



**COLLEGE OF THE NORTH ATLANTIC**  
**OPERATIONAL PROCEDURE**

**TOPIC: REGISTRATION**

<b>Procedure No.</b>	AC-103-PR	<b>Division</b>	Academics
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	AC-103	<b>Effective Date:</b>	February 1, 2022 (R7)

## PROCEDURE

### 1.0 Date of Registration

Students will register online on the dates and at the times prescribed and publicized by the College. Registration for out-of-sequence programs will be scheduled, and students will be admitted as programs start.

### 2.0 Late Start Date

In extenuating circumstances students may be permitted a delayed start date. Prior approval for a late start date must be provided by the campus administration.

### 3.0 Admission to Classes

Students will not be admitted to a class until they have satisfied the regulations regarding entrance and complied with the General College Regulations.

### 4.0 Course Load

The number of courses constituting a normal semester workload for a student is specified in the outline for each program as published in the Academic Calendar.

## 5.0 Extended Course Loads

Students who wish to register for extra courses must submit a Request for Extended Course Load form to the campus admissions/student services office for approval by the campus administration or designate.

## 6.0 Repeating Courses

With the permission of the campus administration or designate, students may repeat any course for which a passing grade has previously been awarded. \*The original passing grade will remain on the transcript and a second entry will be recorded with the new grade. The highest mark attained will be used in the calculation of the GPA.

\* Space limitations and other considerations will determine approval.

## 7.0 Independent Study

When required courses are not available in a particular semester, full-time students may submit an Independent Study Contract form to the campus admissions/student services office for approval by the campus administration or designate to register for such courses through independent study. The Independent Study Contract must be submitted to the campus admissions/student services office within 7 calendar days from the semester start date.

Access to courses through independent study may be permitted when resources are available and with the permission of the campus administration or designate and the instructional coordinator (where applicable) in consultation with the faculty. Strategies to ensure adherence to course requirements must be documented in contract format to be signed by the student, the course instructor, the campus administration or designate, and the Instructional Coordinator (where applicable).

## 8.0 Change of Registration

### 8.1 Adding Courses

The last date for adding courses is 14 calendar days from the semester start date (7 calendar days from the semester start date of Intersession) in which that course begins. Restrictions may apply in some programs where pre-requisites and/or safety courses have already occurred within this time frame.

When adding courses, additional fees may apply.

In extenuating circumstances, the deadline period may be extended. Students must submit the Change in Course Registration form to the campus admissions/student services office for approval.

## 8.2 Dropping Courses

Courses may be dropped without academic prejudice up 56 calendar days from the semester start date for a regular semester (for Intersession - 14 calendar days after the semester start date. Courses dropped after the dates noted above are recorded as "Dropped/ Fail" unless, in extenuating circumstances, the student has received the written permission of the campus administration to drop a course without penalty. Students are required to submit a Change in Course Registration form to the campus admissions/student services office for approval.

## 8.3 Withdrawing from the College

It is recommended that students who wish to withdraw from the College discuss the situation with the appropriate student services official. The Withdrawal/Status form must be completed and signed by the appropriate faculty/counselor and the campus administration or designate. If a student e-mails from a CNA e-mail for the student, staff will accept this notification in lieu of a signed form.

## 8.4 Involuntary Withdrawal

Students who are withdrawn/suspended by the College will be required to re-apply to return to the program. Subject to any conditions placed at time of withdrawal/suspension, eligibility will be from the date of re-application to the program.

## 8.5 Program Transfers

### A. Engineering Technology (First Year)

- i) Engineering students wishing to change their original program choice MUST request a program transfer and complete the Program Transfer Request, which is available through the campus admissions/student services office.
- ii) Applicants cannot request a change in program prior to entry into the first year. A request to transfer does not guarantee entry into one's alternate, "new" program choice.

Program transfer will be granted only if sufficient space is available.

