

F96-5 Codification and Revision of Student Honors;

Honors at Entrance;
Honor Roll;
Latin Honors at Graduation;
Departmental Honors

Legislative History:

At its meeting of November 4, 1996, the Academic Senate approved the following Policy Recommendation presented by Shirley Reekie for the Instruction and Student Affairs Committee.

This policy replaces previous UP S 65-24, F 86-5, S 93-6, S 66-7, F 85-9, S 86-7; and uses forgotten information from supposedly superseded policies F 65-12 and F 67-10.

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved as University Policy." Signed: Robert L. Caret, November 11, 1996.

CODIFICATION AND REVISION OF STUDENT HONORS

F96 -5

Replaces: S65-24, F86-5, S93-6, S66-7, F85-9, S86-7; also uses forgotten information from supposedly superseded policies F65-12, F67-10.

Whereas, San José State University currently has four separate (main) policies concerning student honors: S65-24, which organizes departmental honors; F86-5, which organizes the award of "Dean's Scholars" and "President's Scholars"; S93-6, which organizes Latin honors at graduation; S86-7, which organizes "Honors at Entrance", as well as numerous minor policies concerning student honors; and

Whereas, S65-24 is archaic and contains guidelines (such as a 3.0 GPA average) that are no longer useful; and

Whereas, F86-5 and S93-6 contain ambiguities that have created injustices in the awarding of honors to students, which have in turn given rise to successful student petitions; and

Whereas, The attached document codifies all of SJSU's honors policies and resolves all known defects in them; now therefore, be it

Resolved, That the attached document entitled "Student Honors at San Jose State University" be adopted as policy, effective as soon as is administratively practicable except for the clauses concerning Latin Honors which are to be implemented after the printing of the next University Catalog.

STUDENT HONORS AT SJSU

1.0 Overview and general procedures:

1.1 In order to encourage and reward outstanding academic achievement of students, San Jose State University awards honorific designations in these categories:

[2.0 Honors at Entrance](#)

[3.0 The Yearly Honor Roll: President's and Dean's Scholars.](#)

[4.0 Departmental Honors.](#)

[5.0 Latin Honors at Graduation.](#)

1.2 All references to grade point averages in this document are to a four point scale, as determined by standard academic evaluation procedures, with a 4.0 being the highest possible score.

1.3 Any ambiguities in this policy shall be resolved by the Student Honors Committee¹, which will issue written clarifications as necessary to become a permanent record of interpretation.

1.4 The Provost may grant honors to students who do not qualify under the terms of this policy. Such grants must be based upon exceptional circumstances and must be recommended by the Student Honors Committee¹ following an appeal by an individual student. The Office of Undergraduate Studies² will accept written appeals by students and will facilitate the work of the Student Honors Committee¹ in reviewing any such appeals.

2.0 Honors at Entrance

2.1 Qualifications

2.1.1 Honors at Entrance shall be awarded to all entering undergraduate students who provide written evidence at the time of application to SJSU of an outstanding preparatory record of academic work, as defined below.

2.1.2 High School students must have earned a grade point average of at least 3.6.

2.1.3 Transfer students may qualify in one of two ways:

2.1.3.1 Transfer students may qualify by earning a grade point average of at least 3.6 for their high school work and a grade point average of at least 3.5 on all transferable work; or

2.1.3.2 Transfer students may qualify by earning a grade point average of at least 3.5 on 56 or more transferable units.

2.2 Recognition and Privileges

2.2.1 Honors at Entrance will be indicated on the official records of the student, together with a key explaining what the designation means. This information will not be entered on the records until after official receipt of the student's previous transcripts have enabled the

calculation of the entering grade point average.

2.2.2 Honors at Entrance students will receive the following privileges based upon the informal calculation of their entering grade point average, subject to official confirmation:

2.2.2.1 Honors at Entrance students shall receive registration priority during their first two semesters.

2.2.2.2 Honors at Entrance students shall be given priority for placement in the University on-campus residence halls during their first semester, insofar as it is feasible within the constraints of the Housing Office.

2.2.2.3 Honors at Entrance students shall be eligible to be considered for admission to General Education Honors programs.

2.2.2.4 Honors at Entrance students shall be permitted a greater flexibility of coursework for satisfaction of General Education requirements, including waivers, where such action is deemed appropriate by the Associate Vice President for Undergraduate Studies. This privilege is renewable as long as the student maintains standing as a Dean's Scholar or better.

2.2.2.5 Honors at Entrance students shall be contacted prior to enrollment at SJSU by letter from the President to congratulate them on their outstanding academic record and to acquaint them with the privileges they have earned. Copies of these letters may be sent to their source institutions.

3.0 The Honor Roll: President's and Dean's Scholars:

3.1 Qualifications:

3.1.1 The Honor Roll designations depend upon the achievement of a set grade point average for a block of academic work, defined and limited as follows:

3.1.1.1 Honor Roll designations will be calculated twice a year: "Fall Honors" will be awarded for a block of academic work concluding with the Fall session; "Spring Honors" will be awarded for a block of work concluding with the Spring session. The Fall block will include coursework from that Fall, the previous Summer session (if taken), and the previous Spring session; the Spring block will include coursework from that Spring, the previous Winter session (if taken) and the previous Fall session.

3.1.1.2 Only SJSU courses are counted for Honor Roll calculations.

3.1.1.3 Students who do not complete a minimum of 12 units of qualifying courses within the designated block of academic work during Fall or Spring semesters are not eligible for the Honor Roll. All grades (including any from Summer and/or Winter) will be used for calculating the grade point average; however, only units from Fall and Spring semesters will count towards the 12 unit minimum accumulated load.

