

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

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

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POLICY

Additional time to complete course work (an extension) may be offered to a student.

PRINCIPLES

1. On occasion, extenuating circumstances (see Definitions) cause serious disruption to students and their families.
2. When extenuating circumstances have a significant impact on a student's performance additional time may need to be provided to permit the student to complete his/her studies.

PROCEDURES

General

1. Course extensions are not permitted in some courses, regardless of circumstances. Courses which do not allow course extensions will clearly indicate such in the course outline and course syllabus.

Procedures

1. When extenuating circumstances exist, a student may apply in writing to the course instructor prior to the course end date (see policies C.24 Course Grade Determination and C.27 Supplemental Examinations and Assignments), outlining the circumstances and requesting a course extension.
2. Upon receipt of a written request for course extension, the course instructor (or designate) will consult the Program Manager. The course instructor and Program Manager will collaboratively decide whether or not to approve the request. Their decision is final and is not subject to the formal appeal process.
3. A course extension will not exceed thirty (30) calendar days beyond the original course end date, unless there are exceptional circumstances.
4. If the request for a course extension is approved, the student will enter into a course extension contract (see Appendix 'A') with the course instructor (or designate), with copies of the contract provided to the Program Manager, Chair and Campus Admissions Office (representing the Office of the Registrar).

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5. When a request for a course extension is approved, an Incomplete (IN) will be entered into the Student Records System following the original end date of the course, but before a final grade has been achieved.
6. If a course extension expires without the student completing the evaluation criteria as required in the course outline and course syllabus, the student will receive a final course grade of Fail (F).
7. In the case where the student has a computed passing percentile grade without the completion of all required course work, a final grade of forty-nine percent (49%) will be submitted by the instructor with a grade comment of IF (Incomplete Failure).
8. If the request for a course extension is denied, the course instructor (or designate) will inform the student in writing within five (5) working days.

FACT SHEET

DATES:

1993-10-03	New policy issued.
1996-01	Policy revised. Policy and Planning Committee Motion#PP03-1996. Board of Governors Motion#BG22-1996. Implemented July 1, 1996.
2007-03	Policy revised. Board of Governors Motion#BG16-2007. Implemented July 1, 2007.
2010-03	Policy revised. Board of Governors Motion#BG15-2010. Implemented April 1, 2010.
2011-04-07	New format approved and implemented. Board of Governors Motion#BG14-2011.
2012-01-31	Policy revised. Board of Governors Motion#BG07-2012. Implemented February 1, 2012.

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RELATED POLICIES

- C.24 Course Grade Determination
- C.25 Grading of Courses
- C.27 Supplemental Examinations and Assignments
- J.02 Fees

RELATED AURORA COLLEGE BYLAWS

Bylaw #2 Academic Standards

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APPENDIX 'A'

AURORA COLLEGE SAMPLE COURSE EXTENSION CONTRACT

The following document may be used as is, or altered as appropriate.



Aurora
College

**COURSE EXTENSION
CONTRACT**

This contract between:

Name of Student

And

Name of Instructor

Of the

Name of Program
Aurora College

I, NAME OF STUDENT, have applied for, and received, an extension to complete NAME OF COURSE. As such, I have until DATE to complete the course requirements.

If I do not complete the course requirements by DATE, I am aware that my final mark will be calculated without the course requirements being complete, and that it is possible I will receive a Fail (F) as a result.

By signing this document I acknowledge that I have read, understood and agree to the above conditions.

DATED this _____ day of _____, 20 _____.

THE COLLEGE:

THE STUDENT:

Instructor
(or designate)

Student

Witness

Witness

cc Program Manager
Campus Admissions Office
School Chair