

Definitions

Nunavut Arctic College

Definitions

Nunavut Arctic College has established the following standard definitions to assist in the interpretation and implementation of its approved policies and procedures.

Academic Year

The academic year shall commence on July 1 in one calendar year and terminate June 30 in the following calendar year.

Adult Basic Education

Includes levels 110 - 160 in Science, Social Studies, Mathematics, Aboriginal Languages English and Colleges and Careers, 120, 130.

Appeal

An appeal is the formal process of reviewing the procedures by which a decision was made.

Calendar

The Nunavut Arctic College Calendar is a public document which outlines the approved programs, courses and services. It defines admission requirements, responsibilities and rights which are based on College Policies.

Career Development Programs

All short term (less than six months) skill development programs, courses and workshops generally prepared in direct response to training requirements for an identified employment sector.

Certificate

A certificate is the document awarded to a student who successfully completes the requirements of a Nunavut Arctic College post-secondary certificate level program.

Certificate Program

A sequence of ten (10) courses leading to certification. Certificate programs may also include a practicum/internship component. Certificate programs are generally delivered over the period of one academic year of full-time study. Exceptions for the number of credit courses in a Certificate program may be approved by the Board of Governors.

Challenge Credit

Credit received by successfully challenging an Arctic College credit course.

Cheating

Cheating is the acquiring or use of information in a course through illegal or inappropriate means.

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Credit

One credit is defined as the equivalent of 15 hours of instruction.

Credit Course

Courses in approved Certificate and Diploma programs that are normally forty-five (45) hours, assigned three (3) credits. One (1) credit is equivalent to fifteen (15) hours.

College Property

College property [leased or owned] includes those academic buildings, student accommodations, administrative buildings, research centers, cafeteria, shops, equipment, camps, and common areas in and around such buildings, both temporary and permanent, and the equipment contained therein.

College/University Preparation

A series of courses designed to provide a student with the opportunity to obtain minimum admission requirements for college/university programs. These courses are equivalent to the Adult Basic Education 160 level.

Completion Ceremony

A completion ceremony is the public recognition of student achievement in academic, training or career development pursuits.

Convocation

Convocation is the public recognition of a student's achievement in Certificate, Diploma and Degree level programs.

Copyright

The author or artist of a work retains the copyright in that work unless assigned, in writing, by the author. The assignment can only legally last for a term of 25 years after the author's or artist's death and then revert back to the author's or artist's heirs. Even when copyright has been assigned, the author or artist retains 'moral rights' in the work which relate to the integrity of the work.

Course

A set of instructional topics, with stated skill and knowledge goals, relating to a particular subject.

Diploma

A diploma is the document of recognition awarded to a student who successfully completes the requirements of a Nunavut Arctic College post-secondary diploma level program.

Diploma Program

A sequence of twenty (20) credit courses leading to certification. Diploma programs may also include a practicum/internship component. Diploma programs are generally delivered over the period of two academic years of full-time study. Exceptions for the number of credit courses in a Diploma program may be approved by the Board of Governors.

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Disability

Any physical or mental condition which prevents a student from performing the specific course assignments of a specific program without the provision of appropriate accommodations.

Dismissal

Dismissal is the removal of a student from a program, course or accommodations.

Full-Time Registrations

All program registrations in which the student is enrolled in *sixty percent (60%) or more* of a full course load (Certificate, Diploma and Trade programs).

Incomplete Course

The required course work in a credit course has not been completed by the end of the term in which the course is being taken. The student, in consultation with the instructor of the course, has the following term to complete the required work. Failure to complete the work in the following term will result in a No Credit designation.

Mature Applicant

An applicant for full-time admission to the College:

- who is age 19 (nineteen) or older;
- who does not have the required academic qualifications for a particular Program; and,
- has been out of the K-12 school system for a minimum of one year.
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The applicant will be considered for admission as a mature student. The applicant will be required to complete the Nunavut Arctic College Placement tests. Assessment of the Placement Test will indicate if the applicant will be admitted to the Program of his/her choice or recommended to a Preparatory Program.

Non-Credit Course

All courses for which the College does not award formal credit. These courses may vary in length.

Part-time Student

A student who is enrolled in less than 60% of a full program course load.

Part-Time Registrations

All program registrations in which the student is enrolled in *less than* sixty percent (60%) of a full course load (Certificate, Diploma and Trade programs).

Personal Development Course

A short, non-credit course usually developed in response to community need.

Plagiarism

Plagiarism is the submission of material by a student which is not his/her own work, and which has not been acknowledged by footnote, reference or other documentation.

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Practicum /Internship

Practicum/Internship, which includes field placement, student placement, field experience, field work, and clinical, is an educational opportunity for the student to gain experience in the Program for which s/he is enrolled. The activities that the student is involved in during the field placement depends upon the experience/ knowledge/skills that the student possesses.

