

RECOGNITION OF ACADEMIC ACHIEVEMENT			
Effective Date	January 29, 2026	Policy Type	Academic
Responsibility	Vice- President, Academic Registrar	Cross- Reference	<ol style="list-style-type: none"> 1. Academic Council Authority and Bylaws 2. Admissions Policy 3. Graduation Policy 4. Grading Policy
Approver	Board of Governors	Appendices	N/A
Review Schedule	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">• Approve and formally support this policy.
Vice-President, Academic	<ul style="list-style-type: none">• Review and formally support this policy.
Registrar	<ul style="list-style-type: none">• Ensure that all Transcripts and Parchments are appropriately updated for students to reflect the awarding of Credential Honours.• Ensure that the appropriate reporting structure is in place for the extraction of Dean's List award recipients• Ensure that staff follow all guidelines related to the awarding of Academic Achievements.
Deans of Academic Schools	<ul style="list-style-type: none">• Ensure that qualified students receive letter from the Dean for Dean's List

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