



# **Aurora College Bylaws**

## **Bylaw #1: Student Conduct**

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A BYLAW of the Aurora College Board of Governors in respect of student conduct.

PURSUANT TO Section 16(k) of the *Aurora College Act*, which states that the Board may, with the approval of the Minister of Education, Culture and Employment, make bylaws governing the conduct of students:

WHEREAS Aurora College recognizes that a healthy, productive, and safe living and learning environment is essential to student success;

AND WHEREAS Aurora College recognizes that students, through their actions, affect the College living and learning environment;

AND WHEREAS Aurora College students have responsibilities and entitlements, as members of the College community;

AND WHEREAS students enrolled in Aurora College programs are expected to meet acceptable standards of conduct and to comport themselves with integrity and in a manner which fosters a positive living and learning environment for themselves and their fellow students;

NOW THEREFORE, be it resolved that the Board of Governors of Aurora College, with the approval of the Minister, enacts as follows:

**1.0 TITLE**

1.1 This bylaw may be referred to as the “Student Conduct Bylaw.”

**2.0 DEFINITIONS**

2.1 **ACADEMIC INTEGRITY** – Doing one’s work well and with honesty and giving credit to other people’s work.

2.2 **ACADEMIC MISCONDUCT** – Participation in acts that compromise the integrity of the academic process. Academic Misconduct includes but is not limited to:

- a. Disrupting the academic activities of the College;
- b. Providing false or misleading information or documentation to gain admission to the College or any College program;
- c. Stealing lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;
- d. Plagiarising, taking someone’s words or ideas and presenting them as one’s own original work;
- e. Using work done in one course in fulfillment of the requirements of another course, unless approval is obtained from the instructor involved;
- f. Passing off the work of someone else as one’s own;
- g. Supplying another student with one’s own work for that student to pass off as his or her own work;
- h. Altering or falsifying records, computer files, or any document relating to a student’s academic performance;
- i. Failing to observe any stated rule with regard to procedures used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;
- j. Altering answers on a returned examination;
- k. When prohibited, removing an examination from the examination room;
- l. Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;
- m. Using notes or other sources of information or devices not permitted by the course instructor in an examination;
- n. Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
- o. Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;

- p. Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;
- q. Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
- r. Preventing others from fair and equal access to college resources;
- s. Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages; and
- t. Knowingly assisting another person engaged in actions that amount to academic misconduct.

2.3 HARASSMENT - Any behaviour that satisfies one or more of the following definitions:

- Abuse of Authority – occurs when an individual improperly uses the power and authority inherent in his/her position to endanger the learning or employment of another, interferes with the process of learning or the real or potential employment of another College Community member. It does not include the legitimate and proper exercise of the individual’s authority and responsibilities inherent with the position that they hold within the Community.
- Harassment – unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual’s dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment based upon one or more of the following – race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family status, family affiliation, political belief, political association, social condition or pardoned criminal conviction.
- Personal Harassment – unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual’s dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment. Personal harassment does not have to be based on a prohibited ground of discrimination listed in the *Human Rights Act*.
- Sexual Harassment – unwanted sexual conduct that can be reasonably considered to have the purpose or the effect of violating an individual’s dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual, whether on a one-time basis or in a series of incidents; or that an individual might reasonably perceive as placing a condition of a sexual nature on his or her participation within the College Community.

- 2.4 MISCONDUCT - Failure of a student to meet established standards of behaviour either inside or outside the classroom. Misconduct occurs when a student engages in behaviour that violates statutes, regulations, College bylaws, policies, procedures, rules or guidelines, or interferes with normal College operations and/or the lives and activities of other members of the College Community. Misconduct may be academic or non-academic in nature.
- 2.5 NON-ACADEMIC MISCONDUCT – Failure of a student to meet established standards of student behaviour during activities that occur in a College facility, on a College campus or at College sponsored or supported activities, but are not part of the required learning process. This includes but is not limited to participation in acts that:
- a. Contradict published statutes, regulations, or College rules, bylaws, policies, procedures, or common standards of safety;
  - b. Are disrespectful of faculty, staff and/or other students;
  - c. Create an atmosphere of hostility, intimidation, ridicule, anxiety, or disrespect for others;
  - d. Endanger or threaten to endanger the health or safety of College students, faculty, staff or others present on campus;
  - e. Subject any College student, faculty member, staff member or others to physical, mental, written, or verbal abuse;
  - f. Discriminate against or harass students, faculty or staff members, and/or other members of the College Community;
  - g. Result in the unauthorized use of, or unauthorized entry into, College property;
  - h. Include the possession of misappropriated property;
  - i. Involve participation in unauthorized or hazardous activities;
  - j. Damage College property, or the property of faculty, staff and/or students;
  - k. Involve theft from the College, College faculty members or staff, or fellow students;
  - l. Misuse library or computer resources and the Internet;
  - m. Involve physical confrontation or fighting either on Aurora College property, or when representing the College at an outside activity or function;
  - n. Involve knowingly aiding or assisting other students or individuals in the commission of any misconduct.

