



Academic Policy Dean's List

Approved by: Faculty and President

Date Approved: October 3, 2018

1. **Summary:** This policy establishes criteria by which students are qualified for inclusion on the Dean's List.
2. **Rationale:** This policy is necessary to ensure appropriate standards of academic achievement for inclusion on the Dean's List.
3. **Entities Affected:** staff, students
4. **Definitions:** Dean - Vice President of Academic Affairs
5. **Policy:** Students are evaluated for inclusion on the Dean's List according to the following criteria:

Dean's List recipients are determined at the end of each fall and spring semester. Eligibility is determined based on the official grades received for all courses taken that semester.

To qualify for the Dean's List, an undergraduate student must complete at least 12 credit hours, earn a minimum 3.5 GPA, and rank in the top 10% of the undergraduate class for the semester in which the honor is awarded. The graduate student must complete at least 9 credit hours, earn a minimum 3.5 GPA, and rank in the top 10% of the graduate class for the semester in which the honor is awarded. Students who qualify for the Dean's List will receive a letter of notification from the Office of Academic Affairs.

Procedure:

- a. **Implementation:** The Academic Affairs Office is responsible for maintaining and following any necessary procedures for the implementation of this policy.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** The policy will be posted on the college's website.
- d. **Policy Review:** This policy will be regularly reviewed according to the college's policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 2.0	Policy number: 3.014
Related policies:	

Policy History

Version 1.0	October 19, 2012
Version 2.0	October 3, 2018