POLICY STATEMENT
Capella University acknowledges the academic accomplishments of its learners through the academic recognitions described in this policy. Learners enrolled in degree programs may be eligible to be awarded academic achievement recognitions based on minimum cumulative grade point average (GPA) and other academic requirements established in this policy and procedures.

RATIONALE
Capella University seeks to recognize the superior academic accomplishments of its learners and to encourage their continued success. This policy outlines the standards learners must meet in order to earn academic achievement recognitions.

DEFINITIONS
None

PROCEDURES
I. Recognition for Learners in GuidedPath Programs
   A. Dean’s List
      1. Academic Requirements
         a. Term GPA of 3.5 to 4.0
         b. No Incomplete (“I”) grades within the quarter
         c. No repeat courses within the quarter
         d. No Not Satisfactory (“NS”) grades may be awarded within the quarter
      2. Eligibility
         a. Learners are eligible for the Dean’s List in their third quarter of registration. The learner must complete at least one credit-bearing course in the term for which the honor is awarded.
         b. Undergraduate learners are eligible for the Dean’s List.
         c. Graduate learners are not eligible for the Dean’s List.
         d. Learners enrolled in only a certificate program are not eligible for the Dean’s List.
   3. Dean’s List Calculation
      The Dean’s List is calculated quarterly.
   B. President’s List
      1. Academic Requirements
         a. Cumulative GPA of 4.0
         b. No Incomplete (“I”) grades within the quarter
c. No repeat courses within the quarter  
d. No Not Satisfactory (“NS”) grades may be awarded within the quarter

2. Eligibility  
a. Learners are eligible for the President’s List in their fifth quarter of registration in the same degree program level. The learner must complete at least one credit-bearing course in the term for which the honor is awarded.  
b. Undergraduate and graduate learners are eligible for the President’s List.  
c. Learners who have failed the comprehensive examination or dissertation are not eligible for the President’s List.  
d. Learners enrolled in only a certificate program are not eligible for the President’s List.

3. President’s List Calculation  
The President’s List is calculated quarterly.

C. Graduation with Honors  
1. Undergraduate Academic Requirements  
a. GPA Requirements  
i. Graduation with Honors—Cum Laude: 3.5000–3.7499  
ii. Graduation with High Honors—Magna Cum Laude: 3.7500–3.8499  
iii. Graduation with Highest Honors—Summa Cum Laude: 3.8500 or higher  
b. No credit-bearing course may be taken under the Satisfactory/Not Satisfactory (“S”/“NS”) option except COM1001 or an equivalent course.  
c. No Incomplete (“I”) grades may be considered.  
d. No grade may be lower than a “C.”  
e. No course may be repeated.

2. Master’s and Specialist Degree Academic Requirements  
a. GPA Requirements  
Graduation with Distinction: 3.8500 or higher  
b. No “I” grades may be considered.  
c. No grade may be lower than a “B.”  
d. No “NS” grades may be awarded.  
e. No course may be repeated.

3. Eligibility  
a. Learners are eligible for Graduation with Honors at the time of their graduation.  
b. Certificate and doctoral learners are not eligible for Graduation with Honors.

4. Academic Honors Calculation  
Graduation with Honors will be determined at the time of graduation and will only include academic work completed at Capella. Grade point averages at Capella are factored only at the career levels of undergraduate and graduate coursework. All courses taken within each career level comprise a running, cumulative total GPA, irrespective of degree conferral within that career level.

5. Academic Honors Notation  
This distinction will be noted on the learner’s official transcript and diploma.

II. Recognition for FlexPath Learners  
FlexPath learners are not eligible for Academic Recognition as defined in this policy.
**POLICY OWNERS**
Academic Owner: Chief Academic Officer
Operations Owner: Learner Services and Operations

**RELATED DOCUMENTS**
University policy 3.01.01 Academic Integrity and Honesty

**REVISION HISTORY**
Original Policy Approval Date: April 21, 2003
Revision Dates: 4-21-03; 4-1-07; 3-8-12; 4-1-12; 8-21-13; 10-31-13; 2-6-14; 8-11-16; 3-30-17; 8-23-18
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