

SPEA IUPUI Policies and Procedures Dean's List

Background

The IUPUI SPEA Dean's List recognizes the achievement of academic excellence among our students. According to the Associate Registrar (email from Thomas A. May, dated 2/22/07), publication of the Dean's List does not violate FERPA, provided 'no exact information is given such as the exact GPA' for each of the students.

Policy (1/04/2006)

Students who are enrolled in 6 or more hours of coursework are named to the Dean's List if they have earned a GPA of 3.5 or higher for the fall or spring terms. The Dean's List is not computed for the summer sessions. Students with incompletes cannot be named to the Dean's List until the incomplete is removed.

Responsibilities

- ✓ The SPEA Recorder produces the list of eligible students.
- ✓ The Associate Dean notifies students and circulates and posts the Dean's List.
- ✓ The Director of Student Services publishes the Dean's List on the SPEA IUPUI website.

Procedure

1. The SPEA Recorder is responsible for identifying the names of eligible students to the Associate Dean and the Director of Marketing. This is to be done within three weeks following the posting of the IUPUI Recorder's official deadline date for final grades for the fall semester and the spring semester.
2. Before names are released for publication, the SPEA Recorder determines whether or not any of the named students have declined to have their names published per FERPA guidelines. This information is accessed from the FERPA restriction in the SPEA Information System.
3. Students who have declined to have their name published are removed from the prepared list of students.
4. Within two weeks after receiving the Dean's List, the Associate Dean notifies students of their achievement by mail (Attachment 1). These students receive a certificate of achievement and a positive service indicator is placed on their record.
5. The Associate Dean posts the Dean's List in Room 1000 or other public place within the School.
6. Within two weeks after receiving the Dean's List, the Director of Student Services publishes the Dean's List on the SPEA IUPUI website (<http://www.spea.iupui.edu/deanslist/>).

Documentation

- ✓ Notification letter (Attachment 1)

Date

«First_Name» «Last_Name»

«Address»

«City», «State» «Zip»

««AddressBlock»»

Dear «First_Name»:

It is with great pleasure that the Faculty and Staff congratulate you on your academic achievements for the Fall 20XX semester. Your hard work and dedication have placed you on the December 20XX Student Dean's List. It is students like you who help to make the School of Public and Environmental Affairs and Indiana University a quality educational environment.

The dedication that you have demonstrated to reach this objective plays a vital role in helping us achieve our goal of providing students with an environment that encourages academic excellence.

Sincerely,

Greg H. Lindsey, PhD.
Associate Dean and Professor of
Public and Environmental Affairs

Cc: Student File