3.1.1.4 Only graded courses qualify for Honor Roll calculations. "CR", "SP", and "W" grades are not counted either in the calculation of grade point average nor towards the 12

unit minimum.

3.1.1.5 Any outstanding "Incomplete" on the student's record in the relevant block of coursework automatically disqualifies a student from the honor role, as the final grade may disqualify a student. Incompletes must be cleared in a reasonable period of time prior to the award of honors, as determined by the Office of Undergraduate Studies².

3.1.2 Any undergraduate student who has earned a 4.00 grade point average in the relevant block of coursework shall be deemed to be a President's scholar.

3.1.3 Any undergraduate student who has earned a 3.65 or higher grade point average in the relevant block of coursework shall be deemed to be a Dean's scholar.

3.2 Recognition and Privileges

3.2.1 All Honor Roll awards, whether earned for the previous Fall or for the previous Spring, will be recognized at a yearly Honors Convocation organized by the Academic Senate³. Honorees will receive an appropriate token representing the award, chosen by the appropriate Academic Senate committee³.

3.2.2 Honor Roll status will be indicated on the official records of the student for each session in which it is earned (with the possibility of once for Fall designation and once for Spring designation,) together with a key explaining what the designation means.

4.0 Departmental Honors:

4.1 Qualifications:

4.1.1 Departmental Honors are awarded to students who successfully complete an approved Departmental Honors program.

4.1.1.1 Each department that elects to have a departmental honors program should customize the program to its individual discipline.

4.1.1.2 Departmental Honors programs must be approved by the same on campus mechanisms that are used to approve other academic programs. This includes review by the appropriate college curriculum committee and the relevant curriculum committees of the Academic Senate.

4.1.1.3 Approved Departmental Honors programs are then filed with the Office of Undergraduate Studies², which notifies the appropriate campus agencies to begin implementation.

4.1.2 Criteria for Departmental Honors Programs:

4.1.2.1 Departmental Honors should be earned by specific honors level work as contrasted to work only in regular classes and should reflect the student's choice to attempt Departmental Honors.

4.1.2.1.1 Departmental Honors should be awarded strictly for academic achievement. Extra-curricular services or activities in the department may be rewarded through alternate means.

4.1.2.1.2 Departments should design standards that award Departmental Honors to no more than 10% of their graduating students.

4.1.2.1.3 Departmental Honors will be given only to students who distinguish themselves within their department with outstanding academic achievement. Among the methods used to measure this achievement there must be a component that uses grades earned in the department.

4.1.2.1.3.1 This may include use of a departmental grade point average of at least 3.5

4.1.2.1.3.2 This may include use of a grade point average in a specified group of departmental courses of at least 3.5

4.1.2.1.4 There must be a component of academic work that is unique to the departmental honors program, (e.g., honors thesis, an honors colloquium, etc.)

4.1.2.1.5 There may be other components as recommended by the department and approved by the relevant committees.

4.1.2.1.6 Programs must be constructed so as to provide the opportunity for transfer students to participate.

4.1.2.1.7 All indications of departmental honors prior to successful completion of all requirements must be noted as tentative and dependent upon maintenance of honors standards in the student's final session.

4.2 Recognition and Privileges:

4.2.1 Departmental Honors status will be indicated on the official records of the student, together with a key explaining what the designation means.

4.2.2 Departmental Honors status will be indicated on the official diploma of the student.

4.3 Implementation

4.3.1 All Departments currently awarding department honors shall submit their programs for review by the relevant committees during the 1996-97 academic year (first the appropriate college curriculum committee, then the Undergraduate Studies Committee, and Student Honors Committee, and finally the University Curriculum and Research Committee.) All review of departmental honors programs should be completed by the University Curriculum and Research Committee by the end of Fall, 1997.

4.3.2 Beginning in Spring, 1998, Departmental Honors will be awarded only to students who have completed an approved departmental honors program.

5.0 Latin Honors at Graduation:

5.1 Qualifications

5.1.1 The Latin Honors designations depend upon the achievement of a high grade point average in each of two categories:

5.1.1.1 An "overall" grade point average, which reflects all graded, accredited, baccalaureate work, and assures that the honor is bestowed for outstanding achievement in the earning of the whole degree; and

5.1.1.2 The "SJSU" grade point average, which reflects all graded collegiate work at this university, and assures that the honor (also) reflects outstanding achievement in work completed at SJSU.

5.1.1.3 Each average will include work completed during the session immediately preceding graduation. Graduation programs will note that indications of honor awards are tentative and depend on maintenance of honors standards in the student's final session.

5.1.2 Any undergraduate student who has earned a 3.85 or higher grade point average (both overall and at SJSU), shall graduate summa cum laude.

5.1.3 Any undergraduate student who has earned a 3.70 or higher, but less than 3.85, grade point average (both overall and at SJSU), shall graduate magna cum laude.

5.1.4 Any undergraduate student who has earned a 3.50 or higher, but less than 3.70, grade point average (both overall and at SJSU), shall graduate cum laude.

5.2 Recognition and Privileges

5.2.1 All those earning Latin Honors shall be authorized to wear a symbol on their academic regalia, which shall be chosen by an appropriate Academic Senate committee.

5.2.2 Latin Honors status will be indicated on the official records of the student, together with a key explaining what the designation means.

5.2.3 Latin Honors status will be indicated on the official diploma of the student.

Footnotes: Changes as a result of Senate Management Resolution SM-S98-2

¹ The Student Honors Committee was dissolved and its charges distributed to the Undergraduate Studies Committee, the Graduate Studies and Research Committee and the Provost Office.

² The "Office of Undergraduate Studies" is now "Curriculum and Assessment."

³ The Office of the Provost has agreed to take on the responsibilities of staging the Honors Convocation, including selecting the symbols to be worn by honorees, and the senate agreed per SM-98-2.