

## **POLICY**

Aurora College shall have a manual (“the manual”) that will be the central source for all College Policies and Procedures.

## **PRINCIPLES**

1. Aurora College policies are statements that direct the work of the College.
2. The College policies establish the rules and procedures that direct the actions of the students, the staff, and other users of the College in order to achieve Aurora College’s mission.
3. The College community must have ready and timely access to new and existing policies and procedures.

## **SCOPE**

This policy applies to the manual of documents that govern the administration of Aurora College. The documents that govern the operation of the Aurora College Board of Governors do not fall within the scope of this policy.

## **1 OVERVIEW**

- 1.1 Aurora College was established under the *Arctic College Act* S.N.W.T. 1986(2), c.1 and continued as a corporation under the *Aurora College Act* R.S.N.W.T. 1988,c.A-7 (“the Act”).
- 1.2 In accordance with the Act, Aurora College’s governance documents include bylaws and policies.
- 1.3 Bylaws govern conduct of students; academic standards; loss of privileges by a student; and expulsion of a student from Aurora College. Bylaws are approved by the Minister as recommended by the Board of Governors.
- 1.4 Policies govern the administration of Aurora College. Policies are approved by the Board of Governors.
- 1.5 Procedures supplement the bylaws and the policies by describing the normal method of doing things. Procedures, including forms, are approved by the President (or designee).

## **2 STRUCTURE**

- 2.1 The Policy and Procedures Manual contains the following sections:
  - Table of Contents
  - Updates  
This section consists of a copy of the cover letters that are sent out when newly approved polices are distributed.

- Definitions
- Aurora College Act, Orders, and Regulations  
This section consists of a link to or a copy of the current version of the Act, Orders, and Regulations; it is included for the convenience of the users of the Aurora College Policy and Procedures Manual.
- Aurora College Bylaws Regarding Students and Supporting Procedures  
This section contains the bylaws and supporting procedures governing student conduct, academic standards, and student loss of privileges, penalties, sanctions, and appeals.
- Aurora College Policies and Supporting Procedures  
This section has nine subdivisions and contains policies and procedures dealing with the administration and operation of Aurora College.
  - A Aurora College Code of Ethics
  - B Governance and Organization
  - C Academic Matters
  - D Student Affairs
  - E Learning Environment
  - F Human Resources
  - G Administration and Management
  - H Facilities and College Resources
  - I Research
  - J Finance

### **3 ACCESS TO POLICIES AND PROCEDURES**

- 3.1 Policies will be publicly available via the Aurora College website.
- 3.2 Procedures used by students and members of the public will be publicly available via the Aurora College website.
- 3.3 Policies and procedures (both public and internal) will be available to Aurora College employees via SharePoint.
- 3.4 The Manager, Policy Development and Institutional Research will maintain a hard-copy, backup of the policies and of the procedures reviewed by the Policy Working Committee.

### **4 GENERAL**

- 4.1 Aurora College policies and procedures are subordinate to federal and territorial legislation and policy.

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- 4.2 The official version of a policy is the version that is on the Aurora College website.
- 4.3 The President (or designee) is responsible for ensuring that Aurora College policies and procedures are developed as outlined in Policy B.02 *Policy Development*.

**SUPPORTING PROCEDURES, FORMS, AND RULES**

The President (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

**RELATED POLICIES**

B.02 *Policy Development*

**RELATED AURORA COLLEGE BYLAWS**

None

**FACT SHEET****DATES:**

1994-06	New policy issued as A.01.
1995-03	Policy revised. Policy & Planning Motion #25-1995. Board of Governors Motion #49-1995. Implemented June 30, 1995.
2001-11? 2002-03	Policy revised. Policy & Planning Motion #40-2002 Board of Governors Motion #113-2002 Implemented April 6, 2002
2010-04-01	Policy revised and renumbered as B.01. Board of Governors Motion #BG15-2010. Implemented April 1, 2010.
2011-04-07	New format approved and implemented. Board of Governors Motion #BG14-2011.
2018-11-29	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-44-2018. Implemented November 29, 2018.