

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

**Policy**

Northwest Technical College encourages academic achievement among its students. To recognize high achievement, each semester the College compiles a Dean’s List recognizing full-time students (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:

<b>Group/Individual</b>	<b>Responsibility</b>
Registrar	Compile Dean’s List. Provide authorized-for-release list of eligible students the Lead Academic Administrator and Executive Director of Communications & Marketing within one month after the end of each semester. Note Dean’s List on student transcripts. Compile Graduation with Honors list from among all individuals who have an approved Application for Degree at the beginning of their final semester. Ensure that names of individuals qualifying for Graduation with Honors are appropriately noted in the commencement program.
Lead Academic Administrator	Send recognition letters to all students named to the Dean’s List.
Executive Director of Communications & Marketing	Send hometown newspaper notification for all Dean’s List honorees who are on the authorized-for-release list. Include Graduated with Honors designation in in hometown newspaper notification for NTC graduates list.

**Supporting References**

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

**Compliance References:**

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

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: 08/22/19 4:10 PM
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Approved: President Hensrud	Date:	Check here if policy should appear in student handbook:	