- iii) The Program Transfer Request Form must be received at the campus admissions/student services office by February 15<sup>th</sup>.
- iv) Transfers are granted based on (a) space availability and (b) the student's weighted average at the end of semester one. In cases where the student has been exempted from courses in the first semester, the mark(s) obtained by the student at another post-secondary institution or high school will be used in calculating the weighted average.

B. All Other Programs

- i) Students wishing to change their program must submit an Application for Admission (pay the application fee) and go through the normal admissions process.
- ii) Entrance requirements for the new program of study must be met.
- iii) Date of eligibility will be as of the date the new application (or meeting entrance requirements, if applicable).
- iv) Applications will not be accepted for programs that have closed applications.

C. Program Transfer – Campus To Campus

- i) Students must discuss their request with the counsellor and receive written approval from campus administration.
- ii) Applications for campus transfer will be available from the campus admissions/student services office.
- iii) Date of eligibility will be as of the date of signing the transfer form.
- iv) As certain programs are offered using different instructional methodology at the various campuses, transfer may be limited to the end of given semesters.
- v) Campus admissions/student services staff will contact the campus administration at the receiving campus to

determine space availability and appropriate transfer time frame.

## 9.0 Audit Courses

Students may audit a course, which will permit them to attend without being evaluated for credit, without seeking a grade or credit for the course.

- 9.1 Courses available for audit will be at the discretion of the campus administration.
- 9.2 There must be a seat available in the program or course (i.e. a student may not audit a course if the capacity of the course is already reached).
- 9.3 Order of priority for class fill is as follows:
  - A. Full-time students in the course's program.
  - B. Part-time students in the course's program.
  - C. Full-time students in another program.
  - D. Part-time students in another program.
  - E. Auditing students not currently enrolled.
- 9.4 Students with an outstanding balance are not permitted to audit courses.
- 9.5 Audit students must meet course requisites.
- 9.6 Audit students cannot attend until officially enrolled in the course.
- 9.7 Students wishing to transfer from audit to credit must do so before the last day to add classes deadline by submitting the Change in Course Registration form.
- 9.8 Students wishing to transfer from credit to audit must do so before the last day to drop courses without academic prejudice deadline by submitting the Course Audit Application.
- 9.9 For students not enrolled in a course/ program, the deadline to add an audit course is three calendar days after the last day to add classes (except for programs that have courses taught in block sequence, e.g., Trades).

- 9.10 Students in Distributed Learning (DL) will not be provided access to online material through D2L until they are officially enrolled in the course.
- 9.11 Audit students are not required to complete course work, assignments, and exams; however, auditing students are expected to take part in all course activities and maintain satisfactory attendance. The degree of participation in a course for an audit student is at the discretion of the instructor.
- 9.12 Audit students will not have access to assessments identified in the official course outline.
- 9.13 No course credits are granted for an audit course. An Audit Grade (AU) appears on student transcripts but it is not included in Grade Point Average (GPA) calculations.
- 9.14 Audited courses do not count in course load (i.e., towards a student's full-time/part-time status).
- 9.15 Students must pay all applicable fees associated with the course.
- 9.16 Audited courses cannot be used to meet pre-requisites to other courses.
- 9.17 Audited courses cannot be used to meet program entrance requirements.
- 9.18 Audited courses cannot be used for credit transfer, course challenge, exemption, or Prior Learning Assessment and Recognition (PLAR).
- 9.19 If a student wishes to withdraw from an audited course, regular course withdrawal deadlines and refund processes apply.
- 9.20 The grade AU (Audit) is recorded on the student's permanent record when the student has met the attendance/participation requirements specified by the instructor.
- 9.21 CNA reserves the right to terminate the agreement to audit at any point.
- 9.22 T2202As are not impacted as audit courses do not affect course load.

## **10.0 Credit Transfer/Exemption/Prior Learning**

### **10.1 Transfer of Credit Status (Other than Industrial Trades)**

Transfer of credit status is awarded for any course completed at the Marine Institute or at any one of the former Colleges provided 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 GPA. Students must initiate transfer of credit requests within 7 calendar days of the semester start date.

