

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. 5-504 PAGE NO. 1 of 1 DATE APPROVED: September 2, 1992 #3 REVISED: May 24, 2006 #7 June 25, 2008 #2	APPROVED BY: Board of Governors SUPERSEDES: • Policy 3-320
SUBJECT: RECOGNITION OF ACADEMIC EXCELLENCE	

The College shall develop, publish, and maintain procedures for the recognition of academic excellence in post secondary programs.

These procedures will:

- describe the authority, accountability and responsibility of the various offices involved
- provide standards and procedures for the awarding of the various types of recognition
- provide guidelines for the solicitation of awards and the minimum/maximum values of financial awards
- provide time frames within which awards may be established and/or distributed.

PROCEDURE

RECOGNITION OF ACADEMIC EXCELLENCE: ACADEMIC ACHIEVEMENT LETTER – FULL-TIME STUDENTS

The College wishes to officially recognize those students who achieve high academic standing within their program on a semester basis.

To receive an Academic Achievement Letter, a student:

- Must achieve a semester GPA equal to 3.60 or greater and pass all current courses to be eligible to receive a Letter of Academic Achievement.
- Should the student have an Incomplete or Grade Deferred status in a course, the student will not receive recognition by way of an Academic Achievement Letter until such time as the course is completed and the final average is determined. A student with a letter on file in the Registrar's Office indicating a breach of academic integrity will not be eligible to receive an Academic Achievement Letter.

The Registrar's Office shall submit, to the respective Dean/Principal, the completed list of candidates for an Academic Achievement Letter.

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

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

The Registrar's Office shall be responsible for recording the attainment on the student's transcript.

She/he draws the authority for this from the Policy on Recognition of Academic Excellence #5-504, formerly #3-320, dated September 1992.

PROCEDURE

RECOGNITION OF ACADEMIC EXCELLENCE: ACADEMIC ACHIEVEMENT LETTER – PART-TIME STUDENTS

The College wishes to officially recognize those students who achieve high academic standing within their program.

To receive a Dean's/Principal's Letter, a part-time student:

- Must achieve a semester GPA equal to 3.60 or greater and pass all current courses to be eligible to receive a Letter of Academic Achievement.
- Students may apply through the Registrar's Office, upon the completion of each group of six courses, for the award of an Academic Achievement Letter.
- A student with a letter on file in the Registrar's Office indicating a breach of academic integrity will not be eligible to receive an Academic Achievement Letter.

The Registrar's Office shall verify eligibility and submit the request to the respective Dean/Principal.

The Dean/Principal shall prepare and send to the candidate an Academic Achievement Letter. The Registrar's Office shall be responsible for recording the attainment on the student's transcript.

She/he draws the authority for this from the Board Policy on Recognition of Academic Excellence #5-504, formerly #3-320, dated September 1992.

PROCEDURE

RECOGNITION OF ACADEMIC EXCELLENCE: HONOUR ROLL

The College wishes to officially recognize those graduates who achieve high academic standing within their program by publishing an honour roll.

The honour roll will recognize the top graduate in each program, at the time of convocation, as defined by the highest cumulative G.P.A over the duration of their program.

To be eligible for consideration, the graduate:

- a) Must have an overall program cumulative GPA equal to or greater than 3.60. The top graduate (and ties to the second decimal point) in each program will be the honour roll recipient(s).

- b) Must meet the residency requirement of the College's eligibility for diploma or certificate policy as outlined in the academic regulations.

The Registrar's Office shall determine the G.P.A 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 G.P.A.

Graduates of a co-operative education program stream will be considered the same as non-co-operative education students if the program is delivered in both modes.

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 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.

The Registrar's Office shall submit to the President the completed list of candidates for the honour roll.

The President shall prepare and send to each candidate a letter of recognition.

The President shall notify the Registrar's Office of any amendments to the honour roll candidate list.

The Registrar's Office shall be responsible for recording the attainment on the student's transcript.

The President shall be responsible for publicizing the list.

She/he draws the authority for this from the Policy on Recognition of Academic Excellence #5-504, formerly #3-320, dated September 1992.

PROCEDURE

RECOGNITION OF ACADEMIC EXCELLENCE: ACADEMIC AWARDS

The College wishes to officially recognize those students who achieve academic excellence by soliciting, from business and industry, financial contributions to be awarded to students.

The Financial Assistance Manager, reporting through the Registrar, will act as the Awards Co-ordinator.

It is the responsibility of the academic staff in the School to solicit awards. To assure conformity, staff soliciting new awards will contact the Awards Co-ordinator to discuss College procedures concerning awards.

Criteria/standards for awards will be developed between the donor, Dean/Principal, and the Awards Co-ordinator.

It would be desirable if new awards have a minimum value of \$300.00.

New donors coming forward on their own will be asked if they would consider a student bursary rather than an award, or alternatively, if they would consider being on our awards waiting list if a given program already has two awards for each year of the program.

Awards will normally be accepted until April 1st to be presented in the current year.

January intake students will be considered with the following September intake students for first year awards. A student could receive a first and second year award at the same awards presentation.

It is the responsibility of the Registrar to see that these procedures are properly enforced and to negotiate any alterations to the procedures as required.

She/he draws the authority for this from the Policy on Recognition of Academic Excellence 5-504, formerly #3-320, dated September 1992.