

September 18, 2014

### **Revised Bylaws and Ongoing Policy Revision**

Aurora College has three bylaws that govern student conduct, academic and performance standards, and loss of privileges, penalties, sanctions and appeals.

Bylaw #1 – *Student Conduct*

Bylaw #2 – *Academic and Performance Standards*

Bylaws #3 – *Student Loss of Privileges, Penalties, Sanctions and Appeals*

New versions of these bylaws came into effect in August when they were signed by the Honourable Jackson Lafferty, Minister of Education, Culture and Employment. These replace the original bylaws, which came into effect January 2010.

They can be found at: [http://www.auroracollege.nt.ca/\\_live/pages/wpPages/StudentBylaws.aspx](http://www.auroracollege.nt.ca/_live/pages/wpPages/StudentBylaws.aspx)

**Note: The bylaws take precedence over the policies.**

**The online version of the manual is now the official version of the manual.**

In practical terms - this means referring to a bylaw rather than a policy when you want to know what the standards are for student conduct and academic performance or what the potential loss of privileges, penalties and sanctions are. Example: for student rights and responsibilities, refer to Bylaw 1, Section 4 instead of Policy A.02 *Code of Ethics* or D.17 *Student Conduct*.

**Bylaw #2 *Academic and Performance Standards* contains a significant change.** The cumulative average needed to earn an Aurora College certificate or diploma with honours is now 83%. This is a change from policy B.16 *Documents of Recognition*. The bylaw takes precedence over the policy.

**Bylaw #3 *Student Loss of Privileges, Penalties, Sanctions and Appeals*** distinguishes between dismissal (temporary removal) and expulsion (permanent exclusion).

**Bylaw #3 *Student Loss of Privileges, Penalties, Sanctions and Appeals, Section 11*** gives the President (or delegate) the authority to take immediate action in emergency situations.

The bylaws set the standards and describe the loss of privileges, penalties and sanctions; they do not go into the procedures. Until we finish creating supporting procedures for the bylaws and revising or retiring policies, we are following the procedures in the policies.

Thank you,

Lauraine Armstrong  
Manager, Policy Development and Institutional Research

# **AURORA COLLEGE**

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## **POLICY**

Aurora College requires students to attend classes.

## **PRINCIPLES**

1. Aurora College strives to create a learning environment that prepares students to meet the requirements of and to be successful in the workplace and in their educational pursuits.
2. Registration in a program implies a contractual agreement to the terms of the program.
3. Registration in a course implies a contractual agreement to the terms of the course as stated in the course outline and syllabus.
4. Attendance is directly related to success in learning.

## **PROCEDURES**

1. The student will take responsibility for his/her own decisions related to his/her attendance.
2. The student will take responsibility to abide by the attendance expectations of his/her sponsoring agency and course or program of study.
3. A student who is absent from a class session for any reason will be responsible for completing course work and obtaining information and materials presented in the class during his/her absence. The instructor is not obliged to re-teach the subject matter covered during the missed class.
4. The course instructor will record the attendance of all students. The attendance record of sponsored students will be forwarded to the sponsoring agency if required by the sponsoring agency.

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## Course Attendance

**NOTE: In order for a student to be dismissed from a course due to attendance the instructor must ensure that a warning letter (Appendix A) and a probation letter (Appendix B) are completed prior to the student's dismissal.**

1. When a student is one class short of missing 10% of the required course time the instructor may give the student a warning letter (Appendix A).
2. A copy of the warning letter will also be given to the program manager, Campus Registrar<sup>1</sup>, and the sponsor (if applicable).
3. Once a student misses 10% of the required course time, he/she may be placed on probation until the end of the course. The student and instructor should meet to discuss the steps the student needs to take to successfully complete the course, including developing a plan by which the student can catch up on course work, and available services such as tutoring and counselling. Options, which may include withdrawal or dismissal, will also be discussed in order to aid the student in his/her decision making.
4. The instructor will give the student a probation letter clearly stating what is expected of the student and the consequences if the student does not meet these expectations.
5. A copy of the probation letter will be given to the student, Program Manager, Campus Registrar<sup>1</sup> and, if applicable, the sponsoring agency.
6. If the student does not meet the expectations stated in the probation letter, then he/she may be dismissed from the course. (Appendix C) The student may apply to re-register in the course after one complete subsequent term (see Policy C.14).
7. A copy of the notice of dismissal will be given to the student, Program Manager, Campus Registrar<sup>1</sup>, the sponsor (if applicable), and the Campus Director.
8. A student who has been dismissed from a course may appeal the decision (see Policy D.01 Student Appeals). A copy of the Appeal Procedures will be attached to the student's Notice of Dismissal. The decision of the Appeal Panel will be final.
9. In the case of a dismissal, the designation of Fail (F) (see Policy C.24 Final Grade Determination) will be entered on the student's transcripts.

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<sup>1</sup> At the Yellowknife Campus, the Manager, Student Services performs the duties of the Campus Registrar.

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**Note:** The attendance requirements of any particular course, as indicated in the course outline and syllabus, shall override the provisions in this policy. Any course outline or syllabus that has attendance requirements that differ from the requirements stated in this policy shall be submitted to the Vice President, Academic for approval, before being implemented. (See policies B.15 and C.43)

**Note:** It is expected that instructors will consult with their immediate supervisors if they are uncertain of what course of action to take at any step in this process.