**3.0 SCOPE**

- 3.1 This bylaw applies to the activities of students attending Aurora College.
- 3.2 This bylaw applies to all student activities that occur in a College facility, on College property, or at College-sponsored or supported activities.
- 3.3 The President shall establish procedures in support of this Bylaw.

**4.0 STUDENT RESPONSIBILITIES AND ENTITLEMENTS**

- 4.1 Every student attending Aurora College shall be responsible for:
  - a. Familiarizing himself or herself with all relevant Aurora College bylaws, policies, procedures, rules and guidelines;
  - b. Complying with all College bylaws, policies, procedures, rules and guidelines;
  - c. Being aware of any changes in College bylaws, policies, procedures, rules and guidelines that affect any part of his or her student life while registered at the College;
  - d. Conducting himself or herself in a responsible manner free from unacceptable behaviour;
  - e. Conducting himself or herself in a manner that reflects a positive image of Aurora College, when representing the College in official and co-curricular activities;
  - f. Treating fellow students, College faculty members, College staff members and participating agency staff in a respectful manner;
  - g. Familiarizing himself or herself with course and program descriptions and requirements, as well as with student assessment methods;
  - h. Completing course and program requirements and complying with deadlines and attendance requirements as described in the program or course outlines and syllabi;
  - i. Pursuing educational activities in an honest, fair and forthright manner;
  - j. Presenting accurate and unaltered documents and/or records to the College upon application and whenever required;
  - k. Informing the College Registrar or his or her delegate, of any changes to his or her name, current mailing address, registration status, or any other pertinent information;
  - l. Complying with the conditions under which resource material may be brought into an examination;
  - m. Communicating problems or concerns regarding academic or other matters to the appropriate College faculty or staff member by means of proper procedure;
  - n. Obtaining appropriate treatment for any communicable disease(s) that he or she is aware of having;

- o. Complying with copyright and other protective legislation;
  - p. Exercising reasonable care in the use of College property; and
  - q. Being aware of, and complying with, the Internet use guidelines and behaving in a legal and ethical manner when accessing information and communicating through the Internet.
- 4.2 Every student attending Aurora College shall be entitled to:
- a. The highest quality of instruction the College can provide;
  - b. College facilities that provide a safe and healthy learning and, where available, residential environment;
  - c. Access to information on College bylaws, policies, rules, guidelines, and procedures;
  - d. Access to information on the instructor's position on attendance and lateness, evaluation methods, penalties, and other matters, as identified in the syllabus;
  - e. The evaluation profile and syllabus for the program or course in which they are registered within one week of the start of classes.
  - f. The timely, just, and impartial evaluation of their work in accordance with the course evaluation profile and College bylaws and policies, as well as a review of the work and the grades given;
  - g. Fair and equitable treatment as members of the College Community;
  - h. Access to the information contained in their student files;
  - i. Confidentiality of all material contained in their files;
  - j. The opportunity to appeal the following actions of the College, as per subsection 10.1 of Bylaw #3 *Student Loss of Privileges, Penalties, Sanctions and Appeals*:
    - i. Assignment of interim and final grades;
    - ii. Dismissal from an individual course or required learning activity (e.g. practicums, preceptorships, work placements);
    - iii. Dismissal from a program of study;
    - iv. Disciplinary action taken as a result of Academic Misconduct;
    - v. Disciplinary action taken as a result of Non-Academic Misconduct; and
    - vi. Eviction from College housing;
  - k. An impartial hearing of any appeal in accordance with the College's bylaws or policies;
  - l. A support person to accompany them at any level of process that may result in loss of privileges, penalties, sanctions or appeals;
  - m. The opportunity to organize and/or participate in a lawful assembly;
  - n. The opportunity to participate in an Aurora College student association;

- o. Freedom of opinion and expression in the classroom and, where course content allows, in assignments and examinations, so long as that which is expressed is not slanderous, derogatory or discriminatory in nature, and so long as such expression does not hinder the learning process or infringe on the rights of others;
- p. Access to information on student services; and
- q. Student services, including career counselling.

## **5.0 STUDENT CONDUCT**

- 5.1 All students shall conduct themselves in an acceptable manner as defined by statutes and regulations, College bylaws, policies, procedures, rules and guidelines.
- 5.2 Misconduct may lead to loss of privileges, penalties or sanctions up to and including dismissal from a program, expulsion from the College and/or eviction from College housing.

