

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

Aurora College is committed to evaluating a student's academic performance in a timely, appropriate, and fair manner, and based on the objectives of a course and/or program.

PRINCIPLES

1. Aurora College recognizes the importance of having a standard process, which is conducted in a timely, appropriate and fair manner, to evaluate a student's academic performance.
2. The College affirms that academic evaluation is based on competency and proficiency.
3. The College will establish the learning outcomes and performance criteria required to successfully complete each course and program.
4. The College will communicate in writing to students, via course syllabi, course outlines, and program outlines, the learning outcomes and performance criteria required to successfully complete each course and program.
5. Students are responsible for their learning, and for meeting the performance criteria required to successfully complete a course and/or program.
6. The College will ensure that a student will be advised if he/she is in danger of failing to successfully complete a course and/or program.

PROCEDURES

COURSES

1. The instructor for each course will review the academic performance of each student on an ongoing basis.
2. When a student's **course mark is five per cent higher than the pass mark, or less**, and the instructor believes that the student may fail the course, the instructor will meet with the student 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.

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Note: The standard minimum grade required to pass a course is 50 per cent, unless specified otherwise in the course outline and course syllabus (see Policy C.24 Course Grade Determination).

3. When a student's **course mark drops to or falls below the pass mark**, the instructor will inform the student and the Program Manager (or designate) in writing.¹ For example, if the course pass mark is 50 per cent, the instructor will inform the student and the Program Manager (or designate) in writing when the student's course mark reaches 50 per cent or less.
4. A student whose **course mark falls below the pass mark** will be placed on academic probation in the course for the remainder of the course. The instructor will give the student a letter explaining the terms of his/her academic probation.

Note: The letter should clearly state the length of the academic probation; expectations of the student; and the consequences if the student does not meet these expectations.

PRACTICUMS/INTERNSHIPS

1. The performance of a student in a practicum/internship may be evaluated at any time during the practicum/internship. See Policy C.21 Practicums/Internships for information regarding evaluation procedures for practicums/internships.

PROGRAMS

1. The standard minimum cumulative average required to complete a program is 60 per cent, unless specified otherwise in the program outline.
2. Students who achieve and maintain a cumulative average of 60 per cent or higher in their program will be considered to be students in good standing.
3. Where the minimum cumulative average required to complete a program exceeds 60 per cent, that minimum cumulative average will be recommended by the Vice President, Academic for approval.
4. In order to successfully complete a program, students must fulfill all the requirements identified in the program outline.

¹ In cases where the Program Manager is the instructor, the Program Manager's direct supervisor will act as the Program Manager as outlined in this policy.

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5. When a student's **cumulative average for the program is 65 per cent or less**, the Program Manager (or designate) will meet with the student to discuss the steps the student needs to take to successfully complete the program, including developing a plan by which the student can catch up on course work, and available services such as tutoring and counselling.
6. A student whose cumulative average for the program is 60 per cent or less will be placed on academic probation. The Program Manager (or designate) will give the student a letter explaining the terms of the student's academic probation.

Note: The letter should clearly state the length of the academic probation; expectations of the student; and the consequences if the student does not meet these expectations.

7. The usual academic probation will be until the end of the current academic term. Should there be extenuating circumstances, the academic probation may continue until the student completes the program.

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FACT SHEET

DATES:

1993-10-03	New policy issued.
1997-11	Policy revised. Policy and Program Committee Motion PPC#19-1997. Board of Governors Motion BG#19-1997. Implemented April 25, 1997.
2007-11	Policy revised. Policy and Program Committee Motion PPC#02-2007. Board of Governors Motion BG#82-2007. Implemented November 29, 2007.
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

- C.05 Program Dismissal
- C.14 Course Dismissal
- C.21 Practicums/Internships
- C.24 Course Grade Determination
- D.01 Student Appeals

RELATED AURORA COLLEGE BYLAWS

- Bylaw #1 Student Conduct
- Bylaw #2 Academic Standards
- Bylaw #3 Student Loss of Privileges, Expulsions, and Appeals