



Aurora College Bylaws

Bylaw #2: Academic and Performance Standards

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A BYLAW of the Aurora College Board of Governors in respect of academic standards of the institution and the performance standards to be maintained by students.

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 academic standards to be maintained by students;

WHEREAS Aurora College, as the sole public post-secondary institution in the Northwest Territories, delivers a diverse range of adult and post-secondary programs;

AND WHEREAS the College recognizes the diverse learning needs of individuals and promotes accessibility to its programs and equity for all students;

AND WHEREAS the College has a duty to protect the quality of the learning experience for students and the academic integrity of the College as a public post-secondary institution;

AND WHEREAS College academic standards are required for evaluating student performance in courses and programs of study;

AND WHEREAS it is important that students clearly understand their responsibility for academic performance, based on the College's academic standards;

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 “Academic and Performance Standards Bylaw.”

2.0 DEFINITIONS

- 2.1 **Academic Standard** - Level of academic quality or attainment required of the institution, its faculty, staff, and students including, but not limited to, the types of programs and courses offered, organization of courses and programs, certification offered and student performance requirements.
- 2.2 **Extenuating Circumstances** - External conditions that could not reasonably be foreseen that affect or might affect an action and that are considered when reaching a decision that affects a person academically or non-academically. Extenuating circumstances are normally health-related, or of a sensitive/personal nature, or relate to an emergency or crisis affecting a person’s situation (e.g. sudden, lengthy illness, family bereavement, house fire).

3.0 SCOPE

- 3.1 This bylaw applies to the academic and other learning programming offered by Aurora College.
- 3.2 The President shall establish procedures in support of this Bylaw.

PART A – COLLEGE ACADEMIC STANDARDS

4.0 ESTABLISHMENT OF ACADEMIC STANDARDS

- 4.1 The College offers a wide range of courses and programs, including those categorized as being academic preparation, pre-employment and skills training, apprenticeship training, certificate, diploma and degree programming.
- 4.2 The College shall establish and maintain academic standards for all courses and programs offered by the institution.
- 4.3 College program outlines for programs in the categories listed in 4.1 (above) shall be approved by the Board of Governors.
- 4.4 College course outlines related to the programs in the categories in 4.1 (above) shall be approved by the College President.
- 4.5 College program outlines for any other program offered by the College that is not for credit shall be approved by the College President.

- 4.6 College course outlines for any other course or program offered by the College that is not for credit shall be approved by the College President or delegate.
- 4.7 Academic standards and associated planned and required learning activities (e.g. practicums, internships, and camps) for every course and program shall be described in the course and program outlines and syllabi, as well as in the College Calendar.
- 4.8 Academic standards for the courses and programs of the College and associated planned and required learning activities may, if deemed appropriate by the College, be influenced or determined by inter-institutional agreements or the direction of regulatory bodies.

5.0 ISSUANCE OF CERTIFICATION

- 5.1 The College shall issue four Academic Documents of Recognition (Certificates, Diplomas, Applied Degrees, and Records of Achievement) to confirm that a student has completed his/her studies and met the academic standards set by the institution. These Academic Documents of Recognition shall be granted based on the terms and conditions prescribed in this bylaw.
- 5.2 The College may also issue Non-Academic Documents of Recognition for non-credit programming and contributions to the College or the community. The terms and conditions for granting Non-Academic Documents of Recognition shall be prescribed in policies established by the Board of Governors.
- 5.3 The College Academic Documents of Recognition for credit programs shall include certificates, diplomas, and degrees.
- 5.4 The Record of Achievement shall be a College Academic Document of Recognition for non-credit programs that are graded.
- 5.5 College Academic Documents of Recognition for credit programs shall be awarded based upon the successful completion of a required number of credit courses and related learning experiences.
- 5.6 The College shall grant a College Certificate to a student who successfully completes required courses and related learning activities (e.g. practicums) that result in the student earning a minimum of thirty (30) credits in a Certificate Program or as otherwise stated in the Program Outline and has achieved a cumulative average of "C" (60%) or higher.
- 5.7 The College shall grant a College Certificate with Honours to a student who successfully completes required courses and related learning activities (e.g. practicums) that result in the student earning a minimum of thirty (30) credits in a Certificate Program or as otherwise stated in the Program Outline and has achieved a cumulative average of "A-" (83%) or higher and with no course mark below "C+" (65%).

