

Policy No. 2-49

Subject: Academic Honors

Last Revised: 06/21/2023

Historical Status: 02/02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Dean of Student Services and Enrollment Management	Vice President of Instruction and Student Services	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to acknowledge and celebrate scholastic achievement each semester with academic honors.

II. PERTINENT INFORMATION

- A. Academic honors recognize scholastic achievement by students.
- B. Academic honors are: Dean's List, Vice President's List, President's Honor Roll.

III. DEFINITIONS

- A. Deans' List: students enrolling for six to eleven credits during a semester and earning a grade point average of 3.50 or more (with no "I", "D", or "F" grades).
- B. Full-time student: for the purpose of this policy and in determination of eligibility for academic honors, a student who is enrolled in 12 or more semester credit hours, excluding developmental courses, in a given semester. Developmental courses are excluded from the semester credit hour calculation.
- C. Grade Point Average: semester quality points divided by semester credits attempted.
- D. President's Honor Roll: full-time students earning a semester grade point average of 4.00 (with no "I" grade).
- E. Vice President's List: full-time students earning a semester grade point average of 3.50 – 3.99 (with no "I", "D", or "F" grades).

IV. GENERAL GUIDELINES

- A. The Coordinator of Admissions and Records will post academic honors following posting of official semester grades.
- B. The Office of the Vice President of Instruction and Student Services will alert students receiving Academic Honors.
- C. Marketing will establish a press release of the academic honors list and post the

list on the VHCC website and appropriate social media accounts.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS

- A. Academic Honors will be determined after official semester grades are posted and subsequently posted to academic records.
- B. Those wishing to receive a certificate for the academic honors may do so by request to the Office of the Vice President of Instruction and Student Services.