# St. Cloud Technical & Community College Policies and Procedures Chapter <u>S3</u> – <u>Educational Policies</u> <u>S3.10 Academic Honors</u>

Update Revision Responsibility: Vice President for Academic Affairs

## **Purpose:**

St. Cloud Technical & Community College must always demonstrate a commitment to excellence, and, as part of that, it should recognize excellence in its faculty, staff and students. It is the purpose of this policy to establish a method of recognizing St. Cloud Technical & Community College students for outstanding academic achievements.

### **Policy:**

Students achieving academic excellence will be eligible for the following awards. The GPA for academic honors is restricted to grades earned at SCTCC.

#### 1. Graduation Honors:

- a. Students who are receiving a diploma or degree and who have a cumulative 4.0 GPA at the beginning of their final semester will be recognized in the commencement program each year. This shall be known as The President's Award for Outstanding Scholastic Achievement. These students will be considered graduating with honors and may wear gold cords at the commencement ceremony.
- b. Students who are receiving a diploma or degree and who have a cumulative 3.50 to 3.99 GPA at the beginning of their final semester will be recognized in the commencement program each year. These students will be considered graduating with honors and may wear silver cords at the commencement ceremony.
- 2. President's List: The President's List will be compiled at the end of each semester: fall, spring, and summer. Students who meet the following criteria will be included on the President's List:
  - a. Current enrollment at SCTCC with a declared major.
  - b. Students must have completed 6 credits at SCTCC in the term.
  - c. No incompletes during the academic term.
  - d. No record of disciplinary actions taken.
  - e. A GPA for the semester of 4.0.
  - f. Students will be eligible for each semester in which they are enrolled in a declared major.
  - g. Courses with a grade of P will be used to calculate full-time status but not GPA.
- 3. Deans' List: The Deans' List will be compiled at the end of each semester: fall, spring, and summer. Students who meet the following criteria will be included on the Deans' List.

- a. Current enrollment at SCTCC with a declared major.
- b. Students must have completed 6 credits at SCTCC in the term.
- c. No incompletes during the academic term.
- d. No record of disciplinary actions taken.
- e. A GPA for the semester of 3.50 3.99.
- f. Students will be eligible for each semester in which they are enrolled in a declared major.
- g. Courses with a grade of P will be used to calculate full-time status but not GPA.
- 4. Phi Theta Kappa (PTK) graduates will follow PTK graduation policies regarding GPA and regalia.

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# **Authority:**

The notation of academic honors on official college transcripts is done in accordance with Minnesota State System Procedure 3.29.1 College and University Transcripts.

#### Procedure:

- 1. Graduation Honors:
  - a. Records and Registration will calculate total GPA for students eligible for graduation designation one month prior to the spring graduation date for inclusion in the spring commencement ceremony.
  - b. The lists will be available in the book store where students may purchase honor cords.
  - c. Graduation honors will be recognized by notation in the commencement program.
  - d. Recipients of The President's Award for Outstanding Scholastic Achievement will receive a certificate included with their degree and official transcript sent after degree conferral.
  - e. The official transcript notation will be entered for academic honors based on the student's final cumulative GPA of a 3.50 or higher.

### 2. President's and Dean's Lists:

- a. Records and Registration will calculate eligibility for the Deans' and President's Lists for each semester by the following dates: March 1 for fall semester, July 15 for spring semester, and September 30 for summer semester.
- b. The official transcript notation will be entered notating the honor earned following the term the honor is awarded.
- c. Letters will be mailed to honor students from the academic division offices and the Office of the President.
- d. Students eligible for academic honors due to a grade change after the above dates will have their transcript updated to reflect the honors. No letter will be mailed to the student.

College President:	Date: 12/23/2020
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