### **Program Attendance**

1. The Program Manager may, with the approval of the Vice President, Academic, establish program specific attendance requirements, which will be noted in the program outline and which will come into effect when the Campus Director provides written confirmation to the Senior Instructor or Program Manager that the outline has been approved.
2. Students registered in programs that have program specific attendance requirements will be provided with a copy of the requirements (e.g. in a syllabus) during or before their first day of classes.
3. A student who has been dismissed from a program for violating the program attendance policy/requirements may appeal the decision (see Policy D.01 Student Appeals). A copy of the Appeal Procedures will be attached to the student's Notice of Dismissal.

**Note:** The attendance requirements of any particular program, as indicated in the program outline, shall override the provisions in this policy. Any program outline that has attendance requirements that differ from the requirements stated in this policy shall be submitted to the Vice President, Academic for approval, before being implemented. (See policies B.13 and C.43)

A student who has been dismissed from a program must sit out one complete academic year (July 1 – June 30) before enrolling in any Aurora College program (see Policy C.05).

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## FACT SHEET

### DATES:

- 1993-10      New policy issued.
- 2003-06      Policy revised. Policy and Programs Committee Motion #70-2003.  
Board of Governors Motion BG#186-2003.  
Implemented July 1, 2003.
- 2010-03      Policy revised. Board of Governors Motion BG#15-2010.  
Implemented July 1, 2010.
- 2011-04-07   Policy revised. Board of Governors Motion BG#15-2011.  
Implemented July 1, 2011.

### RELATED POLICIES

- Definitions
- B.13 Establishment of New Programs
- C.05 Program Dismissal
- C.14 Course Dismissal
- C.43 Program and Course Changes
- C.44 Registration
- D.01 Student Appeals

### RELATED AURORA COLLEGE BYLAWS

- Bylaw #2 Academic Standards
- Bylaw #3 Student Loss of Privileges, Expulsions, and Appeals

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## APPENDIX A

### WARNING LETTER COURSE / PROGRAM ATTENDANCE

**This is an example.  
Modify it to suit your needs.**

# AURORA COLLEGE

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**DATE:**  
**STUDENT NAME:**  
**PROGRAM:**

Re: Attendance

You have missed **XX** hours of an **XX** hour course\*\*.

If you have absences totalling **XX** hours, which is 10% of the required course time, you may be placed on probation, as per Aurora College policy C.02 *Course and Program Attendance*.

If you are encountering problems with the course/program or experiencing personal problems causing your absenteeism, please speak with a counsellor, the Student Success Centre Coordinator or me. I am available to meet with you during my regular office hours **[ENTER OFFICE HOURS HERE]** or by appointment. You could also speak to me before or after class, phone my office **[XXX-XXXX]**, or send me an e-mail to arrange an appointment.

For further information on attendance requirements, please refer to the program/course outline and/or your copy of the course syllabus and Aurora College Policy C.02.

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(Instructor)

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(Date)

cc. Program Manager  
Campus Registrar / Manager, Student Services (Yellowknife Campus)  
Sponsor (if applicable)

**\*\*If the student is receiving a warning letter because of absences in multiple courses, you could list all the courses.**

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## APPENDIX B

### SAMPLE PROBATION LETTER

**This is an example.  
Modify it to suit your needs.**



# AURORA COLLEGE

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**DATE:**  
**STUDENT NAME:**  
**PROGRAM:**

Re: Attendance

You have missed **XX** hours of an **XX** hour course\*\*, which is more than 10% of the required course time. As per Aurora College policy C.02 *Course and Program Attendance*, you have been placed on probation in **[COURSE/PROGRAM NAME]**.

Your probation will continue until the end of the **course/term/academic year**.

While you are on probation you are expected to attend all classes, arriving on time and staying for the duration of the class, unless you have made prior arrangements with the **instructor/program manager**.

If you have absences totalling **XX** hours you may be dismissed from [ **COURSE/PROGRAM NAME**].

If you are encountering problems with the course/program or experiencing personal problems causing your absenteeism, please speak with a counsellor in the Student Success Centre or me. I am available to meet with you during my regular office hours **[ENTER OFFICE HOURS HERE]** or by appointment. You could also speak to me before or after class, phone my office **[XXX-XXXX]**, or send me an e-mail to arrange an appointment.

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(Instructor/Program Manager)

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(Date)

cc. Program Manager (for course probation)  
Campus Registrar / Manager, Student Services (Yellowknife Campus)  
Sponsor (if applicable)

**\*\*If the student is being placed on probation for the program because of absences in multiple courses, you could list all the courses.**

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## APPENDIX C

### LETTER OF DISMISSAL COURSE / PROGRAM ATTENDANCE

**This is an example.  
Modify it to suit your needs.**

# AURORA COLLEGE

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DATE:

STUDENT NAME:

PROGRAM:

Re: Attendance

On dd/mm/yyyy you were placed on probation for NAME OF COURSE/PROGRAM, stating that you would state expectations from probation letter .

On dd/mm/yyyy you were again absent from class without making prior arrangements with the instructor.

You have not met the terms of your probation and are, therefore, dismissed from NAME OF COURSE/PROGRAM.

You have the right to appeal this dismissal, and a copy of the appeal process is attached.

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Program/Course- Instructor

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Program Manager

cc Campus Registrar/Manager, Student Services, Yellowknife Campus<sup>1</sup>  
Sr. Instructor, Program / Program Manager  
Campus Director  
Manager, Student Services (Program Dismissal)