

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. E26
	ORIGINATOR Vice President, Academic	
	APPROVED BY ASMC	
TITLE DEAN'S HONOURS LIST	EFFECTIVE DATE 2004.08.30	REPLACES 2001.10.15

PREAMBLE

The College wishes to recognize officially those students who achieve high academic standing within their program, on a term basis.

POLICY

1. The Dean's Honours List will be established:
 - to motivate students to a higher level of academic achievement in their program of study by recognizing them as members of a select group of outstanding students.
 - to highlight in a positive way, within the College community, the quality of students enrolled in full-time study programs.
 - to provide potential employers with an opportunity to identify outstanding students.

2. A personal letter of commendation, signed by the Dean, is mailed to the student upon completion of the academic term.

3. To appear on the Dean's Honours List, a student:
 - must be registered in a program, and have no outstanding financial obligation to the College.
 - must earn a term grade point average ranging between 3.60 and 4.00 for the term.
 - must not obtain a grade below C-.
 - must complete the equivalent of a full-time term course load.

4. Should the 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 such time as the course is completed and the final term grade point average is determined to be within the qualifying range.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Each term, the Registrar's Office shall determine grade point averages for all students registered in a program and carrying a full-time load.
2. Upon completion of the term and determination of grades, the Registrar's Office shall submit to the Chair the list of potential candidates for recommendation, with the exception of students registered with the Centre for Students with Disabilities and carrying a reduced course load. These students are required to self-identify to the Registrar’s Office.
3. Upon notification by the Chair, the Registrar's Office will produce the appropriate personal letters of commendation for signature.
4. The Deans shall sign and return the letters to the Registrar's Office.
5. The Registrar's Office shall be responsible for the distribution of the letters to the student recipients.
6. The Dean’s Honours List normally applies to post-secondary, post-diploma and tuition short programs. Other programs, such as off-audit activity, must be approved by the Vice President, Academic for awarding of Dean’s Honours standing.

RELATED DIRECTIVES

Glossary of Terms
Grading System - E11

(original signed by)
Vice President, Academic