
Undergraduate Honours List Procedures (143a)

Policy Sponsor:	Office of the Registrar
Name of Parent Policy:	Undergraduate Honours List Policy (143)
Policy Contact:	Office of the Registrar
Procedure Contact:	Student Awards Coordinator, Office of the Registrar
Effective Date of Procedures:	February 1, 2010
Review Date:	These procedures will be reviewed annually.

Purpose

These procedures explain the process for determining eligibility and compiling the Undergraduate Honours Lists, as well as for notifying students.

Definitions

Refer to the [Undergraduate Honours List Policy](#) for other definitions that pertain to these procedures.

Program Benchmark	The point at which a student successfully completes 30, 60, 90 or 120 credits towards an undergraduate program credential.
Time Period	The six-month time period (either January 1st to June 30th or July 1st to December 31st) in which the student attains the program benchmark.

Procedures

1. Students will receive a congratulatory letter from the Office of the Registrar when they have qualified for the Honours List.
2. The Computing Services (CS) database analyst compiles a list of students based on the criteria of the award.



3. The Student Awards Unit (SAU) verifies the eligibility of students on the compiled list by performing a quality control check on a random 10 per cent of the names. The quality control check verifies the student has completed the minimum number of AU credits, is enrolled in a program, has obtained the minimum required program GPA, and has attained the program benchmark within the time period used to compile the list.
4. For the purpose of determining eligibility, credits given for a course completed are considered on the contract end date for that course.
5. The Honours List will be compiled 6 months after the time period completion date (the first working day in January and July each year) to allow for the final grades to be recorded.
6. The SAU publishes the Honours List and posts it for public access. The Honours List can be found at [Awards Recipient Lists](#) and will be distributed to other AU locations, the Athabasca University Students' Union, and appropriate institutions with whom AU has collaboration or articulation agreements.
7. Students who do not want their name to be published on the Honours List for public access must notify the Office of the Registrar in writing (via mail or email) prior to the deadline noted in the letter notifying students that they qualified for the honours list.

Applicable Legislation and Regulations

Athabasca University has the right to create rules and regulations regarding student awards as per section 26(1)(m) of the [Alberta Post-Secondary Learning Act](#).

Related References, Policies, Procedures and Forms

[Undergraduate Honours List Policy](#)
[Undergraduate Grading Policy](#)

History

Last Reviewed, January 27, 2010