## **6.0 ACADEMIC MISCONDUCT**

- 6.1 All students shall be required to maintain the highest standards of academic integrity during all of their studies at the College.
- 6.2 The College shall give students written notice, at the beginning of each academic term, of the requirement to avoid behaviour that constitutes academic misconduct.
- 6.3 A course instructor may take initial steps to investigate a suspected incident of academic misconduct in a course for which they are responsible.
- 6.4 If an instructor believes that academic misconduct has occurred, the instructor shall report the incident, in writing, to the appropriate Vice President and a formal investigation may be initiated in accordance with Bylaw #3, *Student Loss of Privileges, Penalties, Sanctions, and Appeals*.

## **7.0 NON-ACADEMIC MISCONDUCT**

- 7.1 All students shall be required to meet established standards of student behaviour during activities that occur in a College facility, on College property, or at College-sponsored or supported activities.



- 7.2 Allegations of non-academic misconduct, as defined above and listed below, may be investigated and addressed.
- 7.3 **Alcohol:** Possession, distribution, or use of alcohol in a College facility, on College property, or at College-sponsored or supported activities is not permitted. Students who violate this prohibition shall be reported to the appropriate authority and may be subject to disciplinary actions, up to and including expulsion from the College.
- 7.4 **Recreational Cannabis:** Possession, distribution, or use of recreational cannabis in a College facility, on College property, or at College-sponsored or supported activities is not permitted. Students who violate this prohibition shall be reported to the appropriate authority and may be subject to disciplinary actions, up to and including expulsion from the College.
- 7.5 **Medical Cannabis and Other Legal Medications:** Medical use of cannabis prescribed by a qualified physician is permitted. Students shall provide proof of medical support of such use. The College shall try to accommodate students who need to smoke cannabis for medical purposes. Accommodation requests shall be dealt with on a case by case basis. Students who are taking any legal medications that may cause impairment shall advise their instructor(s) so that accommodations may be made and appropriate precautions implemented by the College.
- 7.6 **Illegal Drugs:**  
Students found to be in possession of, distributing, or using illegal drugs in a College facility, on College property, or at College-sponsored or supported activities shall be reported to the appropriate authority and shall be subject to disciplinary actions, up to and including expulsion from the College.
- 7.7 **Harassment:** Harassment in any form is not acceptable.
- 7.7.1 The College shall act on all written allegations of harassment when the allegation is brought to the attention of a College faculty or staff member. A College faculty or staff member receiving a complaint shall immediately report it to College personnel designated by the College President.
- 7.7.2 A harassment complaint shall be investigated in accordance with Section 8 of the Bylaw #3, *Student Loss of Privileges, Penalties, Sanctions, and Appeals*.

- 7.7.3 During an investigation of a harassment complaint, The College President or his/her delegate, may take whatever interim relief measures he or she considers necessary to protect and provide support for those involved in the matter.
- 7.7.4 Any person who files a complaint that is knowingly false or files a complaint for malicious or vexatious reasons or in bad faith shall be subject to appropriate disciplinary action.
- 7.7.5 This bylaw does not affect an individual's right to file a human rights complaint with the Northwest Territories Human Rights Commission or to file criminal charges or to pursue civil court remedies in appropriate cases.
- 7.8 **College Housing:** Occupation of College housing is a privilege afforded to some College students in accordance with published College policies, rules and guidelines.
  - 7.8.1 Students shall abide by all College housing policies, rules and guidelines.
  - 7.8.2 Failure to abide by College housing policies, rules and guidelines may be considered to be Non-Academic Misconduct.
- 7.9 **Threats to the Safety and Security of the College Community:** Safety and security of the College and members of the College Community are of the utmost importance.
  - 7.9.1 Possession of unauthorized firearms or offensive weapons by students in College housing, in College facilities, or at College sponsored events shall be prohibited.
  - 7.9.2 Any behaviours that pose a threat to the safety and security of the College, College faculty or staff, College students or other members of the College Community may be investigated and addressed in accordance with Bylaw #3, *Student Loss of Privileges, Penalties, Sanctions, and Appeals*.
- 8.0 **DELEGATION**
  - 8.1 References in College bylaws to the College President or other faculty or staff members in authority (e.g. vice-presidents, directors, managers, or registrar) may include a delegate acting on their behalf.

**9.0 COMING INTO FORCE**

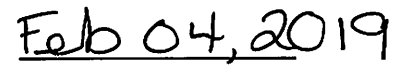
9.1 This bylaw shall come into force on the date set by the Board of Governors. The date shall follow the approval of the Bylaw by the Minister of Education, Culture and Employment.

**APPROVED**

By Motion of the Administrator on November 29, 2018 and by

  
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Honourable Caroline Cochrane  
Minister of Education, Culture and Employment

  
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Date