

C.09.1
Honour Roll Procedure

Policy Name	Honour Role and Graduating with Distinction		
Policy #	C.09	Category	Academic Matters
Approving Jurisdiction	Board of Governors	Replaces	New
Administrative Responsibility	Registrar	Version	2025-01-16
Procedures Approved by	President	Next Review Date	To Be Determined

See the related POLICY (Link to be added when posted.)

DEFINITIONS

Honour Roll: To achieve honour roll status, students must be registered full-time, carry a minimum of 60% of the 100% course load while maintaining an annual average of 83% in their program of study, and have no final course grade below 65%.

PROCEDURES
1.0 Honour Roll

1.1 For a student to be recognized on the annual Honour Roll, the student will meet all of the following criteria:

- Completion of a minimum of 60% of the 100% course load while maintaining an annual average of 83% in their program of study, and have no final course grade below 65%.
- For a student with a documented disability, completion of a 40% course load while maintaining an 83% average in their program of study, and have no final course grade below 65%.
- There are no formally substantiated academic or non-academic misconduct offences. (Examples of formally substantiated offences include a determination that a student changed their answers on an examination after the instructor returned it to them or a determination that a student submitted an assignment as their own work when somebody else did the work. A warning letter is not considered formal substantiation of misconduct.)

1.2 The Associate Registrar, Systems will generate a report from the Student Information System of all Certificate, Diploma, and Degree students who meet the criteria in 1.1 of

this procedure. This report will be distributed to the Admissions Officers at each campus by July 15 of each year.

- 1.3 Admissions Officers will review the system-generated report/list to verify the grade average, if students owe money, or if students have academic or non-academic misconduct concerns.
- 1.4 Admissions Officers will send the verified list along with transcripts of eligible students to the Associate Registrar, Academic.
- 1.5 Associate Registrar, Academic will confirm that the criteria are met.
- 1.6 The Registrar or designee(s) shall provide a complete list of names for the Honour Roll to the President, who may table the listing with the Academic Council for information.
- 1.7 The Registrar or designee shall prepare a letter of acknowledgement, including a consent clause authorizing the College to publish student names on the Aurora College website no later than August 15.
- 1.8 The Registrar will send a letter of acknowledgement via Canada Post and Aurora College email to each Honour Roll student and copy the letter to the VP, Education and Training, and the Campus Admissions Officer for inclusion in the student's permanent file. The letter will only be released when it is confirmed that the student is in good financial standing with the College.
- 1.9 Students will have four (4) weeks from the date of the letter to respond and/or notify the Registrar that they do not wish to have their names published on the Aurora College website. After the four (4) weeks have elapsed, the Registrar will release the list to the Office of Communications to post on the website.

RELATED DOCUMENTS

C.09.2 Graduating with Distinction Procedure

J.02 Fees Policy

J.07 Collection of Accounts Receivable Policy