
Dean's List Policy

Academic Policy

1 Purpose

The Dean's List will be published annually to recognise excellence in academic achievement for those students enrolled in an undergraduate degree programme at Victoria University of Wellington. The Dean's List aims to encourage the retention of these students to complete their undergraduate degree and continue into postgraduate study at Victoria.

2 Organisational Scope

This policy is University-wide policy.

3 Definitions

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

Dean's List:	An annual, formal, published record of eligible students who achieve academic excellence in their current year of study in an undergraduate degree programme.
Grade Point Average: (GPA)	An average of a set of course results translated into numerical values and weighted by the points values of the courses, as described in the <i>Assessment Handbook</i> .

4 Policy Content and Guidelines

4.1 General

- (a) The Dean's List recognises and celebrates excellence in academic achievement in undergraduate study at Victoria.
- (b) A Dean's List may be prepared by each faculty. It will normally include only students registered in qualifications offered by that faculty.

4.2 Qualifying Criteria

- (a) Only students enrolled for at least 100 undergraduate points taken over a period that begins in Trimester Three of the previous year and ends at the conclusion of Trimester Two of the current year are eligible for consideration for the Dean's List.
- (b) Students may qualify for the Dean's List if they achieve a GPA of 7.5 or higher and have not failed any of their courses during the period of study described in 4.2(a).

Note: Normally only 100-level to 300-level courses are included in the GPA calculation. The Associate Dean may include any 400-level courses being used to complete an undergraduate degree.

- (c) Inclusion in the Dean's List is at the discretion of the relevant Dean.

4.3 Identifying Recipients

- (a) At the end of Trimester Two, each faculty will be provided with a system-generated list of students who are eligible for consideration for the Dean's List in that faculty.
- (b) The relevant Associate Dean (or delegate) will review the list and provide the Dean with nominations for the Dean's List.
- (c) The Dean will make the final decision on which students will be included in the Dean's List. The expectation is that the Dean will approve all students meeting the criteria unless there is good reason not to.

Note: The details of any decision to exclude an eligible student from the Dean's List will be archived in confidential files in the relevant Faculty Student Administration Office.

4.4 Notification and Publicity

- (a) The Dean will notify those students who have been included in the Dean's List and advise them that the Dean's List is a matter of public record and that their names (but not their contact details) will be provided to enquirers upon request. A student who wishes their name to be withheld from the published Dean's List must advise the relevant Associate Dean of this within one month of receiving notification of their selection.
- (b) Inclusion in the Dean's List will be recorded on the student's academic transcript in the appropriate year(s) of study, e.g. "Dean's List 2011".
- (c) The Dean's List may be published on the respective faculty website for one year.
- (d) After removal from the website the students' names will be recorded in a publicly accessible archive. Faculties reserve the right to include the Dean's List in relevant publications and websites, for example, prospectuses or websites for the Schools offering the students' majors or specialisations.

4.5 Revocation

If a student on a published Dean's List is later found to be in breach of the *Student Conduct Statute*, the University reserves the right to remove them from that List.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework, there is no specific legislation directing this policy.

6 References

Academic Transcripts and Certificates Policy

Assessment Handbook

Student Conduct Statute

The above are available at www.victoria.ac.nz/home/about/policy

7 Appendices

Not applicable

8 Approval Agency

Academic Board

9 Approval Dates

This policy was originally approved on: 28 April 2011

This version was approved on: 28 April 2011

This version takes effect from: 28 April 2011

This policy will be reviewed by: 28 April 2014

10 Policy Sponsor

Assistant Vice-Chancellor (Academic)

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

The Associate Dean (Students) or equivalent in the relevant faculty.