



DEANS' HONOUR ROLL AWARDS

#3-21

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POLICY

Each academic year, the Deans recognize those students who have demonstrated excellence in their program of study. These students are named on the Deans' Honour Roll and may be awarded a Dean's Award.

PURPOSE

To recognize student achievement, the Deans' Honour Roll includes all students who achieve the minimum standard in either the Grade Point Average (GPA) criteria or the Award Grade criteria, as determined by the Divisional Awards Committee. A Dean's Award recognizes the top students in each division. The number of Dean's Awards given shall normally not exceed 5% of the Full-Time Equivalents (FTEs) in each Division.

GUIDELINES

1. Calculation of Eligibility

Programs wishing to acknowledge the academic and/or skill excellence of their students will elect to calculate the grades on the Grade Point Average (GPA), the "Award Grade", or a combination of the two methods.

Once established, calculation of eligibility criteria may be changed by Department agreement only, on a year-in-advance notice basis.

1.1 Grade Point Average (GPA) Method

Assessment of excellence in programs of study based on a simple calculation of a Grade Point Average (GPA) will be used by programs of a primarily academic nature.

For programs where achievement is based solely on academic grades, a Grade Point Average (GPA) calculated on a minimum of 12 units or 24 credits, or the equivalent, taken over two (2) academic terms in a program year is required. To achieve a Dean's Award and to be placed on the Deans' Honour Roll, a Grade Point Average (GPA) of 7.0 (calculated based on 2003/04 calendar) or Grade Point Average (GPA) of 3.67 (calculated based on 2004/05 calendar) is the minimum required. A co-op term will not be counted in the Grade Point Average (GPA) calculation.

1.2 Award Grade Method

The Grade Point Average (GPA) methodology may not be applicable to those vocational, career or other programs in which course performance is assessed on a direct pass/fail assessment or written testing or mandatory practical components that require mastery for successful completion. These programs may select to use either the alternative "Award Grade" method, or a combination of the Award Grade and the Grade Point Average (GPA) method, for identifying excellence.

If the Award Grade method is used, it is based on completion and achievement in a credit program of at least four (4) months in length, or in the case of fundamental and intermediate Adult Basic Education it is based on a minimum of three (3), 1.0 unit Adult Basic Education courses, or equivalent, for the academic year. To be eligible for a Dean's Award, and to be placed on the Deans' Honour Roll, the minimum Award Grade must be 90%. Additional student performance criteria for the Award Grade method will be determined by each individual Department, in advance of the recipients being selected, and will be presented to a Divisional Awards Committee.

The Award Grade method balances successful completion of courses required for the program/year with assessment of additional student performance attributes appropriate to each program/year. The portion of the total Award Grade determined by passing the required courses in the program or the credit marks for tests/exams for those courses and the portion determined by other criteria shall be recommended by the Department.

2. Part-Time Students

The College also wishes to recognize those students who achieve high standing while studying on a part-time basis. Program areas, through the Divisional Awards Committee, will determine the minimum number of courses/hours per semester in which a student must be enrolled to qualify for an Award. This minimum will not be less than 50% of the full-time load.

3. Divisional Awards Committee

Every Division shall have a Divisional Awards Committee which will determine how the awards will be distributed in the Division, will review the awards applications,

including the awards grade forms, to confirm students meet the policy guidelines and confirm grades are within the appropriate range.

It is the responsibility of each Division to inform students of the award availability and the criteria for receiving awards. Each Department in all Divisions of the College shall recommend which of their programs will be eligible. The eligibility shall be approved by the Divisional Awards Committee of the Division offering the program.

The names and records of those students eligible for awards shall be reviewed by a meeting of the Divisional Awards Committee to confirm the student meets the policy guidelines. This committee shall recommend candidates for a Dean's Award.

4. Award Details

All students meeting the minimum criteria shall be recognized on their official transcript as being on the Deans' Honour Roll.

Students receiving a Dean's Award shall individually receive a letter of achievement containing congratulations from the Dean, together with the appropriate award.

The Deans' Awards will generally be awarded at a ceremony at the Dean's discretion. The Deans' Awards may also be presented at the **graduation ceremony scheduled after the student meets the eligibility criteria.**

PROCEDURES

Candidates for a Dean's Award must be selected and presented to the Student Services Division in a timely fashion for processing before graduation. Normally, candidates completing programs of study that end within one (1) week prior to the annual graduation ceremony will be considered for a Dean's Award in the next year. Divisional Award criteria and procedures will be maintained in the Dean's Office.

Definitions:

Award Grade Method: A method used in vocational, career or other programs where a student's performance is assessed on, or on a combination of, a direct pass/fail assessment, written testing, or demonstration of practical components that require mastery for successful completion.

Divisional Awards Committee: Faculty and/or staff from each Division who ensure Deans' Honour Roll Awards are administered according to the policy. This Committee can set minimum criteria higher than that stated in this policy.

Cross Reference:

See also President's Achievement of Excellence Award Policy #3-08