



Policy	#3-21
Approved By:	Education Council
Approval Date:	May, 2004
Revision Date:	June, 2012; December, 2015
Effective Date:	December, 2015
Date to be Reviewed:	
Administrator Responsible:	Executive Vice President Academic & COO

DEANS' HONOUR ROLL

POLICY STATEMENT

North Island College deans recognize those students who have demonstrated academic excellence in their program of study. These students are named on the Deans' Honour Roll.

PURPOSE STATEMENT

The purpose of this policy is to establish criteria for recognizing student achievement of excellence in each faculty.

PRINCIPLES

North Island College acknowledges student achievement by recognizing students who have achieved academic excellence on the Deans' Honour Roll.

Guidelines:

1. The Deans' Honour Roll includes students who achieve the academic standard outlined in the procedures attached in the appendices.
2. All students meeting the minimum criteria shall be recognized on their official transcripts as being on the Deans' Honour Roll.
3. Graduating students who meet the Deans' Honour Roll criteria in their final year will receive a letter from the dean and be acknowledged at the graduation ceremony.
4. Continuing students who meet the Deans' Honour Roll criteria for the academic year will receive a letter from the dean.
5. There are two methods for determining student achievement: 1) Grade Point Average (GPA) and 2) Award Grade Method which may or may not include GPA.

6. Schools/Departments using the Award Grade Method will have an Awards Committee that will set out and provide the criteria to their respective dean for final approval.

Definitions:

Award Grade Method

Award Grade Method is used for 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.

Award Period

The Award Period is defined as the twelve (12) months following May 1 of the year preceding the one in which the award is made.

Grade Point Average

The Grade Point Average (GPA) assessment of excellence in programs of study is based on a calculation obtained by dividing the total number of grade points earned by the total number of credits. At NIC GPA is calculated on a 4.33 point scale.

Awards Committee

Faculty and/or staff from each school/department who set award grade criteria and recommend students to the dean to be recognized on the Deans' Honour Roll when using the Award Grade Method.

Procedures:

North Island College will post procedures as Appendix A outlining the implementation of this policy.

Cross Reference:

Policy #3-08 President's Award

APPENDIX A PROCEDURES

1. SELECTING CANDIDATES

- 1.1 In the Fall of each new academic year, the registrar will set timelines that support the process for selection of the Deans' Honour roll candidates.
- 1.2 The Office of the Registrar is responsible for providing student GPA information to the deans.
- 1.3 Award Grade Method criteria and procedures for each school/department will be maintained by each dean.

2. CALCULATION OF ELIGIBILITY

Programs based on Grade Point Average (GPA)

- 2.1 For programs where achievement is based solely on academic grades, an average GPA is calculated on a minimum of 18 credits taken within an award period. In the case of Adult Basic Education (ABE) and English as a Second Language (ESL), to be eligible for the Dean's Honour Roll, a student must be enrolled in a minimum of four ABE and/or ESL courses, within the award period. To be placed on the Deans' Honour Roll, an average GPA of 3.67 is the minimum required. A co-op/internship term will not be counted in the GPA calculation.

Programs based on Award Grade Method or combination of Award Grade Method and GPA

- 2.2 If the Award Grade Method is used, it is based on achievement in an academic program credential of at least four (4) months in length. To be placed on the Deans' Honour Roll the minimum Award Grade must be 90%.
- 2.3 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 marks for tests/exams for those courses and the portion determined by other criteria shall be recommended by the Awards committee.
- 2.4 The Awards Committee will determine Award Grade Method criteria based on 2.1 through 2.3 above and provide recommendations of candidates to the dean.

3. NOTIFICATION

- 3.1 It is the responsibility of each dean to inform students that they have achieved excellence and will be recognized on the Deans' Honour Roll.
- 3.2 A list of candidates selected for the Deans' Honour Roll will be provided to the Office of the Registrar in accordance with the timelines listed in 1.1.