### **Industrial Trades Programs**

Transfer of credit status is awarded for any course completed at any post-secondary institution that matches the course numbers in the Provincial Plan of Training. Students must initiate transfer of credit requests within 7 calendar days of the semester start date.

## 10.2 Exemption Status (Other than Industrial Trades)

Exemption status is granted for a course from a post-secondary institution if that course has a minimum of 70% equivalency in the course material required. When exemption status is awarded, no mark is reported on the transcript and GPA is not affected. The College will consider exemptions for courses if the student received a passing grade. Students must initiate exemption status requests within 7 calendar days of the semester start date.

Exemption status may be granted for Advanced Placement (AP) and International Baccalaureate (IB) courses. The mark must be equivalent to the required pass mark for the applicable program. When exemption status is awarded, no mark is reported on the transcript and the GPA is not affected.

The College will accept a 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.

### **Industrial Trades Programs**

Exemption status is granted if the course has a minimum of 70% equivalency in the course material required. When exemption status is awarded, no mark is reported on the transcript. The College will consider exemptions for courses if the student received a passing grade in the course. Students must initiate exemption status requests within 7 calendar days of the semester start date.

The College will accept a course from a recognized post-secondary institution as an exemption if the course can match a minimum of 70% of the objectives in the current Provincial Plan of Training as outlined by the Department of Advanced Education and Skills.

### 10.3 Credit for Prior Learning

The College will give students every opportunity to receive credit for past learning experience through a comprehensive systematic process of evaluation referred to as Prior Learning Assessment and Recognition (PLAR). Students must initiate PLAR requests within 7 calendar days of the semester start date.

Credits awarded for PLAR will be recorded on the transcript as an exemption or as a mark.

There will be no charge for PLAR for students who are enrolled in a College program.

The maximum number of credits that can be awarded through the PLAR process is 75 percent (75%) of the number required to complete the certificate/diploma.

### 10.4 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 student is now applying. When students are granted a block transfer, their academic grades will be calculated beginning at the point of entry to the program. Students must initiate block transfer requests within 7 calendar days of the semester start date.

## 11.0 **Advanced Standing**

All required courses for a semester must be completed to receive advanced standing. Students may receive advanced standing for up to 75 percent (75%) 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 the College or another post-secondary institution and as assessed by the College.

Applicants who wish to be considered for advanced standing should submit an application that contains the following documentation:

- Proof of high school completion.
- Official transcript(s) – high school and post-secondary.



- A detailed calendar description of the post-secondary course(s) claimed for credit.

Students seeking advanced standing will not be excused from any course until written authority has been received from the campus admissions /student services office.

Students seeking advanced standing may not receive credit for courses that were completed more than five (5) years prior to the date of submission. For some programs, students may have to complete a practical demonstration or other assessment of skills prior to receiving credit.

## 12.0 Credit System (Other than Industrial Trades)

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 one (1) hour period per week per semester constitutes a one (1)-credit value; therefore a course that is scheduled for three (3) hours per week per semester represents a three (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
  - 11-14 hours of lab per week per semester is equivalent to 4 credits
- 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, student-centred. In this latter methodology which embraces distance delivery, time is a flexible factor, fixed schedules do not apply and the process is student 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.

## Credit System – Industrial Trades

The credit system is not applicable to programs in the School of Industrial Trades. Courses adhere to the Provincial Apprenticeship Program Structure (Plan of Training).

### 12.1 Grade Point Marking System:

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

Percentage Mark	Grade Point
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 students complete more than the minimum number of electives, students are able to select which electives will be used in the calculation of the G.P.A. by making application at the campus admissions/student services office. Without such application, for calculation purposes the required number of electives as recorded chronologically on the transcript will be selected.

Grades for failed courses which have been waived under “academic warning” (refer to 13.3 below) will not be calculated in the cumulative grade point average.

