

AURORA COLLEGE

POLICY

Aurora College is committed to supporting and encouraging students to conduct themselves in an acceptable manner. As members of the College community, Aurora College students have contractual rights and responsibilities.

PRINCIPLES

1. Aurora College recognizes that a healthy, productive, and safe learning environment contributes to student success.
2. Aurora College supports all students in maintaining a positive and healthy living and learning environment.
3. Aurora College recognizes that students, through their actions, affect the College living and learning environment.
4. As members of the College community, Aurora College students have rights and responsibilities (see Appendix 'A' and Policy A.02 Code of Ethics).

PROCEDURES

Students who allegedly conduct themselves in a manner that is unacceptable (see Definitions) or that constitutes an offence will be subject to the following procedures:

1. The alleged student misconduct will be communicated in writing, marked “Personal and Confidential”, by the complainant to the Campus Director. The Campus Director will ensure that a copy of the written complaint, marked “Personal and Confidential”, will be given to the program managers of the complainant and the student who is the subject of the complaint.
2. Within two working days of receipt of the complaint, the Campus Director will acknowledge receipt of the complaint, in writing, and appoint a Program Manager to investigate the matter. The Program Manager appointed to investigate the complaint must be from outside the program area of the student who is the subject of the complaint, as well as from outside the program area of the complainant. At the same time, the Campus Director will advise, in writing, the student who is the subject of the complaint of: the nature of the complaint, the nature of the investigation, and the name of the Program Manager appointed to conduct the investigation.

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3. Within five working days of being appointed to investigate the complaint, the appointed Program Manager will investigate the reported alleged misconduct by reviewing the particulars available, interviewing the complainant, the student who is the subject of the complaint and any relevant witnesses. In this and all further proceedings, the student who is the subject of the complaint may be accompanied by one (1) person of his/her choice to give advice and support. If the student requests it, the support person may present the student's case; however, the student will be expected to respond to questions from the appointed Program Manager.
4. The appointed Program Manager investigating the complaint will review the situation and determine whether or not unacceptable behaviour (see Definitions) has occurred, and will inform the student who is the subject of the complaint as to whether or not the case will proceed.
5. If the investigation determines that unacceptable behaviour has occurred, the appointed Program Manager will, within two working days of the investigation, make a decision regarding disciplinary action, which may include but is not limited to, one or a combination of the following:
 - a. *Informal Resolution*: If informal resolution is considered reasonable, the parties concerned will be brought together to resolve the complaint and to work out a feasible plan for the student to continue in the course or program.
 - b. *Reprimand*: A student who is reprimanded will be permitted to continue studies at the College.
 - c. *Probation*: A student who is on probation may continue studies under the following specific conditions:
 - i. The period of probation may continue until the student completes the program.
 - ii. A student who meets the conditions of the probation may have the probation lifted.
 - iii. A student who does not meet the conditions of the probation is subject to dismissal from the College.
 - d. *Dismissal*: A student who is dismissed from a program for reasons of misconduct will not be allowed on College property. There will be no refund of any fees, and all outstanding debts to the College and materials on loan from the College will be due immediately.

Note: Serious infractions may legitimately result in dismissal from Aurora College programs without prior warning.

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6. Within two working days of making the decision, the Program Manager investigating the complaint will communicate the decision in writing to the following:
 - a. The student;
 - b. The complainant;
 - c. The student's Program Manager;
 - d. The complainant's Program Manager;
 - e. The Campus Registrar¹; and
 - f. The Campus Director.

7. Students have the right to appeal the decision in accordance with Policy D.01 Student Appeals. When appealing decisions made under this policy (D.17), course appeals will start at procedure 3.0, skipping the informal and formal conciliation steps, and the Program Manager appointed to investigate the complaint will be the staff person representing the College.

Note: In some instances, students may admit to misconduct before a formal complaint is made. Under this circumstance, the instructor will advise the Program Manager who will notify the Campus Director. The Campus Director will appoint a Program Manager from outside the student's program area who, in collaboration with the student's Program Manager, will review the information and determine the appropriate disciplinary action (see 5 above).

