

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

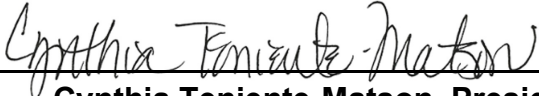
**Amendment C to University Policy S17-13, Undergraduate
Student Honors at SJSU**

Legislative History:

On March 17, 2025, the Academic Senate approved Amendment C to University Policy S17-13, Undergraduate Student Honors at SJSU, presented by Senator Sullivan-Green for the Instruction and Student Affairs Committee.

Action by University President:

Date: April 1, 2025

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

**Amendment C to University Policy S17-13, Undergraduate
Student Honors at SJSU**

- Whereas, San Jose State University is committed to honoring students who excel academically; and
- Whereas, Some full-time students (students taking 12 or more units of academic courses) are required to take courses that are mandated to be Credit/No Credit (CR/NC) per their academic program; and
- Whereas, Currently, students who do not have at least 12 units of letter-graded coursework are ineligible for President's and Dean's Scholar honorifics; and
- Whereas, Updating the policy to accommodate these students is necessary to ensure that high-achieving students remain eligible for these honorifics when taking required coursework that isn't letter-graded; and

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

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

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

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

Approved: March 10, 2025

Vote: 8-0-1

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

Absent: Gambarin, Plazola, Rollerson, Tucker

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

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

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.

2.4 Semester honors may be awarded retroactively for students who have Incomplete ("I") and/or Report Delayed ("RD") grades that are cleared after honors status reporting per Section 2.2 and 2.3 of this policy. Retroactive honors

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](#)

requests shall be submitted to the Office of Graduate and Undergraduate Programs.

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

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

2.7 Recognition and Privileges

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

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

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