – Engineering Technology Programs from First Year Engineering

To qualify for the technical intersession, at the end of the first two semesters, learners must normally have successfully completed all prescribed courses and attained a minimum overall G.P.A. of 2.00. Learners who have a G.P.A. between 1.00 and 1.99 at the end of the second and subsequent semesters may, with the permission of the College, be conditionally admitted to the next semester if there is a determination that the learners are capable of attaining clear standing by the end of the subsequent semester.

4.10 Promotion – Medical Sciences Options

A. Promotion from Semester 2 to Semester 3 will be governed by the following:

- Learners will compete for places in the third semester of the programs.
- Competition will be based on academic standing in Semesters 1 and 2 of the program. Learners must pass all first and second semester (minimum of 50%) and have a minimum GPA of 2.00 to be eligible for promotion from second to third semester.
- Learners' weighted averages at the end of the second semester will be used to calculate academic standing for purposes of competition.

B. Promotion from second to clinical year (6th semester) for Medical Laboratory II, Respiratory Therapy II and Medical Radiography II

Learners must have passed all courses in semesters 1 to 5 and have a minimum G.P.A. of 2.00 to be promoted to the sixth semester (start of the clinical year).

#### 4.11 Promotion in Nutrition and Food Services Management

Learners must pass all first and second semester courses (minimum of 50%) and have a minimum G.P.A. of 2.00 to be eligible for promotion from Semester 2 to Semester 3.

#### 4.12 Promotion – Co-op Programs

Successful completion of work term requirements is a prerequisite for graduation. To be eligible for a work term, a learner will have “clear standing” for all courses prescribed in the program to the point where the work term marketing occurs; or be able to attain clear standing by writing one supplementary or one upgrading supplementary. (See AC-104 for definition of “clear standing”.) Also refer to policy AC-105, Section 3.2.7 for further regulations relating to Co-op Programs.

### 5.0 Examinations & Tests

Dates for finals and supplementary examinations will be set in advance. No more than two mid-term and final examinations will be scheduled for a learner on any one day.

#### 5.1 Learner Evaluation

Learner evaluation will be conducted on a continuous basis. The method of evaluation will be recommended in the official Course Description. Grades submitted to the Registrar’s office will be rounded in units of five, rounding up or down will be at the instructor’s discretion.

Instructors shall not be permitted to give quizzes worth more than 10 percent of the total final mark or assign new projects, assignments, etc., in the two week period prior to the start of semester examinations. This regulation does not apply to:

- A. Courses with no final semester examination;
- B. Laboratory examinations;
- C. Self-directed and modular courses;
- D. Courses with block teaching;
- E. Assignments given prior to this period which are due in the two weeks prior to examinations;

- F. Courses offered in the intersession and summer session (i.e., 5-7 week periods) the time frame for these courses will be one week prior to the start of examinations.

## 5.2 Supplementary Examinations

Supplementary Examinations provide an opportunity for learners to improve their standing in a course in which they have attained a failing grade of 5 or 10 marks below the stated pass mark.

For upgrading purposes, in their last semester of studies, learners may be given an opportunity to write a supplementary examination for a course in which they have attained the minimum pass mark or 5 marks above the minimum pass mark. Also refer to the Co-op Regulations Section 3.4.5.

The grade attained in a supplementary examination will replace only the grade attained in the final examination for the course in question and will be combined with marks previously attained for term work.

The following conditions must be met in order to qualify for supplementary examinations:

1. Learners may be eligible to write one supplementary per semester.
2. Supplementary exams will not apply to any course in which the final exam is worth less than 30%.
3. Supplementary examinations will be scheduled and should be written during the supplementary period following the regular examination period.
4. Learners must apply, in writing, for supplementary examinations. The established standard fee per supplementary examination must accompany the application form. Refunds of such fees will only be permitted if permission to write an examination is not granted.
5. If the mark obtained in the supplementary is lower than the original mark obtained on the regular examination, the original mark will be included in calculating the grade point average.
6. When circumstances warrant, supplementary examinations may be written off-campus; the Registrar's Office must be contacted for permission and guidelines prior to the examination period. All costs associated with the administration of off-campus supplementary examinations will be borne by the learner.

