

POLICY STATEMENT

Policy Name	Documents of Recognition		
Policy #	B.16	Category	Academic Matters
Approving Jurisdiction	Board of Governors	Replaces	Bylaw 2 (July 2015) B.16 (March 2017)
Administrative Responsibility	Registrar	Version	2024-07-01
		Next Review Date	To Be Determined

See the related PROCEDURES (Link to be added when posted.)

PURPOSE

Aurora College is committed to promoting educational quality, fostering learning pathways, and recognizing excellence through the establishment and recognition of a formal institutional documents of recognition framework.

SCOPE AND LIMITS

This policy applies to all documents of recognition issued by Aurora College. This policy does not include credentials issued in partnership with other institutions.

POLICY STATEMENT

Aurora College offers instruction leading to the awarding of academic credit and academic non-credit documents of recognition. Appendix A: Institutional Documents of Recognition Framework outlines the types of documents issued in recognition of successful completion of college programs and courses.

Aurora College also honours excellence in research, scholarship, and community service through awards and recognition documents. The framework outlines the types of documents issued to recognize and honour exemplary individuals or organizations.

Changes to the Documents of Recognition Framework must be approved by the Academic Council.

Guiding Principles

1. Academic and non-academic documents of recognition should meet institutional standards that demonstrate relevancy, integrity, value, and quality assurance.

2. The College is committed to promoting student learning pathways, mobility and progression for students and graduates within Aurora College by developing curricula and credentials that are recognized and well regarded by other post-secondary institutions, employers, and industries, as well as local and global communities.
3. Honorary documents and community documents of recognition should reflect the values of Aurora College of respect, inclusiveness and diversity, innovation, and academic integrity.

DEFINITIONS

Academic credit documents of recognition: Documents issued upon successful completion of credit programs.

Academic non-credit documents of recognition: Documents issued to recognize achievement or completion in non-credit courses and programs.

Honorary documents: Academic documents, for which Aurora College has waived all the usual requirements, awarded to an individual to honour their significant and lasting contributions to society.

Documents of community recognition: Non-academic documents issued by Aurora College to acknowledge and recognize contributions to the college or to specific units within it.

RELATED POLICIES/PROCEDURES/DOCUMENTS

C.03 Recognition of Prior Learning Policy

C.09 Honour Roll and Graduating with Distinction Policy

C.46 Scholarships and Awards Policy

B.16.1 Academic Credentials Procedure

B.16.2 Honorary Credentials Procedure

B.16.3 Aurora College Northern Research Excellence Award Procedure

APPLICABLE LEGISLATION

Aurora College Act, RSNWT 1988, c A-7.

DOCUMENT HISTORY

Date	Update
1994-06	New policy issued.
1998-06	Policy revised. Policy and Programs Committee Motion #PPC40-1998. Board of Governors Motion #BG107-1998.
2010-04	Policy revised. Board of Governors Motion #BG15-2010. Implemented April 1, 2010.
2011-04-07	New format approved and implemented. Board of Governors Motion BG#14-2011.
2012-07-27	Policy revised. Board of Governors Motion #BG30-2012. Implemented July 1, 2012.
2017-02-11	Policy revised and name changed to Non-Academic Documents of Recognition. Policy and Programs Committee Motion #PP02-2017. Board of Governors Motion #BG08-2017. Implemented March 1, 2017.
2024-06-24	New policy drafted and name changed to Documents of Recognition. Board of Governors Motion #EM08-2024. Implemented July 1, 2024.

Appendix A: Institutional Documents of Recognition Framework

Introduction

This framework supports the NEW Documents of Recognition Policy and outlines both the academic and non-academic documents of recognition awarded by Aurora College.

Academic Credit Documents of Recognition			
Credential	Definition	Criteria	Responsibility/ Authority
Certificate	Completion of all required credit courses and related learning activities that add up to 30 program credits. Exceptions may be considered by the Academic Council.	<p>The College will grant a College Certificate to a student who successfully completes required credit courses and related learning activities (e.g. practicums) that result in a student earning a minimum of thirty (30) credits in a certificate program, or as otherwise stated in the Program Outline and has achieved a cumulative average of 60% or higher unless otherwise stated in the program outline.</p> <p>The designation "Certificate with Distinction" will be granted to a student who successfully completes required credit courses and related learning activities (e.g. practicums) that result in a student earning a minimum of thirty (30) credits in a certificate program, or as otherwise stated in the Program Outline and has achieved a cumulative average of (83%) and has no final course grade below 65% and no failed courses.</p>	The Certificate document will be prepared by the Registrar. Certificates will be signed and sealed by the Chairperson of the Board of Governors, the President, and the Registrar.

