

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
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POLICY

In situations where extenuating circumstances exist, a student may be provided with an opportunity to write a supplemental final examination or final assignment.

PRINCIPLES

1. Students are responsible for managing their own learning processes.
2. Periodically, as a result of extenuating circumstances (see Definitions) that are beyond the control of the student, it may be reasonable to provide an opportunity for the student to take a supplemental final examination or assignment.

PROCEDURES

General

1. Supplemental final examinations or final assignments are not permitted in some courses, regardless of circumstances. Courses which do not allow supplemental final examinations or final assignments will clearly indicate such in the course outline and course syllabus.
2. The student is responsible for paying for any invigilation costs associated with the writing of a supplemental final exam (see Policy J.02).

Procedures

1. A student who has missed a final exam or final assignment due to extenuating circumstances (see Definitions) may apply to the course instructor to write a supplemental final exam or to complete a supplemental final assignment for that course.
2. To request a supplemental final exam or assignment, a student shall apply in writing to the course instructor. The written request, outlining the extenuating circumstances that should be considered, must be submitted within two (2) working days of the missed final exam or final assignment.
3. If a student is unable to contact the instructor within two working days of the missed final exam or final assignment and can provide documentation related to the extenuating circumstances for not being able to contact the instructor, then the student must contact the instructor as soon as possible.

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4. Upon receipt of a written request to write a supplemental final exam or final assignment, the course instructor 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.
5. The instructor will respond to the student's request within three (3) working days of receipt of the request. If the supplemental final exam or final assignment is approved, it will be scheduled within 10 working days following the date of approval.
6. If a student takes a final exam or completes a final assignment and is subsequently given a supplemental exam or assignment, and if the grade obtained on the supplemental exam or final assignment is higher than the grade on the original, the grade on the supplemental exam or assignment will be used to calculate the final course grade and grade point average.
7. If a student takes a final exam or completes a final assignment and is subsequently given a supplemental exam or assignment, and if the grade obtained on the supplemental exam or assignment is the same as or lower than the grade on the original, the final course grade and grade point average will not be changed.
8. If the student is no longer a resident in the community where the course was delivered, arrangements will be made for invigilation of the supplemental final exam at the nearest Aurora College location or other approved site in the student's community of residence. The invigilator is responsible for submitting the completed final exam to the instructor.
9. If the student is no longer a resident in the community where the course was delivered, the student is responsible for submitting the supplemental final assignment to be received by the instructor by the date designated by the instructor.
10. Final grades will be submitted to the Office of the Registrar within 10 calendar days of the supplemental final exam or final assignment submission deadline.

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FACT SHEET

DATES:

1993-10-03	New policy issued.
1996-01-24	Policy revised. Policy and Planning Committee Motion#PP03-1996. Board of Governors Motion#BG22-1996. Implemented July 1, 1996.
2007-04	Policy revised. Board of Governors Motion#BG40-2007. 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#BG08-2012. Implemented February 1, 2012.

RELATED POLICIES

C.24 Course Grade Determination
J.02 Fees

RELATED AURORA COLLEGE BYLAWS

Bylaw #2 Academic Standards