

University Policy 3.01.03**Academic Recognition****Revised Policy Approval Date: March 23, 2012****Revised Policy Effective Date: April 1, 2012****Revised Procedure Approval Date: May 13, 2024****Revised Procedure Effective Date: July 1, 2024****POLICY STATEMENT**

Capella University acknowledges the academic accomplishments of its students through the academic recognitions described in this policy. Students 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 students and to encourage their continued success. This policy outlines the standards students must meet in order to earn academic achievement recognitions.

DEFINITIONS

None

PROCEDURES**I. Recognition for Students in Programs in the GuidedPath Format****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. Students are eligible for the Dean's List in their third quarter of registration. The student must complete at least one credit-bearing course in the term for which the honor is awarded.
 - b. Undergraduate students are eligible for the Dean's List.
 - c. Graduate students are not eligible for the Dean's List.
 - d. Students 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. Students are eligible for the President’s List in their fifth quarter of registration in the same degree program level. The student must complete at least one credit-bearing course in the term for which the honor is awarded.
 - b. Undergraduate and graduate students are eligible for the President’s List.
 - c. Students in the advanced doctoral phase of their program are not eligible for the President’s List.
 - d. Students who have failed the comprehensive examination or dissertation are not eligible for the President’s List.
 - e. Students 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, unless the course is not offered in an A–F grading scale (i.e. COM1001, SOC-H3005)
 - 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 Incomplete (“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. Students are eligible for Graduation with Honors at the time of their graduation.
 - b. Certificate and doctoral students 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 student’s official transcript and diploma.
- D. Undergraduate Honors Pathway

1. Academic Requirements
 - a. GPA requirements: minimum 3.5 or higher
 - b. Completion of all required honors courses with a grade of “B” or better, or “S” for required “S”/“NS” only honors coursework.
2. Eligibility

Undergraduate students are eligible for the honors pathway after they complete 39 total quarter credits, including 15 credits of Capella University credit, with a minimum 3.5 cumulative Capella GPA.
3. Conferral

After successful completion of all degree requirements, an honors pathway notation will appear on the student’s official transcript and diploma.

II. Recognition for FlexPath Students

FlexPath students are not eligible for Academic Recognition as defined in this policy.

POLICY OWNERS

Academic Owner: Provost

Operations Owner: Admissions & Records 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; 11-30-20; 5-13-24

Administrative edits as result of ongoing review: 2-19-10; 8-6-12; 7-8-14; 12-14-16; 3-1-17; 1-10-18; 4-1-18; 5-23-19; 3-26-21; 7-1-23; 4-1-25