



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: INDUSTRIAL TRADES – REWRITES

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| 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 | November 4, 2016 (R2) |

1. PURPOSE AND SCOPE

The purpose of this policy is to provide a process to follow in the event a student wishes to explore the option of a rewrite. This policy applies to all students 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 students 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, Academic Programs & Delivery shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

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| Approved by President | September 21, 2010 |
| Revision 1 | February 8, 2011 |
| Revision 2 | November 4, 2016 |