Note: A student who has been dismissed from an Aurora College program for unacceptable behaviour must sit out one complete academic year (July 1 – June 30) before applying for re-admission (see Policy C.05 Program Dismissal).

A student who has been dismissed from an Aurora College course for unacceptable behaviour may apply to re-register in the course after one complete subsequent term (see Policy C.14 Course Dismissal).

¹ At the Yellowknife Campus, the Manager of Student Services performs the duties of the Campus Registrar.

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RELATED POLICIES

- A.02 Code of Ethics
- C.05 Program Dismissal
- C.14 Course Dismissal
- D.01 Student Appeals

RELATED AURORA COLLEGE BYLAWS

- Bylaw #1 – Student Conduct
- Bylaw #3 – Student Loss of Privileges, Expulsion, and Appeals

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Appendix A

Aurora College
Student Rights and Responsibilities
(A.02 Code of Ethics)



Student Rights

Students have the right to:

- a. College facilities that provide a safe and healthy environment;
- b. Confidentiality of all material contained in their files;
- c. The information contained in their student files, by making a written request to the Manager of Student Services, Registrar or designate;
- d. Receive the evaluation profile and syllabus for the program or course in which they are registered on the first day of their class. Students have the right to know the instructor's position on attendance and lateness, evaluation methods, penalties, and other matters, as identified in the syllabus;
- e. The timely, just, and impartial evaluation of their work in accordance with the course evaluation profile and College policies, as well as a review of the work and the grades given;
- f. An appeal hearing for College decisions that affect their success in their program. The appeal process includes an impartial decision-maker and a decision that considers and weighs all of the issues;
- g. The opportunity to challenge decisions regarding their program, course(s), and/or accommodation, and the right to appeal;
- h. Representation from within the College community during the process where there is an issue that may result in disciplinary action;
- i. Information on College policies;
- j. The highest quality of instruction the College can provide;
- k. Fair and equitable treatment as adults;
- l. Lawful assembly;
- m. A student association;
- n. Freedom of opinion and expression in the classroom and, where course content allows, in assignments and examinations, so long as that which is expressed is not slanderous, derogatory or discriminatory in nature, and so long as such expression does not hinder the learning process or infringe on the rights of others;
- o. Information on student services; and
- p. Student services, including career counselling, for their support.



Student Responsibilities

A student is responsible for:

- a. Complying with all Aurora College bylaws and policies;
- b. Being aware of any changes in College bylaws and policies that affect any part of his or her student life while registered at the College;
- c. Conducting himself or herself in a responsible manner free from unacceptable behaviour (see Definitions);
- d. Conducting himself or herself in a manner that reflects a positive image of Aurora College, when representing Aurora College in official and co-curricular activities;
- e. Treating fellow students, staff members, and participating agency staff in a respectful manner;
- f. Familiarizing himself or herself with course and program descriptions and requirements, as well as with student assessment methods;
- g. Completing course and program requirements, and complying with deadlines and attendance requirements as described in the program or course outlines and syllabus;
- h. Pursuing educational activities in an honest, fair and forthright manner. Any act of plagiarism or cheating with respect to any assignment or examination administered, will result in penalty;
- i. Presenting accurate and unaltered documents, and/or records to the College upon application and whenever required;
- j. Informing the Campus Registrar of the Aurora or Thebacha Campus or the Manager of Student Services of the Yellowknife Campus or designate in writing, of any changes to his or her name, current mailing address, registration status, or any other pertinent information;
- k. Complying with the conditions under which resource material may be brought into an examination;
- l. Communicating problems or concerns regarding academic matters to the appropriate College staff by means of proper procedure;
- m. Obtaining appropriate treatment for any communicable disease(s) that he or she is aware of having;
- n. Complying with copyright and other protective legislation;



- o. Exercising reasonable care in the use of College property; and
- p. Being aware of, and complying with, the Internet use guidelines, and behaving in a legal and ethical manner when accessing information and communicating through the Internet.