Narrative/Description: At time of SIS installation, Dean’s List rules were built and tested on SIS table. At the end of each fall and spring semester, SIS automatically calculates inclusion on Dean’s List. Dean’s List status is displayed on the grade report and all transcripts. The Registrar runs a FOCUS program that produces a data file of all undergraduate students who have a grade point average of at least 3.3 on twelve or more semester hours of college level course work taken that semester. No graduate hours are included in determining the grade point average. The data is distributed to the Vice President for Academic Affairs, Dean at Rio Grande, the Director of Admissions and Records at Rio Grande College, and the Director of News and publications. These various offices use mail merges to produce individual letters to each student that appears on the Dean’s List. The registrar sends a separate list to the nation Deans list organization. It contains only students who had a 4.0 term GPA.

Electronic Inputs: None

Manual/Paper Inputs: None

Key Decision Points (list all): Level of student, total hours, term GPA.

Related Policy(s): The Dean’s List: At the end of each fall and spring semester, a list is published of all undergraduate students who have a grade point average of at least 3.3 on twelve or more semester hours of college level course work taken that semester. No graduate hours are included in determining the grade point average.

Interface to Other Systems: Word Processing Software

Web Features: Information appears on grade report and academic transcripts.

Electronic Outputs: FOCUS generated report.

Manual/Paper Outputs: Printed list for record keeping.

Customer(s): Faculty, staff, students, parents, external news organizations.

Regulatory Items: SRSU Policy

Frequency/Volume: End of term Fall and Spring
Potential Break Points: Incomplete grades cause records to rejected from consideration. Change of grade may occur after program downloads have been completed.

Automation: Fully automated.

Issues: Students who have grade changes are often not sent letter. Student is irritated if name did not appear in local paper or did not get letter.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.