
PARENT BYLAW: Not Applicable

PARENT POLICY: B.16 *Non-Academic Documents of Recognition*

The following procedures are established to meet the requirements for implementing Aurora College policy B.16 *Non-Academic Documents of Recognition*.

1 SCOPE

- 1.1 These procedures describe how Aurora College issues its non-academic documents of recognition.
- 1.2 The terms and conditions and procedures for issuing academic documents of recognition are not part of this procedure. They are covered in Aurora College Bylaw #2 *Academic and Performance Standards* and its related procedures.

2 GENERAL

- 2.1 Each document of recognition is issued following the standard format for that document.

3 RECORD OF PARTICIPATION

- 3.1 A Record of Participation may be issued for participating in an Aurora College sanctioned program or activity for which no grade is assigned or credit awarded.
- 3.2 The Registrar may sign Record of Participation documents and send them to the Admissions Officer at each campus, where the remaining information (e.g. student name and program or course) can be added by the Admissions Officer.
- 3.3 The Admissions Officer completes the Record of Participation documents at the request of one of the following:
 - i. the Chair of the appropriate school, Education and Training Division (or the Program Head if the school does not have a chair);
 - ii. the Chair, School of Developmental Studies;
 - iii. the Program Head for the region, Community and Extensions Division;
 - iv. the Continuing Education Coordinator, or the person who performs those duties;
 - v. the Manager of one of the Research Centres, Aurora Research Institute.
- 3.4 The Admissions Officer will not issue the Record of Participation for an activity if the participant's record in the Student Information System is not up to date for that activity.
- 3.5 The Record of Participation is usually presented to participants at the conclusion of the activity, but they may also be mailed to the recipients.

4 IN APPRECIATION

- 4.1 An In Appreciation document may be given to community members and agencies for significant contributions to the College.
- 4.2 Any staff member may recommend, in writing, that an In Appreciation document be given to a community member or agency. The recommendation is sent to the Director of the campus or the Program Head for the region and must include the name of the recipient and a brief description of the significant contribution.
- 4.3 The In Appreciation document will be signed by the Director of the appropriate campus or the Program Head for the appropriate region (for Community Learning Centres).
- 4.4 In Appreciation documents may be presented in person or mailed to the recipient.

5 AURORA RESEARCH INSTITUTE (ARI) RECOGNITION DOCUMENT

- 5.1 An ARI Recognition Document is issued for significant contributions to science, technology, or research in the North.
- 5.2 ARI Recognition Documents are usually awarded annually. The Vice President, Research is responsible for determining the timelines and advising staff of those timelines.
- 5.3 Any staff member may recommend, in writing, that an ARI Recognition Document be given to an individual, group, or agency. The recommendation is sent to the manager of the appropriate research centre and must include the name of the recipient and a brief description of the significant contribution.
- 5.4 The manager of the research centres will send the recommendations to all ARI managers for discussion, and they will forward a list of recommended recipients to the Vice President, Research for final approval.
- 5.5 The Executive Assistant to the Vice President, Research will prepare the document, which is then signed by the Vice President, Research.
- 5.6 ARI Recognition Documents may be presented in person or mailed to the recipient.

6 HONOURARY CERTIFICATE / HONOURARY DIPLOMA

- 6.1 Honourary Certificates and Diplomas are issued with the approval of the Board of Governors.

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- 6.2 One Honourary Certificate and one Honourary Diploma per campus/campus region may be awarded in an academic year. They may be awarded posthumously at the discretion of the Board of Governors.
 - 6.3 Any Aurora College staff member, student, or community member may submit a nomination.
 - 6.4 The President will establish and announce the deadline for submitting nominations. The President will normally do this in early January so there is time for nominations to be received, evaluated, and sent to the Board of Governors meeting that takes place before the convocation ceremonies.
 - 6.5 The person making the nomination will submit a complete nominations package to the appropriate Program Head by the deadline. The package must include:
 - i. A complete nomination form;
 - ii. A written description (maximum two pages) outlining how the nominee meets the criteria for the award;
 - iii. Two letters of support;
 - iv. A brief biography or resume of the nominee; and
 - v. Any additional documentation that supports the nomination.
 - 6.6 The Program Head will forward the nominations packages to the Vice President, Education and Training immediately for review.
 - 6.7 Based upon the recommendation of the Vice President, Education and Training, the President will present the nominations to the Board of Governors for consideration.
 - 6.8 The Registrar will prepare the appropriate document, which will be signed by the Registrar, the President, and the Chairperson of the Board of Governors.
 - 6.9 Honourary Certificates and Diplomas will be presented by a Board member at the appropriate Campus Convocation.
 - 6.10 A permanent record of each award will be displayed on a Wall of Excellence at each Campus.

RELATED POLICIES: None

RELATED PROCEDURES: None



FACT SHEET

DATES:

2017-08-31

Procedure drafted from policies B.16 *Documents of Recognition* and
B.08 *Honorary Certificates and Diplomas*
Approved by President: September 1, 2017
Implemented: September 1, 2017

APPROVED

PRESIDENT: _____

DATE: _____
September 1, 2017