Prior Learning Assessment

Prior learning recognizes past learning to meet admission requirements for a program and/or to obtain credit for one or more courses within a program. Prior learning may include:

- *Challenge Credit:*
Challenge credit provides an opportunity for a student to demonstrate that s/he has the knowledge / skills based on the objectives of a specific Nunavut Arctic College course outline by successfully completing the appropriate challenge exam;
- *Equivalency:*
An equivalency is granted when an individual has provided documentation that a previous learning activity for which recognition has been granted by another approved program is similar to the course objectives of an approved Nunavut Arctic College course.
- *Portfolio*
A portfolio is the collection of materials which is submitted by a student for evaluation. It may contain documents of past experience and accomplishments relevant to the learning objectives of an approved Nunavut Arctic College course.
- *Standardized Tests*
A standardized test is one for which reliable and valid norms have been established.

Probation

A process for dealing with a student who has not met the academic standards set by the College or the course in which s/he is registered. Instructors and the Program The Program Director or designate will closely monitor the student's academic progress during any probation period.

Program Manager

A program manager is a Nunavut Arctic College staff member who supervises the delivery of a program[s]. A program manager may be a director, coordinator, senior instructor, or principal as specified by the Campus Director.

Public

Any person not employed by the College.

Registration

Registration is the process that establishes a contract between the student and the College to formalize structured learning activities.

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Student

A person who is registered at Nunavut Arctic College.

Term

The academic year for Arctic College shall have four (4) terms/semesters:

Summer Term:	July to August
Fall Term:	September to December
Winter Term:	January to April
Spring Term:	May to June

Trades Programs

- a. *Introductory Trades Programs*. Includes programs designed to teach the basic skills of a trade with no transfer of courses to trade certification;
- b. *Pre-Employment Programs*. Applicants for these Programs must write the Entrance Examination and obtain a minimum of sixty-five percent (65%) to be admitted. The Programs provide instruction in theory and basic skills at the First Year Apprenticeship level. Students who obtain sixty-five percent (65%) or better will be eligible to write the First Year Apprenticeship Examination.
- c. *Apprenticeship Programs*. Includes training -for apprentices delivered in cooperation with the Apprenticeship Division of the Department of Education.

Traditional Knowledge

Traditional Knowledge is 'Knowledge and values which have been acquired through experience, observation, from the land or from spiritual teachings and handed down from one generation to another', as defined by the GN Traditional Knowledge Policy.

Transcript

A transcript is an official document prepared by the Office of the Registrar in which a student's academic performance is recorded and which bears the Nunavut Arctic College official seal.

Transfer Credit

The College may recognize learning undertaken through other institutions and award credit for those courses.

Withdrawal

Formal notification, with a completed Withdrawal form, that a student is discontinuing a College course. Notification must be received by specific dates as identified in Policy C.11 Course/Program Withdrawal. No credit is awarded towards certification for courses with 'Withdrawal' designation.

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Status Definitions

Audit: Student has enrolled in the course under audit status. This indicates that no assignments or examinations were completed (even in circumstances where the auditor has successfully completed assignments and examinations.)

Challenge Credit: Student has received credit by successfully challenging an Arctic College credit course.

Completed Requirements:

A designation used only for non-credit courses:

- i] specified non-credit courses (such as clinical or practicum/internship) which are compulsory courses required for Certificate and Diploma programs;
- ii] Adult Basic Education courses;
- iii] general interest non-credit courses, workshops, and seminars.

Credit: Student has received credit: has completed course requirements.

Incomplete: Shall be used if, at the end of a credit course, a student has not completed all the prescribed course requirements due to unusual circumstances and the student has expressed the intent to complete the work, and the course instructor has agreed to the arrangement (see Policy C. 24 Academic Regulations).

The maximum time for completion of the work shall be the following term. Failure to submit the assignments will result in No Credit. The instructor must submit the final mark for the course within seven (7) calendar days from the date s/he received the assignments from the student.

No Credit: Student has not successfully completed the course requirements.

Not Completed Requirements:

Student has not completed the requirements for specified non credit courses and Adult Basic Education courses.

Prior Learning Assessment:

The assessment by some valid and reliable means of what has been learned through previously unrecognized education, training or experience that is worthy of appropriate credit in a course or program.

Supplemental Examination:

A supplemental examination was written in order to successfully complete the course requirements. (Refer to Policy C.27 Supplemental Examination for details.)

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- Transfer Credit:** The student has previous credit that meets specific requirements (refer to Policy C.01 Transfer Credit). **The numeric grade previously obtained will be entered on the student's transcript but will not form part of any subsequent calculations of the students grades or grade point average.
- Withdrawal:** The student has officially withdrawn from a course (refer to Policy C.11 Course/Program Withdrawal).
- In Progress:** The student is currently enrolled in this course.