

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Dean's List Honors (number AP1109)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Revised: 2/15/11 (approved by Faculty Senate); 2/22/11 (approved by the Interim Chancellor)

## **I. Background and Purpose**

- 1.1 Presently grades earned in remedial classes (those numbered below 100) are used in calculating semester grade point average and therefore count when calculating Dean's List honors. Grades earned in remedial classes should NOT be used to calculate Dean's List honors, because remedial classes are not college-level courses.
- 1.2 Presently Dean's List honors do not print on official transcripts. Most institutions post Dean's List honors on official transcripts.

## **II. Constraints**

- 2.1 There are no constraints

## **III. Definitions**

- 3.1 None

## **IV. Policy Statements**

- 4.1 To be eligible for Dean's List honors, students must earn a semester grade point average of at least 3.50, while carrying a minimum of twelve (12) semester college level (courses above 100) credits on the A/F grading system.
- 4.2 Courses graded with a Pass (P) grade and courses numbered below 100 do NOT count toward the 12 semester credits required to calculate Dean's List honors.

## **V. Policy Procedures**

- 5.1 After grades are posted each term, the Registrar's Office (Dee) runs the Dean's List report #UWSSR932, which automatically posts "Dean's List" to student transcripts (for those who have earned the honor).
- 5.2 Once Dean's List honors are posted on transcripts, Registrar's Office (Dee) emails notification to the Provost's office (Sharon).
- 5.3 Provost's office runs report #UWSSR932.
- 5.4 Provost's office merges a Dean's Honor Roll Certificate with the names/addresses listed on the report above and sends hard-copy to the recipients.

## **VI. Compliance**

- 6.1 Approved by UAAC (1/25/11), Faculty Senate (2/15/11) and Chancellor Markwood (2/22/11)
- 6.2 No consequences
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

## **VII. Attachments**

- 7.1 no attachments