- 5.8 The College shall grant a College Diploma to a student who successfully completes required courses and related learning activities (e.g. practicums) that result in the student earning a minimum of sixty (60) credits in a Diploma Program, or as otherwise stated in the Program Outline and has achieved a cumulative average of “C” (60%) or higher.
- 5.9 The College shall grant a College Diploma with Honours to a student who successfully completes required courses and related learning activities (e.g. practicums) that result in the student earning a minimum of sixty (60) credits in a Diploma Program and has achieved a cumulative average of “A-” (83%) or higher and with no course mark below “C+” (65%).
- 5.10 Subject to Ministerial approval of the program, the College shall grant an Applied Degree to a student who successfully completes required courses and related learning activities (e.g. practicums) that result in the student earning a minimum of thirty (30) credits at the post-diploma level and completes all work experience components/courses as stated in the Program Outline and has achieved a cumulative average of “C” (60%) or higher.
- 5.11 Subject to Ministerial approval of the program, the College shall grant an Applied Degree with Honours to a student who successfully completes required courses and related learning activities (e.g. practicums) that result in the student earning a minimum of thirty (30) credits at the post-diploma level and completes all work experience components/courses as stated in the Program Outline and has achieved a cumulative average of “A-“ (83%) or higher and with no course mark below “C+” (65%).
- 5.12 The College shall issue a Record of Achievement to a student who successfully completes a non-credit offering that is graded. The requirements in non-credit courses and programs may, if deemed appropriate by the College, be influenced or determined by inter-institutional agreements or the direction of regulatory bodies. The issuance of the Record of Achievement shall be based on successful completion of course/program requirements that have been approved by the President.
- 5.13 A student who wishes to enrol in a second program of study following the completion and certification in a first program may be credited with up to twenty percent (20%) of the credits for the second program based on having successfully completed equivalent courses during the first program. The Registrar in consultation with the relevant program manager shall determine which courses from the first program may be credited towards the second program.
- 5.14 Unless otherwise indicated in the approved program outline, all credit courses leading to certification must have been taken within ten years of the date of issuance of the College certification.

6.0 ASSIGNMENT OF CREDITS TO COURSES AND PROGRAMS

- 6.1 Aurora College shall assign credit to courses that make up part of Certificate, Diploma and Degree programs.
- 6.2 Assignment of credit shall be given on the basis of instructional contact hours with fifteen (15) hours equivalent to one (1) credit.
- 6.3 Planned and required learning activities included in programs, such as practicums and internships may be credited in a manner that differs from that identified in section 6.2.

7.0 TREATMENT OF CREDITS EARNED AT OTHER INSTITUTIONS

- 7.1 A student may make applications for transfer credit for courses taken previously at another accredited post-secondary institution.
- 7.2 When determining transfer credits, 80% of course content must be deemed equivalent to the course offered by the College and the student must have achieved a minimum grade of 65% in order for the course credit to be considered for transfer.
- 7.3 The maximum amount of credit that a student can receive based upon studies at institution(s) other than Aurora College shall be forty percent (40%) of the total credits necessary for Program completion.
- 7.4 All decisions related to credit transfers shall be made by the Registrar in consultation with the relevant program manager. These decisions shall be final and shall not be subject to appeal.
- 7.5 A student wishing to take a credit course from another college/university for credit with Aurora College shall obtain written approval from the Registrar's Office of Aurora College before the start of the course. The Registrar in consultation with the relevant program manager shall determine if the credit course from the other institution may be used for credit with Aurora College.
- 7.6 A late applicant who is admitted to a program and has applied for a transfer credit shall register and attend classes in the course for which s/he has applied for transfer credit until such time as the transfer credit may be granted.

8.0 CONDUCT OF COLLEGE COURSES

- 8.1 The evaluation profile and syllabus for the program or course in which they are registered shall be provided to each student within one week of the start of classes.
- 8.2 The standard minimum requirement to pass a course shall be fifty percent (50%) unless a higher requirement is specified in the course outline and course syllabus.

- 8.3 Instructors shall inform each student in writing of their mid-term grade (if applicable) within the timeframe prescribed by the College.
- 8.4 A student who has missed a final examination or final assignment due to Extenuating Circumstances may apply to the course instructor to write a supplemental final examination or to complete a supplemental final assignment for that course.
- 8.5 In some cases, it may not be possible for the College to offer supplemental final examinations or final assignments in some courses, regardless of circumstances. The course outlines and course syllabi shall clearly indicate which courses do not allow supplemental final examinations or final assignments.
- 8.6 Should Extenuating Circumstances result in a student being unable to complete their work in a course during the study term, the student may apply for a course extension.
- 8.7 A student may apply in writing to the course instructor, prior to the course end date, for a course extension of no longer than 30 days.
- 8.8 In some cases, it may not be possible for the College to offer course extensions in some courses. Course outlines and syllabi shall clearly indicate which courses do not allow course extensions.
- 8.9 The course instructor and program manager shall determine whether or not to approve the request for a course extension, a supplemental final assignment, or a final examination. The course instructor and program manager may also determine any conditions to be placed on their approval.
- 8.10 If the student disagrees with the decision of the course instructor and program manager to deny the student's request for a course extension, a supplemental final assignment, or a supplemental final examination, the student may request that the matter be referred to the Chair of the school. The Chair's decision on the matter shall be final and shall not be subject to appeal.
- 8.11 The College shall notify the student, in writing, of all decisions made with respect to a request for a course extension, a supplemental final assignment, or a final examination.
- 8.12 Instructors shall inform each student in writing of their final grade within the timeframe prescribed by the College.
- 8.13 For the purpose of the appeal process, the student's receipt of the instructor's written notice of the mid-term or final grade shall be considered written receipt of the grade.
- 8.14 The Registrar's Office shall provide the student with his/her official final grade in each course.

