



# Policies and Procedures

**TITLE: STUDENT ACADEMIC HONORS AND RECOGNITION**

**POLICY NO: 1-23**

**EFFECTIVE DATE: 10/01/90**

**VCCS POLICY NO: N/A**

**REVISED DATE: 02/27/07**

I. Purpose:

To describe college policy with regard to honoring and recognizing a student's academic performance.

II. Definition: N/A

III. Policy:

Both curricular and non-curricular students are eligible for academic honors at the college. Below are the criteria established for each award. Only the highest applicable honor will be awarded.

Students who earn grades of incomplete (I) will not be eligible to earn academic honors. If a student qualifies to receive an academic honor once any I grades are changed, he/she will be awarded the honor at that time.

A. President's Honor Roll

Awarded to a curricular or non-curricular student who has successfully:

1. Earned a cumulative GPA of 3.8 or higher
2. Earned a semester GPA of 3.5 or higher
3. Carried at least 6 non-developmental credit hours for the semester
4. Earned 20 or more credit hours at JSRCC
5. Earned no grades of D, F, I, or U for the semester
6. Earned no more than 1 W for the semester

B. Dean's List

Awarded to a curricular or non-curricular student who has successfully:

1. Earned a semester GPA of 3.2 or higher
2. Carried at least 6 non-developmental credit hours for the semester
3. Earned no grades of D, F, I, or U for the semester
4. Earned no more than 1 W for the semester

IV. Procedures:

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1. The office of Student Affairs will generate mailing lists of all students who qualify for the President's Honor Roll and the Dean's List for each semester and summer session.
2. The associate vice president of student affairs or designee will provide a list to the Office of the President of those students who qualify for the President's Honor Roll at the beginning of each term.
3. The president or his designee shall prepare and mail a letter of congratulations and a certificate to students who qualify for the President's Honor Roll no later than 30 days after the completion of the semester or summer session.
4. The associate vice president of student affairs or designee shall prepare and mail a letter of congratulations and a certificate to students who qualify for the Dean's List no later than 30 days after the completion of the semester or summer session. This letter is to be jointly signed by the associate vice presidents of academic affairs and student affairs.
5. The deans of each academic unit will be supplied a copy of the President's Honor Roll and Dean's List.

Other Information: N/A