

DIN: 3810-1-01
Title of Policy: Academic Honors

Policy

Northwest Technical College encourages academic achievement among its learners. To recognize high achievement, each semester the College compiles a Dean's List recognizing full-time learners (12 credits or more) who earned a 3.5 grade point average (GPA) or above for the semester. This list is compiled from grade records that are on file two weeks after the end of each semester. In addition, the College awards Graduation with Honors distinction to graduates from programs of more than 12 credits who hold a final cumulative GPA of 3.5 or above.

Purpose

To encourage and recognize academic achievement.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Registrar	Compile Dean's List. Provide authorized for release list of names and newspapers to Academic Dean and Director of College Advancement (via emailed spreadsheet) within one month after the end of each semester. Note Dean's List on learner transcripts. Compile Graduation with Honors list from among all individuals who have an approved Application for Degree at the beginning of their final semester.
Dean of Academic and Co-Curricular Affairs	Send recognition letters to all learners named to the Dean's List. Ensure that names of individuals qualifying for Graduation with Honors are included in Commencement Program.
Director of College Advancement	Send names of individuals named to Dean's List who have signed a News Release Form to their hometown paper.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 11/27/07 12:51 PM
Document Number:3810-1-01	Rev. 11-27-07	Page 1 of 1	Level #1
Title: Academic Honors			Implementation Date:
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in student handbook:	<input checked="" type="checkbox"/>