

Subject: GRADING SYSTEM		Title: HONORS DESIGNATION
Category: ☐ Board of Trustees ☐ Presidential ☐ Functional ☒ School/Unit		
Coding: 3.0.2	Responsible Executive: Dean	Responsible Office: SHP Registrar
Adopted: 6/05	Amended: 1/12, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy describes how undergraduate students may earn Deans List and Honors designation.

II. Accountability

The Committee on Admissions and Academic Standing shall have responsibility for monitoring Honors designation. The SHP Registrar shall implement this policy.

III. Policy

An undergraduate student in good academic standing who is a full-time student as defined in the Registration: Full-Time Policy with a minimum semester grade point average of 3.5 and no grade lower than "C" is eligible for Dean's List each semester. One grade of "P" may be included in the full-time credit load. This policy may vary with joint programs. Honors status is not accorded to graduate students.

Students with Incomplete and In-Progress Grades:

In-Progress Grades

Students in good standing who have successfully completed a minimum of 12 credits with no grade lower than "C" but who carry In-Progress grade(s) into the next semester, are eligible for the Dean's List if their semester grade point average is 3.5 or greater after the In-Progress has been satisfied. Program directors must make this recommendation to the Office of Enrollment Management by the end of the semester in which the grade report and revised grade point average computations is received from Enrollment Management for the semester in question.

Incomplete Grades

Normally, students with incomplete grades are not eligible for the Dean's List.

However, students in good standing who have successfully completed a minimum of 12 credits with no grade lower than "C" but who carry one incomplete into the next semester may still be eligible for consideration of placement on the Dean's List if their incomplete grade was the result of extenuating circumstances beyond the student's control, and the revised grade point average for the semester in question is 3.5 or greater after the incomplete has been satisfied. It shall be the sole prerogative of the Program Director to recommend such students once the incomplete grade has been satisfied. Program directors must make this recommendation to the Enrollment Management by the end of the semester in which the incomplete is satisfied.

Graduation with Honors:

At the completion of an undergraduate degree program, a designation of *cum laude* (with honors) indicates a cumulative grade point average of at least 3.50; a designation of *magna cum laude* (with high honors) indicates a grade point average of at least 3.65; and *summa cum laude* (with highest honors) indicates a cumulative grade point average of at least 3.80. Criteria for honors may differ for joint programs.

Honors status will be recorded on the final transcript.

Dean's list and Graduation with Honors applies to undergraduate students.