

## **A.01 Purpose and Structure of Policy and Procedures Manual**

Purpose

*Nunavut Arctic College*

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#### **PURPOSE**

Nunavut Arctic College policies may be classified into two areas: 1) general policies and 2) financial policies. The purpose of this manual is to provide a central source for all of the general Nunavut Arctic College policies. The Nunavut Arctic College financial policies are provided in the Nunavut Arctic College Financial Procedures Manual.

This manual is intended to enhance the functioning of the College by providing guidance to students and staff on the general administration and operation of the College. The manual contains policies on all aspects of College operation, as well as procedures that describe how to follow and implement the policies. For more information on the use of the policies and procedures in this manual, please refer to Policy B.11: Development of Policy and Procedures.

#### **STRUCTURE**

The Policy and Procedures Manual is divided into the following sections:

Table of Contents

Definitions

<u>Purpose:</u>	a description of the purpose of the Policy and Procedures Manual.
<u>Governance and Organization:</u>	an overview of the governing authority and framework that establishes and directs Nunavut Arctic College.
<u>Academic Matters:</u>	policies that relate to the instructional process.
<u>Student Affairs:</u>	policies that apply to all aspects of non- instructional and student services.
<u>Learning Environment:</u>	policies that relate to the general learning environment of Nunavut Arctic College
<u>Human Resources:</u>	policies that relate to personnel and training functions.
<u>Administration &amp; Management:</u>	policies that relate to the general administration of the College.
<u>Facilities and College Resources:</u>	policies that relate to the administration of the College's physical resources.