7. Academically dismissed learners are not eligible to write supplementary exams.
8. For purposes of transfer of credit, learners must be aware that other post-secondary institutions may not accept grades attained through supplementary examinations.
9. Comprehensive Arts and Science (CAS) Transfer: College-University program learners who write supplementary examinations are advised to consult with the Counsellor at a campus where the Comprehensive Arts and Science (CAS) Transfer: College-University program is offered concerning their transferability of courses to Memorial University.
10. Before writing a supplementary examination in the Comprehensive Arts and Science (CAS) Transfer: College-University, a learner must be informed in writing of 5.2.8. The written communication (i.e. form) must be signed/dated by the learner, the instructor of the course and the Campus Administrator. Copies should be kept by the instructor and Campus Administrator and a copy must be placed in the learner's file in Learner Services.

### 5.3 Deferred Exams

Learners who are prevented by illness or bereavement or other acceptable cause from writing a final examination, where one is scheduled, may apply for permission to write a deferred examination. The deferred examination is the final examination for the individual concerned.

Where possible, deferred exams should be completed by the last day of exams/classes for that semester, or as soon as feasible thereafter.

A request for deferred examinations must be submitted to the campus Registrar's Office as soon as possible after the date on which the regular examination was scheduled. The request for a deferred exam will be assessed by the program administrator in consultation with faculty members. Learners should note that permission to write deferred examinations is a privilege, not a right, granted solely on the basis of extenuating circumstances.

### 5.4 Incomplete

Subject to the approval of the program administrator, an incomplete grade may be assigned when the mandatory components of the course are not completed. Incompletes must be cleared by the end of the third week after

the beginning of the subsequent semester. If incompletes are not cleared by this date, learners will receive a failing grade.

#### 5.5 Reassessment of Grades

Learners, who feel that they may not have been accurately assessed on any assignment, examination, term paper, or laboratory or shop exercise should, in the first instance, discuss the matter with the instructor teaching that course. This should be done within 3 instructional days of the receipt of the assessment. If this does not result in a satisfactory resolution, learners may request that the matter be reviewed by the program administrator. If this action is taken, it must be done within 5 instructional days of receipt of the assessment. Unsatisfactory resolution of the dispute at this stage may enable learners to request a review of the grade(s) by the Academic Appeals Committee. Such an appeal should be made within 10 days of receipt of the assessment.

#### 5.6 Re-read of Final Examinations

Learners may apply to have a final examination paper re-read.

An application for re-read must be made in writing to the Registrar's Office within one month following the release of the marks.

A re-read fee must be paid at the time of application. If the mark is changed after the re-read, the fee is refunded; if the mark is unchanged, the fee is forfeited.

The mark obtained in a re-read stands as the official mark in the course and is used in all calculations of the learner's academic record.

#### 5.7 Industrial Trades – Rewrites

(See policy and procedures AC-117, AC-117-PR)

#### 5.8 Aegrotat Status

Learners who, through illness or other exceptional circumstances, have been absent from a scheduled final examination, or who have been unable to complete all of the required work in a course, may, on the recommendation of the Counsellor, in consultation with the Campus Administrator and instructor be given credit for the course.

Application for Aegrotat Standing, with full details duly authenticated, must be made to the campus Registrar’s Office within two weeks after the last day of examinations, indicating each course for which the application is being made.

**6.0 Academic Documentation**

Transcripts, diplomas and certificates will be withheld from a learner who is in possession of College property such as books, equipment or supplies or who owes money to the College.

**6.1 Grade Reports**

Grade reports will be issued at the end of each semester and intersession.

**6.2 Transcripts/Records of Achievement**

- A. Official transcripts/Records of Achievement may be obtained at any time from the campus Registrar’s Office.
- B. A transcript includes the learner’s academic record to date including academic decisions which may have been taken. Transcripts that are released will include the learner’s complete academic history.

Approval History	
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