

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

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## **POLICY**

Aurora College will maintain a standard process for course grade determination.

## **PRINCIPLES**

1. Aurora College recognizes the importance of having a standard process, conducted in a timely, appropriate, and fair manner, to determine a mid-term (if applicable) and final course grade.
2. The College affirms that academic evaluation is based on competency and proficiency.
3. The College will establish and communicate in writing to students the learning outcomes and performance criteria required to successfully complete each course.

## **PROCEDURES**

1. The standard minimum grade required to pass a course is 50 per cent, unless specified otherwise in the course outline and course syllabus.
2. Where the minimum grade required to pass a course exceeds 50 per cent, that minimum grade will be recommended by the Vice President, Academic for approval.
3. The College may change the minimum grade required to successfully complete a course. Changes will be listed in the course outline and course syllabus, and published in the College Calendar.
4. Students must complete the required course work as specified in the course outline and course syllabus in order to successfully complete a course.
5. Students who do not complete the required course work as specified in the course outline and course syllabus will receive a final course grade of Fail (F) unless a course extension has been granted (see C.13 Course Extensions).
6. If a course extension has been granted to allow a student to complete the required course work as specified in the course outline and course syllabus, Incomplete (IN) will be entered for course status (see C.25 Grading of Courses).

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7. If the course extension expires without the student completing the required course work as specified in the course outline and syllabus, the student will receive a final course grade of Fail (F).
8. In the case where the course outline and course syllabus indicate that failure to complete the required course work will result in failure of the course, and the student has a computed passing percentile grade but has not completed the required course work, a final course grade of 49% (F) will be submitted along with a course status of IF (Incomplete Failure)
9. Students who are dismissed from a course will receive a final course grade of Fail (F).
10. Students who are dismissed from a program will receive a final course grade of Fail (F) in all applicable courses.
11. Instructors will inform each student in writing of their mid-term grade (if applicable) within five working days of the mid-term point in the course.
12. Instructors will inform each student in writing of their final grade within 10 working days of completion of the course.  
  
**Note:** For a list of grades for all their courses, students may request a Statement of Marks from the office of the Campus Registrar<sup>1</sup>. The Campus Registrar will provide students with their official final grade in each course.
13. For the purpose of the appeal process, the student's receipt of the instructor's written notice of the mid-term or final grade will be considered written receipt of the grade.
14. Students have the right to appeal a mid-term grade within five working days of written receipt of the grade (see D.01 Student Appeals).
15. Students have the right to appeal a final grade within 15 working days of written receipt of the grade (see D.01 Student Appeals).
16. Students may apply to write a supplemental final examination or assignment in extenuating circumstances (see C.27 Supplemental Examinations and Assignments).
17. Students may apply for a course extension in extenuating circumstances (see C.13 Course Extensions).

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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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## **RELATED POLICIES**

- C.13 Course Extensions
- C.25 Grading of Courses
- C.27 Supplemental Examinations and Assignments
- C.28 Student Academic Evaluation
- D.01 Student Appeals

## **RELATED AURORA COLLEGE BYLAWS**

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