



HONOURS PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Academic Administration & Vice President, Student Affairs

Reference Code: A20 V4

Effective Date: 9/1/2010

PROCEDURE STATEMENT:

Conestoga recognizes exceptional academic achievement by students during their studies and upon graduation.

SCOPE:

Applies to student achievement in programs as noted below:

To be eligible for academic recognition upon graduation, students must have completed the minimum number of courses of their program of study at Conestoga. The actual percentage required to be completed will vary according to the length of the program:

Ontario College Certificate – 75%

Ontario College Graduate Certificate – 75%

Ontario College Diploma – 50%

Ontario College Advanced Diploma – 50%

Degree – 40%

For the purpose of Academic Recognition the academic year will be from May 1 to April 30 of the following year (i.e to include the Spring/Summer, Fall and Winter semesters).

Note: Students who do not meet the requirements stated above as a result of participation in an articulated exchange program will be considered on an individual basis on the recommendation of the Executive Dean.

DEFINITIONS:

President's Honour List

- Recognition awarded upon graduation to one student in each diploma, graduate certificate and applied degree program who obtains the highest average in the program.
- An average of 90% or greater for all courses of the program of study with no failed courses.
- To be eligible for the President's Honour List, students must have completed the required number of courses or credits or hours of their program of study at Conestoga (varies by length of program - see "Scope" section above).
- The student who achieves the President's Honour List will receive a letter of congratulations signed by the President.
- Student will be presented with a Guild Shield
- The recognition will be noted on the student's official academic record.

Graduation with High Distinction

- Recognition upon graduation for all students registered in diploma/graduate certificate/degree programs.
- An average of 90% or greater for all courses of the program of study, with no failed courses.
- To be eligible for Graduation with High Distinction, students must have completed the required number of courses or credits or hours of their program of study at Conestoga (varies by length of program - see "Scope" section above).
- Student will receive a letter of congratulations signed by the registrar.
- The recognition will be noted on the student's official academic record and the Convocation program.

Graduation with Distinction

- Recognition upon graduation for all students registered in diploma/graduate certificate/degree programs.
- An average of between 80-89% in all courses of the program of study, with no failed courses.

- To be eligible for Graduation with Distinction, students must have completed the required number of courses or credits or hours of their program of study at Conestoga (varies by length of program - see "Scope" section above).
- Student will receive a letter of congratulations signed by the registrar.
- The recognition will be noted on the student's official academic record

Conestoga Honour List

- Recognition upon graduation for all students registered in Ontario college certificate and apprenticeship programs.
- An average of 80% or greater for all courses of the program of study, or for apprentices all levels of their program, with no failed courses.
- To be eligible for the Conestoga Honour List, students must have completed the required number of courses or credits or hours of their program of study at Conestoga, (varies by length of program - see "Scope" section above).
- Student will receive a letter of congratulations signed by the registrar.
- The recognition will be noted on the student's official academic record.

Dean's Honour List

- Recognition upon completion of an academic year for all students registered in diploma/post-diploma/degree programs that are two or more semesters in length. Students must have completed a minimum of 75% of the number of courses in the levels of the program of study.
- An average of 80% in all courses of the program of study in which the student is registered in a given academic year, with no course mark less than 70%, and with no failed courses.
- Student will receive a letter of congratulations signed by their respective Executive Dean.

RESPONSIBILITIES:

Executive Director, Registrar Services and International Education

- Identify the students who qualify for the President's Honours List, Graduation with High Distinction, and Graduation with Distinction, Conestoga Honour, and Dean's Honour List awards.
- Implement the criteria for each award.

PROCEDURE ELABORATION:

The following rules will apply in implementing the criteria for each form of award.

All courses in the program of study are included in any calculations. Audits, DNAs, course withdrawals and incompletes will not be included in any calculation of average.

If for upgrading purpose, a student takes the same course twice, these two marks will be averaged and that average included in the calculation of the overall average. If one of the courses is failed, it automatically disqualifies award eligibility.

General Education Elective courses are included as program of study requirements criteria and calculation of averages. In cases where more General Education Elective courses are completed than required by the program of study, then the top marks are used for average calculation. A failure in a General Education Elective course automatically disqualifies award eligibility.

REFERENCES:

Honours Policy

Academic Recognition Policy

Academic Credential Procedure

Grading Procedure

REVISION LOG:

2008 04 23	Academic Forum – approved
2008 04 30	Academic Coordinating Committee – approved
2010 07 14	Policies and Procedures Committee – revisions approved
2010 08 04	Academic Coordinating Committee – revisions approved
2011 01 21	Policies and Procedures Committee – revisions approved
2011 01 26	Academic Coordinating Committee – revisions approved