



UNIVERSITY OF HAWAI'I AT MĀNOA

PETER ENGLERT
CHANCELLOR

MEMORANDUM

September 10, 2003

TO: Mānoa Deans and Directors

FROM: Peter Englert
Chancellor

SUBJECT: Policy on Dean's Lists

To ensure better consistency in the determination of how undergraduate students qualify for the Dean's List, I have determined that a policy should be implemented. The following policy is a result of consultation and input from the Mānoa Leadership Team and the Academic Procedures Committee.

Dean's List Policy

Each semester, undergraduate students will be awarded the Dean's List distinction if they:

1. Earn a semester grade point average of 3.5 or higher based on 12 credits or more taken for a grade; and
2. Do not receive grades of W, I, F, or NC for that semester.

The grades used for calculation of the semester grade point average will be those earned by a date determined by the Office of Admissions and Records. Grade changes after that date will not be used to determine eligibility for the Dean's List.

Schools/colleges that wish to establish independent criteria for the award of the Dean's List distinction should provide justification to the Vice Chancellor for Academic Affairs for approval.

Please notify all faculty, staff, and students of this new policy. You may contact Interim Vice Chancellor Karl Kim at 956-8447 or via e-mail at vcaa@hawaii.edu if you have any questions.

c: Vice President David McClain
Interim Vice Chancellor Karl Kim
Interim Asst Vice Chancellor Denise Konan
Interim Director Jan Heu
Senate Chair Mary Tiles
Academic Procedures Committee
Council of Academic Advisors
Catalog Coordinator
ASUH President Vaimana Conner