



# Academic Policy Dean's List

**Approved by:** Faculty and President

**Date Approved:** February 5, 2020

**Effective Date:** August 17, 2020

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:** Instructional Support staff, Registrar, Vice President of Academic Affairs, students
4. **Definitions:** Dean - Vice President of Academic Affairs
5. **Policy:**  
Dean's List honorees 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 notification that they have received this honor from the Vice President of Academic Affairs.

As an honor bestowed upon a student, inclusion on the Dean's List is considered directory information (see Policy "Academic Records"). As directory information, the names of students on the Dean's List may be published; however, the names of students who have a current Directory Opt-Out Form on file with the Registrar's Office requesting that this information be kept confidential will be removed prior to publication.

#### **Procedure:**

- a. **Implementation:** The Director of Instructional Support is responsible for maintaining and following any procedures necessary 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: 3.0

Policy number: 3.014

Related policies: Academic Records 2.009

Policy History

Version 1.0	October 19, 2012
Version 2.0	October 3, 2018
Version 3.0	February 5, 2020