

<b>Policy:</b>	Policy and Procedure Definitions	<b>Approved By:</b>	
<b>Approval Date:</b>		<b>Amendment Date:</b>	
		<b>Policy Holder:</b>	Education Council

**Academic Appeals:** The process by which students contest academic decisions, assessments and/or grades.

**Academic Requirements** – Program and course prerequisites that determine if applicants have the foundational knowledge to be successful with further studies. This is met through assessments and/or previous programs or courses.

**Acceptance** – An offer to applicants who have met all the academic and non-academic requirements inviting them to register at the College. Students are responsible to register themselves, and registration is subject to seat availability.

**ACE IT (Accelerated Credit Enrolment in Industry Training)** – A dual credit apprenticeship program offered to high school students.

**Admission Requirements:** Program/course specific academic and non-academic requirements.

**Advanced Placement (AP) and International Baccalaureate (IB)** - The International Baccalaureate (IB) and Advanced Placement (AP) programs are enriched secondary school programs that provide students with the opportunity to earn advanced credit towards their undergraduate degrees. If you have completed IB or AP courses, you may be eligible for advanced credit. See BC Transfer Guide for more details.

**Application Fee:** A non-refundable fee paid to apply for a program.

**Apprentice Training** – Applied skills training programs that combine in-class training with workplace employment under qualified supervision. This curriculum is established by the Industry Training Authority (ITA).

**Assessments** – Testing options that provide alternate means to satisfy the academic requirements. Examples include, but are not limited to, the Canadian Achievement Test (CAT) and the College and Career Preparation (CCP) placement guide for Adult Basic Education (ABE).

**Assigned Credit** – Specific course credit(s) granted for a course or courses taken at another institution where direct equivalency exists at the College (e.g., UVIC ENGL 100 = NWCC ENGL 101). See BC Transfer Guide for more details.

**Block Transfer Credit** – Bulk credit granted for groups of courses from another institution. Number of credits granted may be different from the amount of credit available on a course-by-course basis. A block transfer credit agreement may include assigned and unassigned credit. See BC Transfer Guide for more details.

**Business Day:** An official working day as designated by the College and/or department. Excludes statutory holidays.

**Cohort Registration** – Registration into a program with a set schedule of courses. Students attend the same courses, progress and graduate together.

**Commitment Fee:** A non-refundable deposit paid in advance to confirm an applicant's intention to attend and reserve a seat in the course/program. This fee is deducted from the overall tuition, and is required at the time of registration.

**Conditional Acceptance**– Acceptance granted before a student has completed all academic and non-academic requirements for entry. Acceptance can be revoked if requirements are not met by specified deadline

**Co-op Training** – Paid work experience integrated into the student's academic program.

**Course** - A unit of study with defined learning outcomes, which may be included in one or more programs.

**Course By Course Registration** – Registration into a program that allows students to select any number of courses they want to take in a given term of study. Students must be qualified for the courses they register in, and must complete all courses required for a credential.

**Dual Credit** – Courses that count as both high school and college credits.

**Education Council (EDCO)** - The governing body at the College that is responsible for educational quality, curriculum development, and educational policies and procedures, as legislated by the College and Institute Act.

**English Language Proficiency** – An academic requirement of the College to ensure students can effectively communicate and be successful in their chosen field of study.

**Final Grades:** Cumulative marks of all evaluations in the course. The final grade will appear on the student's transcript.

**Foundation Training** – Trades programming governed by the ITA that provides entry level skills. Generally providing the equivalent of first level apprenticeship without employer sponsorship and over a longer duration.

**Interim Marks:** Evaluations, tests, assignments, and other work completed during the course that will eventually form a student's final grade.

**International Study Permits** – Legal documentation that authorizes non-Canadian students to attend credential programs at the College. This documentation is required for programs over six-months in duration that lead to credentials.

**Mature Students** – Individuals over the age of nineteen (19) who have not completed high-school or whose high-school record is not available. This designation can be considered in lieu of high-school graduation for many programs; however, individual academic and non-academic requirements still need to be satisfied.

**Non-Academic Requirements** – Program requirements that evaluate suitability for the program, which are not determined by previous educational achievement. Examples include, but are not limited to, criminal record checks (CRCs), resumes, letters of intent, letters of recommendation, and interviews.

**Official Transcript** – A record of an applicant's past academic achievements. Must be received by Admissions in a sealed envelope, via fax, or electronically directly from the institute where the student previously attended

**Permission of Instructor** – A one-time contract between an instructor and a student to allow registration into a specific course for which the student does not meet the entrance requirements.

**Prior Learning Assessment:** (PLA) is assessment by valid and reliable means by a qualified specific of what an individual has learned outside of courses and programs at Northwest Community College for which the granting of transfer credit is inappropriate. Assessment will normally result in credit (assigned or unassigned) being granted to satisfy the admission or graduation requirements of a program offered by Northwest Community College.

**Probation:** Conditions that allow a student to remain in class. Students must agree to the learning contract and documentation will be included in the student file. Should these terms be breached, further disciplinary action will be taken.

**Receiving Institution** – The institution to which a student is transferring academic credits. The College is a receiving institution. See BC Transfer Guide for more details.

**Registration** – The act of signing up for courses and paying the related tuition and fees.

**Restricted Enrolment:** Limiting registration based on a student's performance, behaviour, or other criteria established by the College or accrediting bodies.

**Selected Studies** – Modules of ABE courses that can be taken to learn specific concepts. Students must be registered and attend regularly.

**Self-paced Course** – A course where the pace of learning is determined by the student in consultation with the instructor. Grades are assigned once appropriate learning outcomes are met.

**Sending Institution** – The institution from which a student is transferring academic credits. The College is a sending institution. See BC Transfer Guide for more details.

**Start Date:** The first scheduled date of a program or a course.

**Suspension:** A complete leave from the program and/or College for a specific period of time. Generally a breach of probation could lead to a suspension.

**Transfer Credit:** Refers to the granting of credit for a course successfully completed at another post-secondary institution or through a professional organization or other agency. The course may be equivalent to a course offered by Northwest Community College (assigned credit) or at an appropriate year level in a subject or program area (unassigned credit)

**Tuition:** A fee charged by the College for instruction of a course or a program.

**Tutorials** – Drop in sessions designed to help students solve specific problems or improve understanding.

**Unassigned Credit** – Credit is granted for a specific subject and year level. This credit may be used as an elective towards your credential (e.g., CAPU GEOG 160 = NWCC GEOG 1XX). See BC Transfer Guide for more details.

**Unassigned General Credit** – A past practice for granting course credit granted for course(s) taken at another institution that do not fall within an existing discipline at the College. See BC Transfer Guide for more details. See BC Transfer Guide for more details.

**Underage Students** – Students under the age of 18 who have not graduated high school.

**Unofficial Transcript** – An informal record of an applicant's past academic achievements. These documents can include, but are not limited to, print-offs of grades from students' online accounts and unsealed transcripts from the institute that the student previously attended.

**Unofficial Withdrawal** – Grade assigned to a transcript where the student has stopped attending class and not officially withdrawn.

**Withdrawal** – Grade assigned with no academic penalty when a student officially withdraws from a course or program before specific deadlines, or in extenuating circumstances.

**Withdrawal:** A formal written request to the Registrar's Office or Workforce Training by a student to drop a course/program, this can occur at any time before or after the course/program begins. The timing of this request will correspond to refund amounts available. Instructors may also notify the Registrar's Office that a student is to be withdrawn for attendance reasons.

**WTCS:** Workforce Training and Continuing Studies department