

AA17**Dean's Honours List**

Classification:	Academic Affairs
Responsible Authority:	Senior Executive Operations Coordinator
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1998-01-30
Date Last Reviewed:	2025-06-25
Date to Complete Mandatory Review:	2030-06-25

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
Bachelor's Degree Program	A Bachelor's Degree Program is an academic program as defined by the Ontario Qualifications Framework consisting of 3-4 years of study leading to the awarding of a Degree or Honours Degree.
Grade Point Average	The Grade Point Average (GPA) is calculated by dividing the total number of grade points earned by the total number of normative instructional hours within a program. (as defined in AA14: Grading System)
Ontario College Credential Program	An Ontario College Credential Program is an Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate or Degree program as outlined in the Ontario Qualifications Framework by the Government of Ontario.

POLICY

1. The Dean's Honours List will be established each term (three (3) times a year) 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.

2. 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.
3. To qualify for the Dean's Honours List, a student must meet all of the following criteria:
 1. be registered in an Ontario College Credential or bachelor's degree program;
 2. complete the equivalent of a full-time term course load;
 3. earn a grade point average (GPA) for the term between 3.60 and 4.00 with no grade below C minus (C-);
 4. have no outstanding encumbrance to the College; and
 5. have not been sanctioned for academic or non-academic conduct (refer to policies AA48 Academic Integrity 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 (!) course at the end of the term, they 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 made available to students who qualify for the Dean's Honours List upon completion of the academic term, accessible through their ACSIS accounts to *view, print, or save*.
7. Where the Dean's Honours List is publicized, students must inform the Dean if they do not wish to have their name included.

PROCEDURE

Action	Responsibility
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. Provide a list of qualifying students for the Dean's Honours List to the Deans for distribution to the Academic Administrators, 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.	Registrar's Office
3. Release the Dean's Honours letters to qualifying students through ACSIS.	Registrar's Office

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA14: Grading System
AA48: Academic Integrity
AA48: Academic Integrity
SA07: Student Conduct

RELATED MATERIALS

None