

## Academic Awards Policy

Questions regarding this policy should be directed to the Policy Administrator.

|                       |                         |                  |                                                 |
|-----------------------|-------------------------|------------------|-------------------------------------------------|
| Effective Date:       | February 11, 2020       | Cross Reference: | Student Rights Policy<br>Student Grading Policy |
| Policy Owner:         | Office of the Registrar | Appendices:      |                                                 |
| Policy Administrator: | Vice-President Academic |                  |                                                 |
| Approver:             | Executive Committee     |                  |                                                 |
| Review Schedule:      | Every 4 Years           |                  |                                                 |

### 1. Policy Statement:

Keyano College recognizes student excellence and achievement and we work towards celebrating it.

### 2. Background:

Keyano College honours one student annually who has the highest overall GPA in the College. That student becomes the Valedictorian as well as the recipient of the President's Award. A student may also receive the Governor General's Award of Excellence for academic scholarship. Those students who meet awards requirements will receive the notation "With Distinction" recorded on their official transcript of marks.

### 3. Policy Objective:

To enhance the student experience, recognize achievement and encourage the pursuit of academic excellence through a celebration of learning.

### 4. Scope

- This policy applies to students enrolled in credit programs at Keyano College.
- Students must be in good standing, financially and free of academic or non-academic misconduct concerns, to be considered for the Dean's List or President's List.

### 5. Definitions

#### 5.1 GPA

GPA is the Grade Point Average as calculated on the 4.0 grading scale. For programs using percentage grades, the percentages will be equated to the 4.0 grading scale as per the Credit Calendar.

#### 5.2 Deans

Deans are the academic leaders in a school.

## **6. Guiding Principles**

### **Determination of full-load for Dean's List only:**

1. Trades Program Award: full time study for the length of the intake.
2. Certificate Programs Award: certificate programs are an academic program credential that are of at least four (4) months in length. Students eligible for this award will have studied full-time full load as defined by the program.
3. Diploma Programs Award: diploma programs are post-secondary education programs that are one (1) or two (2) years in length. Students eligible for this award will have studied full-time full load as defined by the program.
4. Bachelor Degree Programs Award: students eligible for this award will have studied full-time full load as defined by the program.

### **Dean's List**

5. Students identified for the Dean's List will have a GPA of 3.3 or higher.
6. Dean's List is calculated at the end of each term and is based on final course marks.
7. Dean's List is only awarded to students in full-load study as defined above.

### **With Distinction**

8. Students identified for the "With Distinction" designation will have a GPA of 3.5 or higher.
9. Office Administration students and Primary Care Paramedic students will have a GPA of 3.67 or higher.
10. "With Distinction" designation is calculated at the end of the program and is based on cumulative GPA for the program
11. Full-time determination is not in effect for this award.

### **President's List**

12. Students identified for the President's list will have a GPA of 3.67 as determined by averaging the grades accumulated over the total length of their program.
13. Office administration students and Primary Care Paramedic students will have a GPA of 4.0.
14. President's list will only be recognized at the completion of a program.
15. Full-time determination is not in effect for this award.

### **Student Recognition**

16. Dean's List will have a note added to their transcript in each term. The note will include a description of award qualifications.
17. With Distinction designation will be added to the transcript at program completion. The note will include a description of award qualifications.
18. President's List recipients will have a note added to their transcript. The note will include a description of award qualifications.
19. Graduating students who meet the Dean's List, With Distinction or President's List criteria in their final year will receive a letter from the President.
20. Graduating students who meet Dean's List or President's List criteria will be recognized as they cross the stage at Convocation.
21. Graduating students who meet Dean's List or President's List criteria will have their names displayed in a public area of Keyano College for three years following their graduation. This list will be published in July of each year for the previous year.

22. Graduating students who meet Dean's List or President's list criteria will be included in a list on the Keyano College website.
23. Trades students will be recognized at the final breakfast prior to writing their provincial exam.
24. Trades students will receive a letter of congratulations for any awards as they do not have a transcript.

#### Exceptions

25. Exceptions to any of the above criteria would be reviewed on a case by case basis by a committee of at least three representatives which could include faculty, administration and/or executive.

## 7. Roles & Responsibilities

| STAKEHOLDER                  | RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deans                        | <ul style="list-style-type: none"> <li>• Verify student GPA for Dean's List</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Office of the Registrar      | <ul style="list-style-type: none"> <li>• Submit to Deans a list of students who achieve a GPA of 3.3 or higher at the end of the year.</li> <li>• Determine if students meet requirements: are in good financial standing and free of academic or non-academic misconduct concerns.</li> <li>• Notify students who qualify for the Dean's List, With Distinction Designation or President's list.</li> <li>• Attach transcript note for recipients.</li> <li>• Provide all awards names to Office of the President.</li> <li>• Mail letters to students.</li> <li>• Provide lists to Marketing and Communications for publication.</li> <li>• Identify exception committee members</li> </ul> |
| Marketing and Communications | <ul style="list-style-type: none"> <li>• Publish lists.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Trades                       | <ul style="list-style-type: none"> <li>• Provide recipient lists to Office of the Registrar.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| VPA                          | <ul style="list-style-type: none"> <li>• Policy review/approval at Dean's Council.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office of the President      | <ul style="list-style-type: none"> <li>• Provide congratulations letter to Office of the Registrar.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Executive                    | <ul style="list-style-type: none"> <li>• Policy Approval</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## 8. Policy Management

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|--------------------------|----------------------------------------------------|
| Policy Title:            | Academic Awards – Dean's List                      |
| Approval Date:           | February 11, 2020                                  |
| Effective Date:          | February 11, 2020                                  |
| Historical Review Dates: |                                                    |
| Next Review Date:        | February, 2024                                     |
| Related Legislation:     |                                                    |
| Supersedes Policies:     |                                                    |
| Monitoring/Frequency:    | 4 years                                            |
| Policy Owner:            | Vice President Academic                            |
| Policy Administrator:    | Registrar                                          |
| Policy Coordinator:      | Executive Assistant to the Vice President Academic |