

C.09.2
Graduating with Distinction Procedure

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

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

DEFINITIONS

Graduating with Distinction: To graduate with Distinction, students must have an 83% average after the completion of the required courses and learning activities in a program and have no final course grade below 65% and no failed courses.

PROCEDURES

The purpose of the Graduating with Distinction Procedure is to outline the criteria and process for recognizing outstanding academic achievement of graduates for course work completed towards a credential.

Graduating with Distinction status shall be determined using all the Aurora College courses taken towards program completion.

Graduating with Distinction status recognizes graduates with high academic achievements and is applied at graduation.

This procedure applies to Aurora College credentials. Practices might be different for programs delivered in partnership with other institutions.

1. Eligibility for Graduating with Distinction Status

1.1. To graduate “With Distinction”, a student must successfully complete an Aurora College program leading to a credential.

1.2. Graduation with Distinction will be determined based on the following criteria:

- Completion of the required credits (as per credential framework) at Aurora College and a cumulative grade of 83%;
- No grade lower than 65% in the entire program and no failed courses.

1.3. Graduation "With Distinction" cumulative grade shall be calculated when a student completes all the program's requirements and applies for graduation.

1.4. Graduation "With Distinction" is conferred only when a student has a high academic achievement in a specified program of study. Failure to achieve graduation With Distinction may not be appealed, although the grades on which the designation is based may be appealed through the student appeal process.

1.5. Transfer Credits (TC) are not factored into the calculation of a student's Graduating with Distinction status.

Note: When a student repeats a course, only the grade corresponding to the final attempt of a course is used in the calculation of the cumulative grade.

2. Academic Records

A student who graduates with distinction will receive a credential on which will appear the phrase "With Distinction".

2.1. Graduation "With Distinction" shall also be recorded on the permanent student record and shall appear on the student's official transcript of academic record.

2.2. Each student who graduates "With Distinction" will receive a letter of commendation from the School Chair. In addition, a list of the names of those who graduated with distinction will be presented to the Board of Governors and published on the College website.

3. Roles and Responsibilities

3.1. The Associate Registrar, Academic will:

- Calculate and/or verify that the student has met the requirements for the designation of graduating "With Distinction";
- Generate a list (for School Chairs, Communications, and Board of Governors) of students who have met the requirements for the designation of graduating "With Distinction";
- Add the word "With Distinction" to the respective parchment prior to the graduation ceremony; and
- File PDF copies of parchments and the letter in the student's digital file.

RELATED DOCUMENTS

C.25 Assessment and Grading Policy

C.25.1 Grading of Courses Procedure

C.25.2 Course Grade Determination Procedure