

Executive Sponsor:
Provost's Office

Responsible Office:
Deans' Offices
Registrar's Office

Originally Issued:
December 7, 2006

Revised: December 11, 2025
to go into effect Fall 2026

Dean's List Policy

I. Policy Statement

The University of Scranton recognizes academic excellence by naming eligible undergraduate students to the Dean's List each fall and spring semester. To qualify, students must:

1. Complete at least 12 credit hours that count toward the semester GPA.
2. Graduate-level courses applied toward an undergraduate degree will be included in the GPA calculation.
3. Earn a semester GPA of 3.50 or higher, with no grades of D+, D, F, CD, NC, I, NG, or U.

Grades of IP in Honors Program courses do not affect eligibility; when grades of NG or I are resolved, eligibility will be calculated using the criteria above. The Dean's List designation is recorded on official transcripts.

II. Reason for Policy

This policy affirms the University's commitment to academic excellence and provides a formal mechanism to recognize and record high levels of student achievement. It ensures transparency, consistency, and fairness in the awarding of the Dean's List distinction.

III. Entities Affected by This Policy

- All full-time undergraduate students enrolled at The University of Scranton
- Academic Affairs
- Registrar's Office

IV. Website Address for this Policy

https://www.scranton.edu/academics/provost/academic_policies.shtml

V. Related Documents, Forms, and Tools

- Academic Catalog

VI. Contacts

- College of Arts and Sciences Dean's Office
570-941-7560
- Kania School of Management Dean's Office

570-941-4208

- Leahy College of Health Sciences Dean's Office
570-941-6305

Additional Contacts:

- Office of the Registrar
(570) 941-7721
registrar@scranton.edu
- Office of the Provost and Senior Vice President for Academic Affairs
(570) 941-7520
provost@scranton.edu

VII. Definitions

- Full-Time Student: A student enrolled in 12 or more credit hours in a semester.
- Dean's List: An official academic recognition awarded to students who meet the stated eligibility requirements.

VIII. Responsibilities

- Students: Maintain academic performance in accordance with eligibility requirements.
- Dean's Office: Notify students of achievement.
- Registrar's Office: Recalculate GPAs when temporary grades (I, NG) are resolved; record Dean's List designation on official transcripts.
- Academic Affairs: Communicate policy and ensure consistent application.

IX. Procedures

1. At the end of each semester, the Registrar's Office calculates semester GPAs for all students.
2. Students meeting the credit hour and GPA requirements, with no disqualifying grades, are placed on the Dean's List.
3. Students with temporary grades (I, NG) are reconsidered once final grades are submitted. If the recalculated GPA meets the criteria, the Dean's List designation is applied retroactively.
4. The Dean's List designation is recorded on the student's official transcript.
5. Students are notified of designation by their respective Dean's Office.

Policy Approval History

- Approved December 7, 2006.