

Policy History
Policy No. AR5
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
Effective Date: January 27, 2009

Dean's Honour Roll Policy

Purpose

To recognize the outstanding academic achievement of students.

Scope

Kwantlen Polytechnic University students pursuing a full-time course load in their program of study.

Principles

1. A student in a semester-based or term-based program who meets all of the following conditions will be placed on the Dean's Honour Roll:
 - a. The student has completed fifteen (15) or more semester credit hours at Kwantlen Polytechnic University.
 - b. The student has a CGPA of 3.75 or greater.
 - c. The student has a TGPA of 3.5 or greater for the semester being evaluated.

Assessment for determining placement on the Dean's Honour Roll will occur at the end of each semester or term, as appropriate.

2. A student in a program for which only grades of MAS and NCG are assigned (e.g. trades, vocational, health sciences, adult basic education) will be placed on the Dean's Honour Roll at the completion of her/his program upon the recommendation of the program coordinator/instructor in recognition of outstanding achievement or performance.

Procedure

1. Names will be recommended to the dean for approval.

2. The official transcript of a student placed on the Dean's Honour Roll will include the phrase DEAN'S HONOUR ROLL immediately following the entry for each enrolment period in which this distinction was earned.
3. Each student placed on the Dean's Honour Roll will receive a letter of commendation from the dean.
4. In addition, a list of the names of those honoured may be presented to the University Senate and published on the University web site.

Definitions

1. **Grade Point Average (GPA)** is calculated by multiplying the grade points associated with the letter grade assigned for a course by the number of semester credit hours assigned to that course, adding those values for all courses taken, and dividing the result by the total number of semester credit hours taken. Withdrawals are not included in the calculations. For repeated courses, only the highest grade achieved is used in the calculations.
2. **Term Grade Point Average (TGPA)** is the GPA calculated for all courses taken in a specific term.
3. **Cumulative Grade Point Average (CGPA)** is the GPA calculated over all the terms in which the student has been enrolled. In calculating CGPA, only the highest achieved grade is used for repeated courses.