

AA17

Dean's Honours List

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Reviewed:	1998-01-30
Date Last Reviewed:	2019.04.17
Mandatory Review Date:	2024.04.17

PURPOSE

To establish a mechanism each term to officially recognize those students who achieve a high academic standing in their program.

SCOPE

All full-time students registered in an Ontario College Credential or bachelor's degree program

DEFINITIONS

Word/Term	Definition
Academic Administrator	Program Chair, Academic Manager, Course Chair, or Dean
Ontario College Credential Program	A program of study leading to an Ontario College certificate, diploma, advanced diploma or graduate certificate
Bachelor's Degree Program	Bachelor's degree conferred by Algonquin College
GPA	Grade Point Average

POLICY

- The Dean's Honours List will be established each term to officially recognize the outstanding academic achievement of students enrolled on a full-time basis in an Ontario College Credential or bachelor's degree program.
- Programs other than the Ontario College credential and bachelor's degree programs, such as off-audit activity, must be approved by the Senior Vice President, Academic in order to grant students in those programs a Dean's Honours standing.
- To qualify for the Dean's Honours List, a student must meet all of the following criteria:
 - be registered in an Ontario College Credential or bachelor's degree program;
 - complete the equivalent of a full-time term course load;

- 3.3 earn a grade point average (GPA) for the term between 3.60 and 4.00 with no grade below C minus (C -);
 - 3.4 have no outstanding encumbrance to the College; and.
 - 3.5 have not been sanctioned for academic or non-academic conduct (refer to policies AA18 Academic Discipline and Dishonesty, AA20 Plagiarism and SA07 Student Conduct).
4. Students who have an accommodation approved by the Centre for Accessible Learning and may not be completing a full-time term load are eligible to appear on the Dean's Honours List. The students are to contact their Academic Administrator for the eligibility criteria, pre-approved by the Dean, to qualify to appear on the Dean's Honours List.
 5. Should a student have an Incomplete (I) course at the end of the term, he or she will not receive recognition as a member of the Dean's Honours List until the course is completed and the final term GPA is determined to be within the qualifying range.
 6. A personal letter of commendation is mailed to the students qualifying for the Dean's Honours List upon completion of the academic term. Where Dean's Honours List are publicized, students must advise the Dean should they not wish their name to be included.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Determine the grade point averages for all students registered in an Ontario College Credential or bachelor's degree program and carrying a full-time course load or the equivalent each term.	Registrar's Office
2. Submit to the Deans for distribution to the Academic Administrators the list of potential candidates for the Dean's Honours List, including those students carrying a reduced course load who are registered with the Centre for Accessible Learning and have self-identified to the Registrar's Office.	Associate Registrar, Client Services
3. Verify the list of potential candidates for the Dean's Honours List and confirm its accuracy and/or discrepancies to the Registrar's Office.	Academic Administrator
4. On receiving confirmation of the Dean's Honours List from the Academic Administrator, produce the appropriate personal letters of commendation for the Dean's signature.	Registrar's Office
5. Sign and return the letters of commendation to the Registrar's Office.	Dean
6. Mail the letters of commendation to the students.	Registrar's Office

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA14 Grading System

AA18 Academic Discipline and Dishonesty

AA20 Plagiarism

SA07 Student Conduct

RELATED MATERIALS

None