
PARENT BYLAW: Bylaw #2 *Academic and Performance Standards*

PARENT POLICY: not applicable

The following procedures are established to meet the requirements for implementing Aurora College Bylaw #2 *Academic and Performance Standards*.

1.0 SCOPE

- 1.1 These procedures set forth how Aurora College Academic Documents of Recognition are issued. The terms and conditions under which these documents are granted are prescribed in Aurora College Bylaw #2 *Academic and Performance Standards*, section 5 Issuance of Certification.
- 1.2 The terms and conditions and procedures for issuing Non-Academic Documents of Recognition are not part of this procedure. They are covered in Aurora College policy B.16 *Documents of Recognition* and its related procedures.

2.0 GENERAL

- 1.1 Aurora College issues the following Academic Documents of Recognition upon successful completion of courses or programs:
 - a) Record of Achievement
 - b) Certificate
 - c) Certificate with Honours
 - d) Diploma
 - e) Diploma with Honours
 - f) Applied Degree
 - g) Applied Degree with Honours
- 1.2 The College Academic Documents of Recognition for credit programs include certificates, diplomas and applied degrees.
- 1.3 The College Academic Document of Recognition for non-credit programs that are graded is the Record of Achievement.
- 1.4 When advised that a student has completed her/his program of study by the appropriate program manager, the Registrar will review and confirm that the student's record indicates that s/he has met the terms and conditions required for receipt of the requested Academic Document of Recognition. If this is the case, then an Academic Document of Recognition may be issued by the Registrar.

2.0 RECORD OF ACHIEVEMENT

- 2.1 The College will 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 will be based on successful completion of course/program requirements that have been approved by the President.

- 2.2 A Record of Achievement will be prepared by the Registrar and signed by the Registrar.

3.0 CERTIFICATE

- 3.1 The College will 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.
- 3.2 The College will grant a 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%).
- 3.3 The Certificate document will be prepared by the Registrar. Certificates will be signed and sealed by the Chairperson of the Board of Governors, the President, and the Registrar.

4.0 DIPLOMA

- 4.1 The College will grant a College Diploma to a student who successfully completes required courses and related learning activities (e.g. practicums) that result in a 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.
- 4.2 The College will grant a College Diploma with Honours to a student who successfully completes required courses and related learning activities (e.g. practicums) that result in a 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 “A-” (83%) or higher and with no course mark below “C+” (65%).
- 4.3 The Diploma document will be prepared by the Registrar. Diplomas will be signed and sealed by the Chairperson of the Board of Governors, the President, and the Registrar.

5.0 APPLIED DEGREE

- 5.1 Subject to Ministerial approval of the program, the College will 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.

5.2 Subject to Ministerial approval of the program, the College will 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%).

5.3 The Applied Degree document will be prepared by the Registrar. Applied Degrees will be signed and sealed by the Chairperson of the Board of Governors, the President, and the Registrar.

6.0 RELATED MATTERS

6.1 In accordance with Aurora College bylaws, no Academic Document of Recognition will be released by the College until such time as all outstanding student fees and accounts have been deemed to be paid.

RELATED PROCEDURES: none

RELATED POLICIES: B.16 *Documents of Recognition*



FACT SHEET

DATES:

2014-10-23

Procedure drafted from policy B.16 *Documents of Recognition* (July 2012) to support Aurora College Bylaw #2 *Academic Standards and Performance*.

Recommended by Policy Working Committee for approval by President.

APPROVED

PRESIDENT:



DATE:

15/12/14