9.0 GRADING SYSTEMS

- 9.1 A standardized system of grading shall be used in all classroom courses in certificate, diploma, and degree programs. The grading system shall be in accordance with the system described in Attachment A of this bylaw.
- 9.2 Planned and required learning activities included in certificate, diploma, and degree programs (e.g. practicums, internships, and camps) may be graded in a manner that differs from that identified in 9.1.
- 9.3 A standardized system of grading shall be used for academic preparation, pre-employment, skills training, and apprenticeship programs. The grading system shall be in accordance with the system described in Attachment A of this bylaw.
- 9.4 The student, the program manager or designate, and the practicum or internship agency shall agree to the duties, expectations and evaluation process of the student prior to the student starting the planned and required learning activity (e.g. practicum or internship).

PART B – STUDENT ACADEMIC PERFORMANCE STANDARDS

10.0 MINIMUM STUDENT ACADEMIC PERFORMANCE STANDARDS

- 10.1 A student shall:
 - a. Successfully complete all of the requirements described in the course outline and course syllabus.
 - b. Achieve a minimum of fifty percent (50%) to pass a course, unless a higher pass percentage has been specified in the course outline and course syllabus.
 - c. Maintain a minimum cumulative average in a program of study of sixty percent (60%), unless a higher percentage is specified in the program outline.
 - d. Successfully complete all of the requirements identified in the program outline in order to receive the designated certification.
- 10.2 A student participating in a planned and required learning activity, including a practicum, preceptorship, work placement or camp, shall satisfactorily fulfill all of the stated learning objectives of the activity in order to successfully complete their program.
- 10.3 Notwithstanding, the specific requirements of 10.1 and 10.2, in some courses and programs failure to complete all required coursework shall result in failure in the course or program regardless of the student's computed percentile grade. This shall be clearly stated in the course outline and syllabus.

11.0 RIGHT TO APPEAL

- 11.1 A student shall have the right to appeal a mid-term or final grade in the manner and within the timeframe prescribed by the College.
- 11.2 A student shall have the right to appeal a course or program dismissal based on academic performance.

12.0 DELEGATION

- 12.1 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 or delegates acting on their behalf.

13.0 COMING INTO FORCE

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 Board of Governors on 10 June 2015 and by



Honourable Jackson Lafferty
Minister of Education, Culture and Employment

July 7, 2015

Date

ATTACHMENT A

AURORA COLLEGE GRADING SYSTEM

CERTIFICATE, DIPLOMA AND DEGREE PROGRAMS

Aurora College 4 point	9 point	Percentage (60% pass)	Percentage (50% pass)	Alpha	Definition
4.0	9	97-100	97-100	A+	Excellent: Extensive knowledge base; strong evidence of original or independent thinking; capacity to critically analyze and synthesize; consistent ability to make decisions based on theory and critical evaluation
3.9	8.7	90-96	90-96	A	
3.7	8	83-89	83-89	A-	
3.3	7.3	78-82	77-82	B+	Good: Sound knowledge base; original or independent thinking; some critical capacity and analytic ability; some ability to make decisions based on theory; ability to evaluate critically
3.0	6.5	75-77	70-76	B	
2.7	6	72-74	66-69	B-	
2.3	5.5	68-71	62-65	C+	Adequate: Satisfactory knowledge base; some ability to analyze unfamiliar problems, make decisions, and evaluate critically
2.0	5.1	65-67	58-61	C	
1.7	4.7	62-64	54-57	C-	
1.0	3.8	60-61	50-53	D	Minimum pass: Minimal knowledge base; problem-solving limited to routine application of rules and/or based on inaccurate observation; errors of judgment in decision-making or limited ability to make decisions independently and limited ability to evaluate critically
0.0	3	0-59	0-49	F	Inadequate: Little evidence of even a superficial knowledge base; lacking in ability to problem-solve, make decisions and evaluate