

RECOGNITION OF ACADEMIC ACHIEVEMENT			
<b>Effective Date</b>	January 29, 2026	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Vice- President, Academic Registrar	<b>Cross-Reference</b>	1. Academic Council Authority and Bylaws 2. Admissions Policy 3. Graduation Policy 4. Grading Policy
<b>Approver</b>	Board of Governors	<b>Appendices</b>	N/A
<b>Review Schedule</b>	This policy will be reviewed every 5 years from the effective date.		

## 1. Policy Statement

- 1.1. Northwestern Polytechnic ("NWP" or "the Polytechnic") supports and recognizes student achievement in academic excellence through the awarding of various academic distinctions.

## 2. Background

- 2.1. NWP's Recognition of Academic Achievement Policy is designed to manage the granting of honours recognition for credit students of NWP.

## 3. Policy Objective

- 3.1. To recognize academic excellence of students enrolled in credit courses and programs.

## 4. Scope

- 4.1. This policy applies to all students enrolled in credit courses and programs approved by the Ministry of Advanced Education.

## 5. Definitions

- 5.1. "Full Program Load" means the student is registered in enough courses to complete their program within the standard timeframe outlined in the Academic Calendar.
- 5.2. "Letter of Academic Excellence" is a personal letter from the Dean of an NWP School recognizing academic excellence.
- 5.3. "Program GPA" is the grade point average calculated from the grades of courses completed toward the requirements of a specific program, including courses taken outside the regular school term.

## 6. Guiding Principles

- 6.1. When a student demonstrates a high level of academic achievement in the course of their studies, the following honours may be appropriate:

### 6.1.1. With Distinction

- 6.1.1.1. "With Distinction" will be awarded to a student in certificate, diploma, and

degree programs. This distinction will be reflected on the student's parchment and transcript when:

- 6.1.1.1. registered in a Full Program Load,
- 6.1.1.2. successfully completes the requirements for a credential in the standard program duration based on the applicable curriculum,
- 6.1.1.3. holding a minimum Program GPA of 3.7

## 6.1.2. Dean's List

- 6.1.2.1. Awarded to credit program student enrolled in a minimum of 9 credits for the term with a minimum GPA of 3.5 and;
  - no academic or non-academic misconduct while in the program,
  - no incomplete (IN) grades for the term.
- 6.1.2.2. Qualifying students will receive a Letter of Academic Excellence from the Dean.

## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Academic Council	<ul style="list-style-type: none"> <li>• Approve and formally support this policy.</li> </ul>
Vice-President, Academic	<ul style="list-style-type: none"> <li>• Review and formally support this policy.</li> </ul>
Registrar	<ul style="list-style-type: none"> <li>• Ensure that all Transcripts and Parchments are appropriately updated for students to reflect the awarding of Credential Honours.</li> <li>• Ensure that the appropriate reporting structure is in place for the extraction of Dean's List award recipients</li> <li>• Ensure that staff follow all guidelines related to the awarding of Academic Achievements.</li> </ul>
Deans of Academic Schools	<ul style="list-style-type: none"> <li>• Ensure that qualified students receive letter from the Dean for Dean's List</li> </ul>

## 8. Exceptions to the Policy

- 8.1. Exceptions to this policy must be approved by the Vice-President, Academic and documented by the Associate Registrar, Enrolment Services.

## 9. Inquiries

- 9.1. Inquiries regarding this policy can be directed to the Registrar's Office.

## 10. Amendments (Revision History)

Amendments to this policy will be published from time to time and circulated to the NWP community.

- 10.1. Revised and Recommended by Academic Council: December 11, 2025
- 10.2. Approved by the Board of Governors: January 29, 2026