### **Grade Point Marking System - Industrial Trades**

The Grade Point Marking System is not applicable to programs in the School of Industrial Trades. Courses adhere to the Provincial Apprenticeship Program Structure (Plan of Training).

## 13.0 Academic Status

### 13.1 Clear Standing

Students 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 12.1), except in the following:

- A. In Diagnostic Ultrasonography, Medical Laboratory Assistant, Medical Laboratory Technology II and III, Medical Radiography II and III, and Respiratory Therapy programs the pass mark is 60% including a minimum of 60% on the final exam.
- B. In Industrial Trade programs, the pass mark is 70% in the practical component and 70% in the theory component.
- C. In Aircraft Maintenance Engineering Technology and Aircraft Structural Repair Technician programs the pass mark is 70%.
- D. In Primary Care Paramedicine and Advanced Care Paramedicine, the pass mark is 70% including a minimum of 70% on the final exam.
- E. In Practical Nursing the pass mark is 65%.
- F. In Personal Care Attendant the pass mark is 65% including a minimum of 65% on the final exam.

### 13.2 Conditional Status – Credit Programs (Other than Industrial Trades)

Students are classified as conditional when they have a cumulative GPA between 1.00 and 1.99 in any semester; or when they must clear course deficiencies in order to graduate (e.g., students who must successfully complete a failed course through supplementary examinations or repetition).

Students 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.

A part-time student is conditional, but if the GPA is less than 1.5 the student may be academically dismissed from their program.

### Conditional Status – Industrial Trades

Students are classified as conditional when they must clear course deficiencies in order to graduate. Students who are required to successfully complete a failed course must follow the regulations as outlined in Industrial Trades Rewrite Policy AC-117 / AC-117-PR.

#### 13.3 Academic Warning

Students will receive an academic warning 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 (for Trades – courses attempted) in the semester.

Students who, for the first time, fail to achieve the minimum requirements to progress to the next semester will be given an academic warning and will be permitted to register for the next semester providing:

- A. Those students 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.
- B. In consultation with the academic advisor/counsellor, the student will determine an appropriate course load. The maximum course load will not exceed the normal semester workload for the program.

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

#### 13.4 Academic Dismissal

Students who have availed of the “academic warning” or “promotion denied” option and who fail to meet the academic requirements for a second occasion will be academically dismissed.

Applications from academically dismissed students will be received at any time, but students will not be accepted to return on a full-time basis in the program they were academically dismissed from until a period of six months has elapsed.

Students who have been academically dismissed on two or more occasions will not be eligible for re-admission in the program from which they were academically dismissed from for a period of two years from the date of dismissal.

13.5 Academically Dismissed Students – Eligibility for Part-Time Courses

Pending availability of space, students who have been academically dismissed will be permitted to register for one (1) course for credit in the program from which they were dismissed.

13.6 Academically Dismissed Students – Eligibility for Supplementary Examinations

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

13.7 Promotion Denied (General)

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

Students who are required to withdraw from the College as a result of promotion denied must apply for re-admission and pay the applicable application fee. Re-admission will be considered pending seat availability.

Subsequent occurrences of promotion denied will result in Academic Dismissal.

Students 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 1.4 for re-admission requirements.)

13.8 Promotion – Engineering Technology Programs from First Year Engineering

To qualify for the technical intersession at the end of the first two semesters, students must normally have successfully completed all prescribed courses and attained a minimum overall GPA of 2.00. Students who have a GPA 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 students are capable of attaining clear standing by the end of the subsequent semester.

### 13.9 Promotion – Health Sciences

Health Sciences programs include mandatory clinical training rotations. Students must successfully complete all previous courses and have a minimum GPA of 2.00 to be promoted to the clinical training component of their program.