Academic Credit Documents of Recognition			
Credential	Definition	Criteria	Responsibility/ Authority
Diploma	<p>Completion of all required credit courses and related learning activities that add up to 60 program credits.</p> <p>Exceptions may be considered by the Academic Council.</p>	<p>The College will grant a College Diploma to a student who successfully completes required credit courses and related learning activities (e.g. practicums) that result in a student earning a minimum of sixty (60) credits in a diploma program, or as otherwise stated in the Program Outline and has achieved a cumulative average of 60% or higher unless otherwise stated in the program outline.</p> <p>The designation “Diploma with Distinction” will be granted to a student who successfully completes required credit courses and related learning activities (e.g. practicums) that result in a student earning a minimum of sixty (60) credits in a diploma program, or as otherwise stated in the Program Outline and has achieved a cumulative average of 83% and has no final course grade below 65% and no failed courses.</p>	Diplomas will be prepared by the Registrar and signed and sealed by the Chairperson of the Board of Governors, the President, and the Registrar.
Degree	A title awarded by Aurora College for the successful completion of a program of academic study.	Placeholder	Degrees will be prepared by the Registrar and signed and sealed by the Chairperson of the Board of Governors, the President, and the Registrar.

Academic Non-Credit Documents of Recognition			
Document	Definition	Criteria	Authority
Record of Achievement (i.e. OCAP, UCAP, NLDP)	The College will issue a Record of Achievement to a student who successfully completes a <u>program</u> which includes a formal evaluation of student performance, and which is a minimum of 144 hours.	<p>The issuance of the Record of Achievement will be based on successful completion of a <u>program</u> which includes a formal evaluation of student performance, and which is a minimum of 144 hours.</p> <p>The requirements in non-credit courses and programs may, if deemed appropriate by the College, be influenced or determined by inter-institutional agreements or the direction of regulatory bodies.</p> <p>Transfer Credit Recognition: Courses taken at this level are generally not transferable to post-secondary studies unless they are part of an internal program pathway.</p>	Record of Achievement document will be prepared and signed by the Registrar.
Record of Completion	The College will issue a Record of Completion to a student who completes a non-credit <u>course</u> .	<p>Recipients must successfully complete a <u>course</u> which includes a formal evaluation of student performance, and which is a minimum of 30 hours and a maximum of 143 hours.</p> <p>Records of Completion will include the duration of attendance.</p>	Record of Completion document will be prepared and signed by the Registrar.
Record of Accomplishment (i.e. Trades)	The College will issue a Record of Accomplishment to a student who completes a technical training portion of an apprenticeship.	Recipients must successfully complete the technical training portion of an apprenticeship program. An apprentice must complete the final period and at least one other period of study at Aurora College to qualify for this credential.	Record of Accomplishment document will be prepared and signed by the Registrar.

Academic Non-Credit Documents of Recognition			
Document	Definition	Criteria	Authority
Record of Participation	The College will issue a Record of Participation to a student who participated in a non-credit Continuing Education and Adult Basic Upgrading Course offered at Aurora College (i.e. ALBE, ConEd)	Recognizes successful participation in a non-credit course offered at Aurora College.	Records of Participation will be prepared by the Senior Instructor of Developmental Studies, Continuing Education Coordinator at each campus and Regional Program Heads.

Honorary Documents of Recognition			
Honorary Credential	Definition	Criteria	Authority
Honorary Certificate/ Diploma/ Degree	Honorary documents are academic documents, for which Aurora College has waived all the usual requirements, awarded to an individual to honour their significant and lasting contributions to society.	<p>Recipients of Honorary Documents of Recognition will be identified by the Board of Governors based on their contributions to society. For example:</p> <ul style="list-style-type: none"> • Leading academics in all disciplines, • Creative minds in arts and performance, • Individuals who have made substantive contributions to Indigenous language and culture, • Public intellectuals and opinion-makers, • Visionary leaders in the public, private, and not-for-profit sectors, • Contributors of long-standing and exemplary service to the College, • Community builders and philanthropists, • Athletes of extraordinary achievement. <p>One Honorary Document of Recognition per campus/ campus region may be awarded per academic year.</p> <p>Honorary Documents of Recognition may be awarded posthumously at the discretion of the Board of Governors.</p>	Honorary Documents of Recognition will be prepared by the Registrar and signed and sealed by the Chairperson of the Board of Governors, the President, and the Registrar.

Documents of Community Recognition			
Document of Recognition	Definition	Criteria	Authority
In Appreciation Letter	<p>An In Appreciation Letter from the President may be given to community members or outside agencies for significant in-kind contributions and/or service to the College.</p> <p>This can be given out at any time during the year at the discretion of the President.</p>	<p>Any staff member may recommend, in writing, a potential recipient of an In Appreciation Letter from the President.</p> <p>The recommendation must include the following criteria:</p> <ul style="list-style-type: none"> • Name of individual or organization. • Summary of contribution and/or service. • Impact on the College. 	President, Aurora College will prepare and sign the In Appreciation Letter.
Aurora College Northern Research Excellence Award	<p>The Aurora College Northern Research Excellence Award recognizes an individual or group's significant impact on the NWT's research landscape through advancing knowledge, mentorship, and contribution to decision making.</p> <p>The award is given out annually and includes an invitation to deliver a keynote address by the recipient.</p>	<p>Anyone may recommend a potential recipient of the Aurora College Northern Research Excellence Award.</p> <p>Nominations are accepted for an individual or a group, but not for an organization.</p> <p>The letter must include how the nominee(s) have achieved excellence in the following criteria:</p> <ul style="list-style-type: none"> • Contribution to northern research. • Mentorship. • Impact on northern decision making. <p>The letter should also include a suggested venue at which the recipient will be honoured.</p>	The award will be given out by the VP Research or designee.