

## College Operating Procedures (COP)



**Procedure Title:** Dean's List  
**Procedure Number:** 03-1201  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11; 10/1/14

**Purpose Statement:** The Dean's List serves to formally recognize Florida SouthWestern State College students who achieve a high level of academic success in a particular semester based on their student grade point average and course grades.

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**Procedures:**

At the conclusion of the Fall and Spring semesters only, the Registrar's office will generate a list of students completing 12 or more credits whose credit class grades averaged 3.5 or above, and who did not receive any grade below a "C". The list is published after the period allowed for students to make up incomplete grades (see Incomplete Grade).

The Dean's List will be posted on the Office of Registrar's webpage (<http://www.fsw.edu/registrar>), and each student on this list will receive an email containing a Dean's List Certificate noting the accomplishment, signed by the Provost/Vice President of Academic Affairs. A notation of this accomplishment will be made on the transcript of each student so honored. Such students can request a personalized Dean's list letter, if desired.

A notation of this accomplishment will be made on the transcript of each student so honored. Please note: Courses EXCLUDED include all COLLEGE PREPARATORY, and course prefixes EAP, PEL, PEM, and PEN, and SLS are not considered in calculating Dean's List eligibility.