### 13.10 Promotion – Co-op Programs

Successful completion of work term requirements is a prerequisite for graduation. To be eligible for a work term, a student must have “clear standing” for all courses prescribed in the program to the point where the work term occurs; or be able to attain clear standing by writing one supplementary. Since work term arrangements are often made in advance of the commencement of the work term and before current academic assessments are available, eligibility will be based on the most recent transcript for marketing purposes. Students must maintain eligibility in the semester immediately preceding the work term semester.

## 14.0 **Examinations & Tests**

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

### 14.1 Student Evaluation

Student evaluation will be conducted on a continuous basis. The method of evaluation will be recommended in the official course description.

Grades submitted to the campus admissions/student services 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 (2) weeks prior to examinations;
- F. Courses offered in Intersession I and Intersession II (i.e., up to an eight (8) week period) – the time frame for these courses will be one (1) week prior to the start of examinations.

#### 14.2 Supplementary Examinations

Supplementary examinations provide an opportunity for students 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, students 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.

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:

- A. Students may be eligible to write one supplementary per semester.
- B. Supplementary exams will not apply to any course in which the final exam is worth less than 30%.
- C. Supplementary examinations will be scheduled and should be written during the supplementary period following the regular examination period, but shall be no later than 7 calendar days into the subsequent semester.
- D. Students 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.

- E. 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 GPA.
- F. When circumstances warrant, supplementary examinations may be written off-campus. The campus admissions/student services 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 student.
- G. Academically dismissed students are not eligible to write supplementary exams.
- H. For purposes of transfer of credit, students must be aware that other post-secondary institutions may not accept grades attained through supplementary examinations.
- I. Comprehensive Arts and Science (CAS) Transfer: College-University program students 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.
- J. Before writing a supplementary examination in the Comprehensive Arts and Science (CAS) Transfer: College-University, a student must be informed in writing of 14.2.H. The written communication (i.e., form) must be signed/dated by the student, the instructor of the course and the campus administration or designate. Copies should be kept by the instructor and campus administration and a copy must be placed in the official student file.

### 14.3 Deferred Exams

Students who are prevented by illness, 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 classes for that semester, or as soon as feasible thereafter, but shall be no later than one week into the subsequent semester.



A request for deferred examinations must be submitted to the campus admissions/student services office within two (2) days after the date on which the regular examination was scheduled. The request for a deferred exam will be assessed by campus administration or designate in consultation with faculty members. Students should note that permission to write deferred examinations is a privilege, not a right, granted solely on the basis of extenuating circumstances.

#### 14.4 Incomplete

Subject to the approval of the campus administration or designate, in extenuating circumstances, 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, students will receive a failing grade.

The incomplete grades regulation does not apply to Industrial Trades programs.

#### 14.5 Re-assessment of Grades

Students, 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 three (3) instructional days of the receipt of the assessment. If this does not result in a satisfactory resolution, students may request that the matter be reviewed by the campus administration or designate. If this action is taken, it must be done within five (5) instructional days of receipt of the assessment. Unsatisfactory resolution of the dispute at this stage may enable students to request a review of the grade(s) by the Academic Appeals Committee. Such an appeal should be made within ten (10) days of receipt of the assessment.

#### 14.6 Re-read of Final Examinations

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

An application for re-read must be made in writing to the campus admissions/student services office within 7 calendar days 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 student's academic record.

14.7 Industrial Trades – Rewrites

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

14.8 Aegrotat Status

Students who, through exceptional circumstances, have been absent from a scheduled final examination, or who have been unable to complete all the required work in a course, may, submit a request to the Registrar's Office for Aegrotat Status. The Registrar's Office shall consult with the campus administration or designate, counselor and instructor to determine if credit can be given for the course, with a grade assigned for the portion of work completed.

Application for Aegrotat Standing, with full details duly authenticated, must be made to the campus admissions/student services office within 7 calendar days after the last day of examinations, indicating each course for which the application is being made.

Approval History	
Approved by President	May 30, 1997
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Revision 2	September 12, 2007
Revision 3	March 9, 2011
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