

POWER LAB SPECIAL ACCOMMODATIONS FOR MISSING HOURS PROCEDURE

Procedure Section:	Student and Academic Support Services	Effective Date:	July 1, 2024
Policy Owner:	Vice President of Academic and Student Experience	Last Revised:	July 1, 2024
Policy Administrator:	Dean, School of Trades and Technology	Review Scheduled:	Every 4 years
Approver:	Executive Committee		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.</i>			

A. PROCEDURES

When a student is going through illness or other exceptional circumstances, students may be able to request special accommodations to complete the missing hours in the power lab course. The following procedures will apply.

1. Power Lab Special Accommodations for Missing Hours
1.1 Notification

- a. The student will notify the instructor or Chief Power Engineer of their absence and the student will confirm that they will be filling out the Request for Power Lab Special Accommodations for Missing Hours form.
 - I. Due to illness or other exceptional circumstances, students may be allowed to complete the missing hours for the power lab course. Students will need to fill out the Request for Power Lab Special Accommodations for Missing form.
 - II. To qualify, students must meet one of the valid reasons. Students will need to fill out the Request for Power Lab Special Accommodations for Missing Hours form and email to the Office of the Registrar.
Valid reasons may include:
 - Bereavement
 - Personal illness or injury
 - Religious observances
 - Domestic affliction
 - III. Documentation (medical certificate, death certificate, accident report, etc.) will be required to support special accommodations for missing hours. All medical documentation must be provided to Health Services for verification.

- IV. Request for special accommodations for missing hours must be completed and submitted to the Office of the Registrar prior to the course end date.
- V. The request form will be available online and will be initiated by the student and provided to the instructor or Chief Power Engineer. The instructor or Chief Power Engineer will confirm on the request the number of missing hours and the course(s) start and end dates to complete the missing hours. The instructor or Chief Power Engineer upon completion of their portion will forward the form to the Chair to complete their portion and sign.
- VI. The Program Coordinator will email the request to the Office of the Registrar and will include in the email the student, instructor or Chief Power Engineer and Chair.
- VII. The Office of the Registrar will process the Request for Power Lab Special Accommodations for Missing Hours form and will notify the student, the instructor, Chief Power Engineer, the Program Coordinator, and the Chair of the outcome.
- VIII. If the request is approved the Office of the Registrar will notify via email the student, instructor, or Chief Power Engineer, Program Coordinator and Chair, the email will include course(s) start and end dates and the start time.
- IX. If the request is denied, the student, the instructor or Chief Power Engineer, Program Coordinator and Chair will be notified by the Office of the Registrar via email indicating the reason for denial to the student.

B. DEFINITIONS

- (1) **Chief Power Engineer** means a person who holds a certificate of competency of a classification that meets or exceeds the requirements under the Regulation respecting supervision for the plant type and capacity and has been designated by the owner of a power plant to fulfill the responsibilities of the chief power engineer
- (2) **College:** means Keyano College.
- (3) **Exceptional Circumstances:** means circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances
- (4) **Missing hours:** means a minimum of 200 hours of steam time is required to complete the power lab course. Anything less than 200 hours is considered missing hours of steam time

- (5) **Policy:** means The Power Lab Missing Hours Policy
- (6) **Power Lab:** means a suitable operating power plant accepted as a course for practical experience credit at the 5th, 4th, and/or 3rd class levels. These labs are designed for controlled learning (e.g., students and instructors) and have boilers and pressure equipment.
- (7) **Power Lab Special Accommodations for Missing Hours:** means circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances
- (8) **Request** means Power Lab Special Accommodations for Missing Hours form
- (9) **Student:** means an individual registered in a credit course or program of study at Keyano College
- (10) **200-Hour Power Lab Course** means 200 hours of steam time in the power lab course five-week program. A minimum of 200 hours is required to receive 4th Class Power Engineering Certification.
- (11) **40-Hour Power Lab Courses** means 40 hours of steam time in the power lab one-week course. The 40-Hour Power Lab course is broken into week 1, week 2, week 3, week 4 and week 5. All weeks must be completed in consecutive order. Upon completion of all week courses the student will achieve 200 hours of steam time required to receive 4th Class Power Engineering Certification.

C. RELATED POLICIES

- Power Lab Missing Hours & Competencies Policy
- Examination Policy: Deferred Examination Application

D. RELATED LEGISLATION

- *ABSA (Alberta Boilers Safety Association) is the pressure equipment safety authority for Alberta. ABSA administers Alberta's pressure equipment safety programs under the Safety Codes Act and has the authority to enforce pressure equipment safety as set out in the legislation.*
- *Province of Alberta Safety Codes Act Power Engineers Regulation*

E. RELATED DOCUMENTS

- ABSA - AB-533
- Province of Alberta Safety Codes Act Power Engineers Regulation

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
7/1/2024	NEW Procedure – for Power Lab Missing Hours- Competency Policy	ALL	Dean, School of Trades and Technology	Vice President of Academic and Student Experience