

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

**MOA – 21/03**

**Revision of Dean's List Honors**

**Name of Council(s)/Committee(s):**

Executive Board

**Approval Date:**

May 14, 2021

**Implementation Date:**

Upon Administrative Approval

**Responsible Office(s) and Responsible Enforcement Official(s):**

Registrar's Office, Registrar; and deans of all academic colleges.

**RECOMMENDATION:**

Revise the Dean's List eligibility so that students who receive incomplete grades may receive this honor retroactively if recommended by the appropriate dean and if they meet the existing criteria once the incomplete grades are removed.



June 15, 2021

Marilyn S. Kritzman, WMU Faculty Senate President

Date

Approve  
Comments:

Disapprove

Other Action



July 1, 2021

Jennifer P. Bott, Provost and Vice President for Academic Affairs

Date

X Approve  
Comments:

Disapprove

Other Action



September 8, 2021

Edward B. Montgomery, WMU President

Date

# Western Michigan University Faculty Senate Memorandum of Action

MOA – 21/03

## Revision of Dean's List Honors

### RECOMMENDATION

Revise the Dean's List eligibility so that students who receive incomplete grades may receive this honor retroactively if recommended by the appropriate dean and if they meet the existing criteria once the incomplete grades are removed.

### RATIONALE/PURPOSE

Undergraduate students may receive a grade of incomplete in any given semester for numerous reasons through no fault of their own which could make them ineligible to be on the Dean's List. This proposed change would allow a college dean to remedy such situations by awarding this honor, retroactively, if the Dean's List criteria is still met once incomplete grades are removed for a specific semester or session. The reason for this policy to be "upon recommendation of a dean" is that the Registrar's Office must manually award the Dean's List honor rather than in an automated fashion.

### STAKEHOLDERS

Undergraduate students and deans of academic colleges

### HISTORY:

- a) Effective date of current version: unknown
- b) Date first adopted: unknown
- c) Revision history: unknown
- d) Proposed date of next review: April 2024

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### CURRENT POLICY MODIFICATION (additions in bold and deletions with strikethrough):

2020-21 Undergraduate Catalog Glossary of Terms

#### Dean's list

A public announcement at the end of fall and spring semesters, and the summer sessions, listing students who have achieved a grade point average of 3.50 in at least twelve semester hours of course work during fall and spring semesters, and at least six semester hours of work during Summer I or Summer II. **Upon recommendation from a dean to the Registrar, a student who did not qualify for the Dean's List in a specific semester or session solely due to incomplete grade(s) may retroactively receive the Dean's List honor so long as the GPA and credit hour qualifications are met when the incomplete grade(s) are removed.**

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### RELATED PROCEDURES AND GUIDELINES (additions in bold and deletions with strikethrough):

Similar language updating is also required in the registrar's office "quick links" section for Dean's List Criteria at <http://catalog.wmich.edu/content.php?catoid=36&navoid=1558#hono>

Honors

#### Dean's List

To gain a place on the Dean's List for a semester, a student must:

1. Have completed at least twelve semester hours of work **during** the fall or spring semester for letter grade.
2. Have a grade point average of at least 3.50 for the semester.

To gain a place on the Dean's List for a Summer I or II session, a student must:

1. Have completed at least six semester hours of work **during** the Summer I or Summer II for letter grade.
2. Have a grade point average of at least 3.50 for the session.

**Upon recommendation of a dean to the Registrar, a student who did not qualify for the Dean's List in a specific semester or session solely due to incomplete grade(s) may retroactively receive the Dean's List honor providing the GPA and credit hour qualifications are met when the incomplete grade(s) are removed.**

#### **ACCOUNTABILITY**

No known financial, disciplinary, or other consequences would exist for failing to adhere to the revised procedures as it simply creates a new option for academic deans to assist undergraduate students.