Procedure Title: Academic Honors Procedures

Policy Purpose Statement:
To recognize students for scholastic achievement in college-level courses each semester.

Associated M State Policy:
Academic Honors Policy

Definitions:
None.

Procedure:
• For term-to-term awards, the Office of Institutional Effectiveness will generate a list of students and determine eligibility 1-2 weeks following the end of the term.
• For graduates, the Office of Institutional Effectiveness will generate a list of students and determine eligibility three weeks following the end of the term.
• Strategic Communications and Marketing corresponds with students via letter.
• Associate Registrars will clarify questions from students about not meeting eligibility.

Associated M State Forms/Documents:
Academic Honors Policy

Procedure History:
Procedure Author: Carrie Brimhall
Date of Implementation: 3/1/2005
Date and Subject of Revision: Revised format only 12/13/2012; revised 5/7/2019

Rv 2018/hjd