



**MEMORANDUM**

**TO:** Dr. Mark T. Brainard, President  
**FROM:** Justina M. Sapna, Vice President for Academic Affairs *JMS*  
**DATE:** November 28, 2018  
**SUBJECT:** Graduation Honors Policy  
**CC:** Brian D. Shirey, General Counsel

An update to the honors policy is recommended by Academic Affairs. These revisions are based upon feedback from Instruction and Student Affairs, who want to ensure our bachelor's degree graduates are evaluated fairly when determining whether they graduate with honors. This policy allows bachelor's level program coursework grades to be calculated separately when determining whether a student graduates with honors. This ensures fair treatment of students whether they transferred in or completed an associate degree at Delaware Tech. I have consulted with Brian Shirey and was advised that action from the Board of Trustees is not required.

If approved, the updated policy below will replace the former policy shown here:

Students earning a Cumulative Grade Point Average between 3.25 and 3.49 will graduate cum laude. Those earning a CUM GPA between 3.5 and 3.79 will graduate magna cum laude. Those earning a CUM GPA between 3.8 and 4.0 will graduate summa cum laude. The Graduation Honors are printed on the graduation program and the student's final transcript.

Updated Policy:

Header Information:

Name: Graduation Honors Policy  
Category: Academic Policies  
Subject: Calculating Graduation Honors  
Owner: Vice President for Academic Affairs

Scope: This policy explains cumulative GPA requirements for graduating with honors.

Policy Statement: Graduation honors are calculated for diplomas, associate degrees, and bachelor's degrees based upon the cumulative grade point average at the time of graduation. Bachelor's degree honors will be based only upon 300 and 400 level program coursework.

Definitions:

**Graduation honors:** Upon graduation, there are three categories of honors for diploma and degree recipients. Honors are determined based upon the graduate's cumulative grade point average (CUM GPA).

Cum laude, with honor, is awarded to graduates with a CUM GPA between 3.25 and 3.49.

Magna cum laude, with great honor, is awarded to graduates with a CUM GPA between 3.5 and 3.79.

Summa cum laude, with very great honor, is awarded to graduates with a CUM of 3.8 or higher.

**Program coursework:** Program specific courses for the major. These do not include general education courses.

**Cumulative grade point average (CUM GPA):** The CUM GPA is the average of all grades a student has earned at the College. It is calculated by dividing the total cumulative quality grade points earned by the total cumulative quality hours attempted.

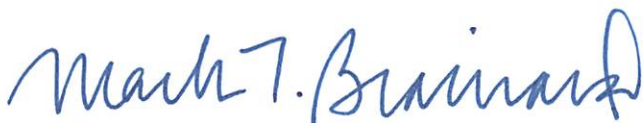
Policy:

Graduation honors are calculated for diplomas, associate degrees, and bachelor's degrees. Certificates are not eligible for graduation honors. Diploma and associate degree honors are based on all coursework that is included in the cumulative grade point average (CUM GPA) at the time the diploma or degree is awarded. Bachelor's degree honors are calculated based on all 300 and 400 level program coursework that is included in the CUM GPA at the time the degree is awarded; general education coursework is not included in bachelor's degree honors. Students earning a CUM GPA between 3.25 and 3.49 will graduate cum laude. Those earning a CUM GPA between 3.5 and 3.79 will graduate magna cum laude. Those earning a CUM GPA between 3.8 and 4.0 will graduate summa cum laude. Graduation honors are printed on the graduation program and the student's transcript.

Effective Date: The revised policy will be effective immediately upon approval for the fall semester 2018.

Frequency of Review: Policy will be reviewed every five years.

Approved/Denied (circle one):



Mark T. Brainard, President

11.30.18

Date