
Policy Title:	Graduation Honours	
Policy No:	9018	Approval date: June 27, 2018
Approval Body:	Academic Council	
Effective Date:	June 27, 2018	Review date: June 2021

Purpose

To clearly articulate the standards for graduating with additional honours so that standards are applied consistently and to make students aware of the requirements to achieve such recognition. Also, to identify the recognitions and honours that are recorded on students' transcripts and degree parchments as they may provide advantages to students when applying for scholarships, internships or employment after graduating from UCW.

Scope

This policy applies to all UCW students who completed degree requirements and are approved for graduation in their program of study during the period between Convocations.

Policy Statement

University Canada West recognises and honours graduating students who have a record of exceptional academic achievement over the duration of their studies.

1. Graduation with Distinction

- 1.1. UCW recognizes students whose academic performance is superior as evidenced by their final cumulative grade point average (CGPA).
 - 1.1.1.all graduating associate degree students who complete a minimum of 30 credits at UCW are automatically considered;
 - 1.1.2.all graduating bachelor degree students who complete a minimum of 60 credits at UCW are automatically considered;
 - 1.1.3.all graduating graduate students who complete a minimum of 30 credits at UCW are automatically considered.
- 1.2. Students shall receive the designation of graduating 'With Distinction' if they have achieved the following:
 - 1.2.1.Undergraduate students whose final CGPA on degree courses upon approval for graduation is a minimum of 3.67 shall be designated as graduating "With Distinction".
 - 1.2.2.Graduate students whose final CGPA on degree courses upon approval for graduation is a minimum of 3.80 shall be designated as graduating "With Distinction".
- 1.3. The notation "With Distinction" will appear on the degree parchment, the Convocation program, and the transcript for those students whose graduating CGPA meets or exceeds the threshold.
- 1.4. Since the designation "With Distinction" is conferred only when a student has achieved or surpassed a specified CGPA, failure to achieve graduation with distinction may not be appealed, although the grades on which the designation is based may be appealed through the grade appeal process.

2. Medal for Academic Excellence (formerly the Dean’s Award for Outstanding Performance)

- 2.1. The student in each undergraduate and graduate program who has the highest cumulative Grade Point Average (usually a minimum of A-) on degree courses upon approval for graduation of all graduating students in the program is eligible to be considered for the Medal for Academic Excellence.
 - 2.1.1. All students graduating in each Convocation ceremony are eligible to be considered for the award;
 - 2.1.2. There will normally be one student from each degree program recognized at Convocation;
 - 2.1.3. Students with records of academic misconduct or misconduct may not be considered for the award;
 - 2.1.4. UCW reserves the right to make no award, or to make multiple awards, at any Convocation.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Credit	The number of units of academic value awarded for completion of a course as stated in the Calendar.
Cumulative Grade Point Average (CGPA)	The total sum of the grades received during the entire period of the student’s enrollment in the issuing institution divided by the number of credits attempted during that period. If a student repeats a course, the grade from the first attempt remains on the transcript. However, only the higher grade will be used in the calculation of the CGPA.
Transcript	The official, formal document that is a subset of the student academic record, and contains a complete and accurate history of the academic path of a given student in a particular educational institution.

Related legislation

Not applicable

Related policies

Policy Number	Policy Title
5006	Academic appeals
9009	Student Awards
9012	Grade Scales & Grade Calculations
9019	Graduation (under development)

Responsibility

The student is responsible to apply for graduation.

The Registrar’s Office is responsible for calculating final percentages and corresponding CGPAs, for all graduates and for identifying candidates who achieve the CGPA thresholds for Graduation Honours.

The Registrar’s Office also ensures appropriate notations are added to the transcripts, the permanent record and the Convocation program.