

6 **Amendment C to University Policy S17-13**

7 **Undergraduate Student Honors at SJSU**

8 Whereas, San Jose State University is committed to honoring students who excel
9 academically; and

10 Whereas, Some full-time students (students taking 12 or more units of
11 academic courses) are required to take courses that are
12 mandated to be Credit/No Credit (CR/NC) per their
13 academic program; and

14 Whereas, Currently, students who do not have at least 12 units of letter-graded
15 coursework are ineligible for President's and Dean's Scholar honorifics;
16 and

17 Whereas, Updating the policy to accommodate these students is necessary to
18 ensure that high-achieving students remain eligible for these honorifics
19 when taking required coursework that isn't letter-graded; and

20 Whereas, Currently, identifying students who achieve President's and Dean's
21 Scholars honorifics is done manually by staff in the Registrar's Office; and

22 Whereas, The Provost has committed to provide funding to adapt PeopleSoft to
23 identify students eligible for President's and Dean's Scholars honorifics
24 with minimal manual intervention; therefore be it

25 Resolved, That the policy be updated to allow up to 4 units of CR/NC coursework
26 be included in the 12-unit minimum requirement, thereby ensuring that
27 students required to take CR/NC courses for their degree remain
28 eligible for the President's and Dean's Scholars programs, and;
29 therefore be it,

30 Resolved, That the Office of the Registrar will work with the Provost's Office to
31 secure the funding to update PeopleSoft.

32 Approved: March 10, 2025

33 Vote: 8-0-1

34 Present: Giampaolo, Han, Kelly (non-voting), Leisenring (non-voting), Masegian,
35 Matthews, Mathur, Meniketti, Sen, Sullivan-Green, Vogel

36 Absent: Gambarin, Plazola, Rollerson, Tucker

37 Financial Impact: The Provost has committed to providing funding to adapt PeopleSoft to
38 fully implement the policy.

39 Workload Impact: The workload for staff in the Office of the Registrar will be significantly
40 reduced, alleviating the current heavy burden of manually identifying
41 scholars.

UNDERGRADUATE STUDENT HONORS AT SJSU

1.0 Overview and General Procedures

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

[2.0 The Semester Honor Roll: President's and Dean's Scholars](#)

[3.0 Honors in the Major](#)

[4.0 Honors in a Special Course Sequence](#)

[5.0 Latin Honors at Graduation](#)

1.2 All references to grade point average (GPA) in this document are to a 4.0 letter grading system, as defined in the SJSU catalog.¹

2.0 The Semester Honor Roll: President's and Dean's Scholars

2.1 Honor Roll designations will be determined twice a year, for the Fall and Spring semesters. Summer and Winter term coursework does not play any role in determining Fall and Spring Honors.

~~2.2 Only SJSU courses are counted for honor roll calculations. An undergraduate student must complete a minimum of 12 units during a semester to qualify for consideration. Of those 12 minimum units, at least 8 units must be letter-graded. Any "No Credit" (NC) grades disqualify a student from consideration for semester honors. A minimum of 12 letter-graded units (UG) is required to qualify for consideration. Credit ("CR") grades are not counted either in the calculation of grade point average nor towards the 12 unit minimum. Any grades below "C" (2.0) and/or No Credit ("NC") grades disqualify a student from consideration.~~

2.3 The determination and transcript notation of honor roll designations shall be done as soon as possible following the census date of the following Fall or Spring semester.

¹ To understand how a GPA is calculated, please refer to the following policies and procedures:

University Policy [F18-5: University Grading System Policy](#)

University Policy [S09-7: Grading Symbols, Drop, and Withdrawal; Retroactive Drop and Retroactive Withdrawal; Assignments of Grades and Grade Appeals; Change of Grade; and Integrity of the Academic Record](#)

Registrar's Website on [Grade Changes](#)

Catalog Description of [Grades](#)

68 **2.4** Semester honors may be awarded retroactively for students who have
69 Incomplete (“I”) and/or Report Delayed (“RD”) grades that are cleared after
70 honors status reporting per Section 2.2 and 2.3 of this policy. Retroactive honors
71 requests shall be submitted to the Office of Graduate and Undergraduate
72 Programs.

73 **2.5** Any undergraduate student who has earned an SJSU GPA of 4.00 for the Fall
74 or Spring semester shall be deemed to be a President’s Scholar for that
75 semester.

76 **2.6** Any undergraduate student who has earned an SJSU GPA of 3.65 or higher
77 GPA shall be deemed to be a Dean’s Scholar for that semester.

78 **2.7** Recognition and Privileges

79 **2.7.1** All honor roll awards, whether earned for the previous Fall or for the
80 previous Spring, will be recognized by the Office of the Provost.

81 **2.7.2** Honor roll status will be shown on the transcript beneath the semester in
82 which it is earned, together with a notation explaining what the designation
83 means.

84 **2.7.3** The University shall host an Honors Convocation (at least yearly)
85 overseen by the Office of the Provost.