

AURORA COLLEGE POLICY AND PROCEDURES MANUAL
TABLE OF CONTENTS

IMPLEMENTATION
DATE

Table of Contents	January 15, 2019
Updates	January 15, 2019
Definitions	April 20, 2018

Aurora College Act, Orders, and Regulations

Aurora College Act	2018
Aurora College Regulations	2014
Aurora College Campuses Establishment Order	1996
Aurora College Naming Order	1995
Aurora College Degrees Regulations	2002

Aurora College Bylaws Regarding Students and Supporting Procedures

Bylaw 1	Student Conduct	June 2015
Bylaw 2	Academic and Performance Standards	June 2015
	<i>Procedures for Issuing Academic Documents of Recognition</i>	October 2014
Bylaw 3	Student Loss of Privileges, Penalties, Sanctions, and Appeals	March 2015
	<i>Resolving Student Concerns – Procedure</i>	July 2016
	<i>Establishing the College Standing Appeals Committee and Appeal Panels – Procedure</i>	July 2016
	<i>Academic Appeals – Procedure</i>	July 2016
	<i>Non-academic Appeals – Procedure</i>	July 2016

**AURORA COLLEGE POLICY AND PROCEDURES MANUAL
TABLE OF CONTENTS**

SECTION	POLICY	IMPLEMENTATION DATE
<hr/>		
Aurora College Policies and Supporting Procedures		
A.	Aurora College Code of Ethics	
A.02	Aurora College Code of Ethics	November 29, 2018
B.	Governance and Organization	
B.01	Purpose and Structure of the Policy and Procedures Manual	November 29, 2018
B.02	Policy Development	November 29, 2018
	<i>Procedures for Policy Development</i>	December 7, 2018
	<i>Policy Working Committee Terms of Reference</i>	December 7, 2018
B.10	Acquisition of Programs, Courses and Services	June 30, 1995
B.11	College Name and Logo	June 30, 1995
B.13	Establishment of New Programs	June 2002
B.14	Purchase, Exhibition and Loan of Art	June 30, 1995
B.15	Establishment of New Courses	April 6, 2002
B.16	Non-Academic Documents of Recognition	March 1, 2017
	<i>Issuing Non-Academic Documents of Recognition – Procedure</i>	September 1, 2017
B.17	Traditional Knowledge	January 1, 1996
B.18	Copyright	July 1, 1996
B.21	Staff Awards	July 1, 2017
B.22	Board of Governors’ Student Leadership Award	July 1, 2007
C.	Academic Matters	
C.01	Transfer Credit	February 1, 2012
C.02	Course and Program Attendance	July 1, 2011
C.03	Prior Learning Assessment and Recognition	July 1, 2012
C.04	Campus Student Awards	February 1, 2012
C.05	Program Dismissal	July 1, 2010
C.07	Retention of Course Materials	February 1, 2012
C.08	Non-Resident Students	July 1, 1996

**AURORA COLLEGE POLICY AND PROCEDURES MANUAL
TABLE OF CONTENTS**

SECTION	POLICY	IMPLEMENTATION DATE
C.09	College Honour Roll	February 1, 2012
C.10	Admission of Underage Students	July 1, 2012
C.11	Community Projects	July 1, 2012
C.12	Program Application, Admission, and Continuation	November 1, 2010
C.13	Course Extensions	February 1, 2012
C.14	Course Dismissal	July 1, 2010
C.15	Academic Dishonesty	April 1, 2010
C.16	Access to Student Records	January 1999
C.17	Convocation	July 1, 2012
C.19	Academic Schedule	July 1, 2012
C.21	Practicums / Internships	Nov. 29, 2007
C.22	Field Trips	April 2, 2018
C.23	Assignment of Credit to Programs and Courses	April 1, 2010
C.24	Course Grade Determination	April 1, 2010
C.25	Grading of Courses	April 1, 2010
C.26	Syllabus	July 1, 2003
C.27	Supplemental Examinations and Assignments	February 1, 2012
C.28	Student Academic Evaluation – Course and/or Program	July 1, 2011
C.29	Audit Status	July 1, 2012
C.30	Student Withdrawal	February 1, 2012
C.31	Academic Calendar	July 1, 2012
C.34	Completion Ceremonies	July 1, 2013
C.35	Student Final Course Evaluation	August 30, 1996
C.39	Exchange Program – Student	August 30, 1996
C.41	Class Rescheduling	August 30, 1996
C.43	Programs and Course Changes	January 1, 1996
C.44	Registration	March 1, 2017
C.46	Scholarships and Awards	August 30, 1996
C.48	Transcripts	January 1999
C.49	Program Completion Grace Period	June 30, 1995
C.50	Academic Freedom	March 1, 2016

