Category	Educational Programs	Policy Number	ACA-PRO-501	
Distribution	External	Version	4.1	
Responsible Office	Provost	Policy Owner	Registrar's Office	
Date Approved	25 October 2023	Effective Date	25 October 2023	
Date Last Reviewed	19 June 2023	Due Date for Next Review	19 June 2026	

POLICY
Academic Honors for Undergraduate Students

1. **Purpose**
   This policy outlines the guiding principles for how Zayed University ("**University**") recognizes undergraduate students' academic excellence.

2. **Scope of Application**
   This policy applies to all undergraduate students at the University.

3. **Policy**
   To encourage students to pursue academic excellence and in support of its mission, the university shall establish awards that recognize outstanding academic performance. Students who achieve academic excellence as demonstrated by their Term Grade Point Average ("**TGPA**") in a given semester will be added to the Dean's List, and those who achieve academic excellence throughout all their undergraduate studies as demonstrated by their Cumulative Grade Point Average ("**CGPA**") will be honored by graduating with distinction.

   3.1 **Dean's List**
       3.1.1 Any enrolled student who completes a minimum of 14 gradable credit hours in a semester with a TGPA of 3.60 or above, with Normal Grade Modes, will be added to the Dean's List.
       3.1.2 The Dean's List students are awarded a Dean's List Certificate in recognition of their achievement.

   3.2 **Graduation Honors**
       3.2.1 Any graduating student with a CGPA of 3.60 or above will be awarded graduation honors as follows:
           a) Graduating CGPA of 3.90 to 4.00   Highest Distinction
           b) Graduating CGPA of 3.70 to 3.89   High Distinction
           c) Graduating CGPA of 3.60 to 3.69   Distinction
       3.2.2 Graduation honors are announced at the graduation ceremony and are recorded on the students' academic transcripts and diplomas.

4. Roles and Responsibilities

4.1 Dean's List

4.1.1 Each semester, at the end of the Add/Drop period, the Registrar's Office reviews the students' transcripts and updates them as necessary.

4.1.2 The Registrar's Office prepares the official lists of Dean's List students according to their college and sends the appropriate list to each college.

4.2 Graduation Honors

When final grades have been recorded for the students' final semester, the Registrar's Office prepares a list of students who are eligible to be awarded Graduation Honors. The list is forwarded to the Vice-President for endorsement.

5. Related Policies and Laws

ACA-REG-101 Undergraduate Enrollment and Registration
ACA-PRO-201 Academic Progress in the Baccalaureate Program
ACA-PRO-203 Grading in the Baccalaureate Program

6. Administration

This policy is administered by the Registrar's Office.

7. Revision History

Date	Revision
25 October 2023	Approved by the Provost.
19 June 2023	Non-substantive changes: • Updated the minimum number of gradable credit hours in 3.1.1 from 15 to 14 to be in line with ACA-REG-101 Procedures v.8.0. • Changed the Distribution from internal to external. • Changed the Policy Owner from Office of the Provost to the Registrar's Office.
24 January 2023	Administrative change: • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from ACA-ADM-12 to ACA-PRO-501
28 September 2021	President's Decision issued (PD#54 of 2021) after being approved by circulation by the University Council.
19 August 2021	Endorsed by the UC's Academic Affairs Committee subject to deleting "Assistant Dean of Student Affairs upon their request" from 4.1.2. *(Action completed)*
21 June 2021	Endorsed by the Academic Council.
2 May 2021	Endorsed by a joint session of the Deans' and Provost's Councils.
11 April 2021	• Reviewed, and combined the policy and procedures into one document; • Shortened the name to Academic Honors for Undergraduate Students; • Emphasized that this policy is for undergraduate students;

	• Added students have to complete a minimum of 15 gradable CHs with Normal Grade Modes CHs for Dean's List (3.1.1); • Added Roles and Responsibilities (4); • Reformatted and edited as appropriate.
17 November 2019	Updated the Responsible Office to Office of the Provost; updated the policy numbers, and format
21 March 2013	Approved by the University Council.
6 June 2010	Revised to reflect current university organization.
22 April 2002	Policy approved.