

## ADMINISTRATIVE OPERATING PROCEDURE

<b>Procedure ID:</b>	<b>Recognition of Academic Excellence</b>		
	#2-221 OP		
<b>Approved by:</b>	Executive Leaders Team	July 7, 2016	
<b>Effective Date:</b>	September 1, 2016		
<b>Next Review Date:</b>	2018		
<b>Monitoring Responsibility:</b>	Office of the Vice-President Academic		
<b>Linked to a College Policy:</b>	<input checked="" type="checkbox"/> Yes # 2-221, <i>Recognition of Academic Excellence</i>		<input type="checkbox"/> No

**Policy Statement**

Fleming College is committed to recognizing academic excellence, using a variety of formal approaches during a student's program of study.

**Definitions/Acronyms**

**Letter of Academic Achievement:** A formal letter recognizing all students who achieve a semester Grade Point Average (GPA) equal to 3.60 or greater, and who have successfully completed all courses, for which they were registered, within the semester. .

**President's Honour Roll:** Recognizes the top graduate(s) from each program, at the time of convocation, as defined by the highest cumulative GPA over the duration of their program of study

**Academic Awards:** The College recognizes students who achieve academic excellence by soliciting, from business and industry, financial contributions to be awarded to students.

**Operating Procedure**

**1.0 Letter of Academic Achievement:** To be eligible to receive a letter of Academic Achievement the **student** must meet the following criteria:

- 1.1 Must achieve a semester GPA equal to 3.60 or greater to be eligible to receive a Letter of Academic Achievement.
- 1.2 The student must have successfully completed all courses, for which they were registered, within the semester.
- 1.3 A student with a Grade Deferred status in a course, will not receive a Letter of Academic Achievement until such time as the course is completed, and the final average is determined. It is the student's responsibility to request the letter, from the School, upon successful completion of Grade Deferred course(s).
- 1.4 A student with a letter on file in the Office of the Registrar indicating a breach of academic integrity (as defined within College Policy #2-201, *Academic Regulations*) is not eligible to receive a Letter of Academic Achievement for the semester in which the breach occurred.
- 1.5 Each semester, the Office of the Registrar shall submit, to the respective Dean/Principal, the completed list of eligible candidates for an Academic Achievement Letter.

1.6 The Dean/Principal shall prepare and send to each candidate an Academic Achievement Letter.

1.7 The Dean/Principal shall notify the Office of the Registrar of any amendments to the Academic Achievement Letter candidate list.

**2.0 President's Honour Roll:** To be eligible for consideration the **graduate** must meet the following criteria:

2.1 Must have an overall program cumulative GPA equal to, or greater than, 3.60. The top graduate (to the second decimal point) in each program will be the President's Honour Roll recipient(s).

- When more than one student achieves the same program GPA, the course marks will be averaged to determine the President's Honour Roll recipient.
- Should a tie remain after the course marks are averaged, then all students will receive the honour.

2.2 Must meet the residency requirement of the College's eligibility for diploma or certificate policy as outlined in College Policy #2-201, *Academic Regulations*.

2.3 Should the student have an incomplete or grade deferred status in a course at the end of the year, the student will not receive recognition by way of the President's Honour Roll until such time as the course is completed and the final average is determined. The final date for removal of the condition shall be two weeks prior to convocation.

2.4 A student with a letter on file in the Office of the Registrar indicating a second, or third breach of academic integrity (as defined College Policy #2-201, *Academic Regulations*) will not be eligible for the President's Honour Roll status.

2.5 The Office of the Registrar shall calculate GPAs for all graduates. All courses studied at the College while in pursuit of the diploma or certificate that carry a percentage value grade will be taken into account in determining the student's GPA.

2.6 The Office of the Registrar shall submit to the President's Office the completed list of candidates for the President's Honour Roll by the end of October each academic year.

2.7 The President's Office shall prepare and send to each candidate a letter from the College President indicating the recognition.

2.8 The Office of the Registrar will notify the President's Office of any amendments to the Honour Roll candidate list.

2.9 The final list of recipients is prepared by the President's Office and provided to College Creative Services (Marketing) for plaquing and display.

**3.0 Academic Awards:** It the responsibility of the Senior Advancement Officer – Marketing and Advancement in consultation with the Academic Leaders to see that these procedures are properly implemented and to negotiate any alterations to the procedures as required.

- 3.1 It is the responsibility of the Awards Co-ordinator to work with academic staff in the School to solicit awards. To assure consistency, staff interested in soliciting new awards will work with the Awards Co-ordinator to discuss College procedures concerning awards.
- 3.2 January intake students will be considered with the following September intake students for first year awards.
- 3.3 Contributions for student awards will be solicited from business and industry.
- 3.4 Desirable minimum amount for new awards is \$300.00.
- 3.5 Awards contributions will normally be accepted until April 1<sup>st</sup> to be presented in the current year.

### Related Documents

- College Policy #2-221, *Recognition of Academic Excellence*

### Appendices

N/A

### History of Amendments/Reviews:

Section(s)	Date	Comments
Policy #5-504 has been reviewed, updated and reclassified	2016	Operating procedure has been separated out from policy <ul style="list-style-type: none"> <li>• ELT approval of operating procedure (July 7, 2016)</li> </ul>