



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	September 19, 2023

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 Industrial Trades programs that are part of the School of Natural Resources and Industrial Trades.

This policy excludes Aircraft Maintenance Engineering Technician (diploma and advanced diploma programs), Aircraft Structural Repair Technician, Petroleum Engineering Technology, and Welding Engineering Technology. This policy also does not apply to assessments conducted by or originating from external certification or regulatory bodies.

2. POLICY

It is the policy of the College that all students registered in Industrial Trades programs that are part of the School of Natural Resources and Industrial Trades (excluding those listed above) 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, Academics and Applied Research 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
Revision 2	November 4, 2016
Revision 3	September 19, 2023