

 CAPILANO UNIVERSITY		POLICY		
Policy No.		Officer Responsible		
S1989-02		Vice President, Academic and Provost		
Policy Name				
Academic Honours				
Approved by	Replaces		Category	Next Review
Senate	EC1989-02		Academic	May 2030
Date Issued	Date Revised	Date in effect	Related Policies	
1989	May 13, 2025	May 13, 2025		

1. PURPOSE

- 1.1 This policy provides direction regarding the awarding of academic honours at Capilano University (the “University”).

2. TERM HONOURS

Dean’s List

- 2.1 Students who fulfill the following conditions in a given term will be awarded standing on the Dean’s List:
- a) achieve a minimum of 3.67 on their Term Grade Point Average (TGPA),
 - b) have no “Incompletes”, no “No Credits Granted” and no “Fail” grades, and
 - c) complete a minimum of 12 credits for the term.

Merit List

- 2.2 Students who fulfill the following conditions in a given term will be awarded standing on the Merit List:
- a) achieve a minimum of 3.67 on both their TGPA and Cumulative Grade Point Average (CGPA),
 - b) have no “Incompletes”, no “No Credits Granted” and no “Fail” grades, and
 - c) complete fewer than 12 credits for the term.
- 2.3 Students who achieve Dean’s List or Merit List standing receive a letter from the University recognizing their achievement.
- 2.4 Dean’s List/Merit List designation is recorded on the permanent student record and will appear on the student’s official transcript of academic record.

3. GRADUATION HONOURS

Graduation with Distinction—Diplomas

- 3.1 Students are eligible for the Graduation with Distinction if they fulfill the following conditions:
- a) complete a University credential of 30 or more credits of which no more than 20% of the program's credits can be Credit/No Credit grades,
 - b) achieve a minimum CGPA of 3.75, based on courses used to satisfy program requirements,
 - c) have no grade lower than C+ in the program requirements.
- 3.2 While credit may be given for transfer, equivalence, or both, the associated grades will not be used in calculating the program CGPA.
- 3.3 Graduation with Distinction is recorded on the permanent student record and will appear on the student's official transcript of academic record and on the parchment.

Graduation with Distinction—Undergraduate and Graduate Degrees

- 3.4 Students are eligible for the Graduation with Distinction if they fulfill the following conditions:
- a) complete a Capilano University Degree in which no more than 20% of the credits can be Credit/No Credit grades,
 - b) achieve a CGPA of 3.75 based on 300 and 400 level courses for undergraduate degrees or a CGPA of 3.75 based on 500 or higher level courses for graduate degrees used to satisfy Capilano requirements,
 - c) have no grade lower than C+ in the program requirements at the 300/400 level for undergraduate degrees or 500 or higher level for graduate degrees.
- 3.5 While credit may be given for transfer or equivalence, or both, the associated grades will not be used in calculating the program CGPA.
- 3.6 Graduation with Distinction is recorded on the permanent student record and will appear on the student's official transcript of academic record and on the parchment.

4. DESIGNATED OFFICER

- 4.1 The Vice President, Strategic Planning, Assessment and Institutional Effectiveness is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.

5. RELATED POLICIES AND GUIDANCE

S2017-01 Grading Profile Policy

S2003-02 Repeated Courses

S2003-03 Academic Standing Policy