

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,

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## POLICY

Aurora College expects academic honesty from its students. Academic dishonesty will not be tolerated.

## PRINCIPLES

1. When academic dishonesty is tolerated, it undermines the:
  - i. Quality and integrity of a course;
  - ii. Quality and integrity of a program;
  - iii. Quality and integrity of Aurora College; and
  - iv. Work of those students who are academically honest.
2. Academic dishonesty includes but is not limited to:
  - i. Providing false or misleading information or documentation to gain admission to the College or any College program;
  - ii. Theft of lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;
  - iii. Plagiarism, taking someone's words or ideas and presenting them as one's own original work;
  - iv. Using work done in one course in fulfillment of the requirements of another course, unless approval is obtained from the instructor involved;
  - v. Presenting someone else's work as one's own;
  - vi. Supplying another student with one's own work for that student to pass off as his or her own work;
  - vii. Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
  - viii. Failure to observe any stated rule with regard to procedures used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;
  - ix. Altering answers on a returned examination;
  - x. When prohibited, removing an examination from the examination room;
  - xi. Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;

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- xii. Using notes or other sources of information or devices in an examination not permitted by the course instructor;
- xiii. Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
- xiv. Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;
- xv. Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;
- xvi. Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
- xvii. Preventing others from fair and equal access to college facilities;
- xviii. Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;
- xix. Knowingly assisting another person engaged in actions that amount to academic dishonesty; and

Academic dishonesty is considered unacceptable behaviour (see Definitions).

- 3. Students have a responsibility to become informed about College policies and to ensure their academic and personal conduct does not constitute academic dishonesty.
- 4. Students who are unsure whether a particular course of action constitutes academic dishonesty plagiarism and/or cheating are advised to consult with their instructor or program manager.
- 5. Instructors have a responsibility to communicate specific information about what constitutes academic dishonesty in their program area.
- 6. Students will be given written notice of the requirement to avoid behaviour that constitutes academic dishonesty.

### PROCEDURES

- 1. An instructor who suspects a student of academic dishonesty will verbally inform the student of the allegation.
- 2. Following the verbal discussion with the student, if the instructor is convinced that academic dishonesty has occurred, the instructor will report the incident in writing to the Campus Director, as per Policy D.17 Student Conduct - Student Rights and

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Responsibilities. The letter to the Campus Director will be copied to the student and the instructor's Program Manager.

3. A student who allegedly commits an act of academic dishonesty will be subject to the procedures identified in Policy D.17 Student Conduct - Student Rights and Responsibilities.
4. Penalties for academic dishonesty may include dismissal from a course and/or program (see policies C.05 Program Dismissal and C.14 Course Dismissal).
5. A student who is dismissed from a course or a program for academic dishonesty may appeal his/her dismissal in accordance with Policy D.01 Student Appeals.

### **RELATED POLICIES**

- C.05 Program Dismissal
- C.14 Course Dismissal
- D.01 Student Appeals
- D.17 Student Conduct - Student Rights and Responsibilities

### **RELATED AURORA COLLEGE BYLAWS**

Bylaw #3 Student Loss of Privileges, Expulsion, and Appeals