**AURORA COLLEGE POLICY AND PROCEDURES MANUAL
TABLE OF CONTENTS**

SECTION	POLICY	IMPLEMENTATION DATE
C.51	Dual Credit	March 1, 2017
D.	Student Affairs	
D.05	Student Housing	April 5, 2018
D.08	Student Use of Unsupervised Classroom Areas	April 25, 1997
D.14	Support for Students with Disabilities	February 1, 2013
D.17	Student Conduct - Student Rights and Responsibilities	July 1, 2010
E.	Learning Environment	
E.01	Electronics Information	January 1999
E.03	Library Services	June 30, 1997
E.05	Health and Safety	January 1, 2016
E.07	Harassment	June 30, 1997
E.08	Harassment Appeal	June 30, 1997
F.	Human Resources	
F.04	Conflict of Interest	January 1999
F.07	Staff Tuition/Course Fees	January 1999
G.	Administration and Management	
G.01	GNWT Archival Material	April 25, 1997
G.03	Community Relations and Communications	April 25, 1997
G.04	Crisis & Emergency Management	April 25, 1997
G.07	Program Advisory Committees	January 1999
G.08	External Evaluation	April 25, 1997
G.10	Release of Information	January 1, 1996
G.11	Retention/Storage of Student Records	January 1999
G.12	Delivery of College-Wide Initiatives	January 1999
G.15	Curriculum Committee	April 6, 2002

**AURORA COLLEGE POLICY AND PROCEDURES MANUAL
TABLE OF CONTENTS**

SECTION	POLICY	IMPLEMENTATION DATE
G.16	Articulation Agreement	June 30, 1995
G.19	Internal Review	August 30, 1996
G.20	Digital Signatures	January 1, 2016
H.	Facilities and College Resources	
H.01	Rental of Heavy Equipment	March 1, 2016
H.02	Use of Instructional Equipment	January 1, 1996
H.03	Use of College Property by Staff	December 2003
H.04	Use of College Property by Third Parties	July 1, 2017
	<i>Use of College Property by Third Parties – Procedure</i>	July 6, 2018
H.05	College Use of Aurora Research Institute Resources	April 6, 2002
H.06	Researchers’ Use of Aurora Research Institute Resources	April 6, 2002
H.07	Barrier-Free Facilities	February 1, 2012
H.08	Vehicle Use	April 2, 2018
	<i>Passenger Vehicles – Driver’s Licence Requirements</i>	April 2, 2018
I.	Research	
I.02	Research Administration	July 1, 2013
	<i>Aurora College Research Application Form</i>	October 30, 2014
I.03	Integrity in Research and Scholarship	July 1, 2013
I.04	Ethical Conduct for Research Involving Human Subjects	July 1, 2013
	<i>Expedited Course-Related Research Ethics Review Form</i>	November 1, 2014
	<i>Research Ethics Review Form (external applicant)</i>	November 3, 2014
	<i>Research Ethics Review Form (internal applicant)</i>	November 3, 2014
I.05	Care of Animals in Teaching and Research	July 1, 2013
	<i>Animal Care Protocol Review Form</i>	October 30, 2014
	<i>Animal Care Protocol Report and Renewal Form</i>	October 30, 2014
I.06	Intellectual Property	July 1, 2013
	<i>Procedures for Policy I.06 Intellectual Property</i>	July 1, 2013
	<i>Assignment of Intellectual Property Rights Form</i>	November 3, 2014
I.07	Research Associate Program	July 1, 2013

**AURORA COLLEGE POLICY AND PROCEDURES MANUAL
TABLE OF CONTENTS**

SECTION	POLICY	IMPLEMENTATION DATE
J.	Finance	
J.01	Program/Course(s) Withdrawal Tuition Refund	January 1999
J.02	Fees	July 1, 2016
J.03	Financial and Administration Policies	April 25, 1997
J.04	Student Financial Credit	January 1, 2018
J.05	Capitalization of Assets	December 1, 2016
J.07	Collection of Accounts Receivable	December 1, 2016