

# Pine Technical College

## Policy and Procedure

Policy Number: 205R    Date: 04/10/2000  
Division/Department: Academic Affairs  
Subject: Academic Honors Policy

Revision Date: 04/10/2001; 11/24/04  
Author: Robert Musgrove; Revision: Phil  
Schroeder

### **Authorities:**

### **Purpose:**

Pine Technical 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 Pine Tech students for outstanding academic achievements.

### **Policy:**

1. Students achieving academic excellence will be eligible for several awards: inclusion on the President's List, Dean's List, or Notable Achievement List on a semester-by-semester basis and receipt of Honors, High Honors or the President's Honor Award upon graduation.
2. The President's Honor Award will be presented at graduation each year to students who are receiving a diploma or degree and have maintained a cumulative 4.0 GPA throughout their entire course of study at Pine Technical College.
3. The President's, Dean's and Notable Achievement Lists will be compiled and certificates awarded twice annually, once in the Fall semester and once in the Spring semester.
4. Students who meet the following criteria will be included on the President's List:
  - a. Current enrollment at PTC with a declared major as a full-time student (12 or more credits).
  - b. No incompletes during the previous academic term.
  - c. No record of disciplinary actions taken.
  - d. A GPA for the semester of 4.0.
  - e. Students will be eligible for each semester in which they are enrolled in a declared major.
  - f. Courses taken on a pass/fail basis will be used to calculate full-time status but not GPA.
5. Students who meet the following criteria will be included on the Dean's List:
  - a. Current enrollment at PTC with a declared major as a full-time student (12 or more credits).
  - b. No incompletes during the previous academic term.
  - c. No record of disciplinary actions taken.
  - d. A GPA for the semester of 3.0 - 3.9.
  - e. Students will be eligible for each semester in which they are enrolled in a declared major.
  - f. Courses taken on a pass/fail basis will be used to calculate full-time status but not GPA.
6. Students who meet the following criteria will be included on the Notable Achievement List:
  - a. Current enrollment at PTC with a declared major as a part-time student ( registered for 6-11credits).
  - b. No incompletes during the previous academic term.
  - c. No record of disciplinary actions taken.

- d. A GPA for the semester of 3.5 or above.
- e. Students will be eligible for each semester in which they are enrolled in a declared major.
- f. Courses taken on a pass/fail basis will be used to calculate full-time status but not GPA.

7. Transfer courses will not be calculated in the GPA.

8. Students who meet the following criteria will be recognized during spring commencement ceremonies:

- a. Students with cumulative GPAs of 3.5-3.74 at time of application for graduation will be awarded Honors and wear a silver cord at graduation.
- b. Students with cumulative GPAs of 3.75-3.99 at time of application for graduation will be awarded High Honors and wear a gold cord at graduation.
- c. Students with cumulative GPAs of 4.0 will be awarded the President's Honor Award upon graduation (see #2 above).

9. Phi Theta Kappa graduates will follow PTK graduation policies regarding GPA and regalia.

**Procedure:**

- 1. The Admissions/Records Office will calculate eligibility for the Dean's, President's and Notable Achievement Lists twice a year: By January 31 for Fall Semester and May 31 for Spring Semester.
- 2. The Admissions/Records Office will calculate total GPA for students eligible for graduation designation for Honors, High Honors and the President's Honor Award Three weeks prior to the spring graduation date.
- 3. The Dean of Student Affairs will validate the lists.
- 4. The Student Affairs Office will print certificates as appropriate.
- 5 Honor and High Honor awardees will be recognized by notation on the commencement program
- 6. Notations will be made as appropriate in the student transcripts and records.

**Responsibilities:**

See above in Procedures.

**Dissemination:**

Regular dissemination, to include Student Senate.

**Approval:**

Reviewed by Executive Cabinet: 04/24/00    Revision:  
Reviewed by Faculty Senate: 05/03/00        Revision:

Second Revision Reviewed by Leadership Team: 09/27/04  
Second Revision Reviewed by Faculty Shared Governance: 11/24/04

Approved: Robert L. Musgrove, President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_