 <p>LAGUNA UNIVERSITY Brgy. Bubukal, Santa Cruz, Laguna</p>	Doc. Code: LU:AA-GU-22	Page: 1 of 2
	Revision No.: 0	Effectivity Date: July 1, 2024
	Document Title: ACADEMIC HONORS/ACHIEVERS	

1. Policy Framework

The University encourages its students to aim for academic excellence. Thus, students are recognized for their excellent academic performance through inclusion in the semestral academic honors.

2. Application and Scope

2.1 This guideline applies to all students enrolled in the University.

3. Definition of Terms

3.1 **Academic Honors (AH)** is given to students who have excelled academically in their curricular program in a semester.

4. General Policies

4.1 The Registrar's Office shall post the Academic Honors/Achievers in strategic areas in the University within two (2) weeks after the last day of the submission of grades.

4.2 The following Academic Honors/Awardees shall be given every quarter/semester to qualified students:

4.2.1 **President's List** refers to a college student with at least 1.20 semestral grade point average and with no grade lower than 1.25 in any course.

4.2.2 **Vice President for Academic Affairs' List** refers to a college student with at least 1.21-1.45 semestral grade point average and with no grade lower than 1.50 in any course.

4.2.3 **Dean's List** refers to a student with at least 1.46-1.75 semestral grade point average and with no grade lower than 1.75 in any course;

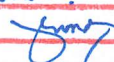
5. Specific Policies

5.1 All students for AH shall be enrolled in full semestral load as prescribed in the curriculum.


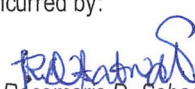
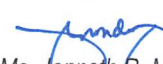

5.2 All students with advanced course/s but are enrolled in full load can still qualify for AH.


5.3 All students shall not have incurred any INC, DRP, or failed remarks or ratings in the semester that he/she is being considered as an academic honor.

5.4 To recognize the students who excelled academically in their program of studies, all awardees/honorees shall be awarded with certificates in the Recognition Rites facilitated by the departments. Softcopy of the certificates shall be issued by the Registrar's Office.

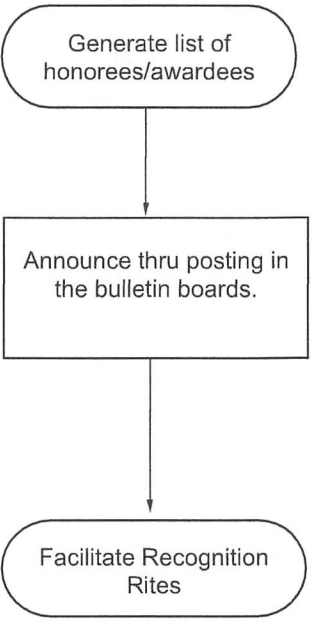

Date: 07/01/2024
Authorized by: 

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Prepared by:  Ms. Amelyn S. Mahinay University Registrar	Concurred by:  Dr. Rosemarie D. Sabado OIC-Vice President, Academic Affairs	Reviewed by:  Ms. Jenneth R. Mondez Director, Quality Management Office	Approved by:  Dr. Monette O. Bato OIC-University President
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6. Process Map and Work Instructions

PROCESS MAP		WORK INSTRUCTIONS	CRITERIA FOR QUALITY (acceptance, rejection, or output)
Legend:			
In-Charge	Process Flow		
Registrar		<p>The Registrar's Office shall post the Academic Honors/Awardees in strategic areas in the University within two (2) weeks after the last day of submission of final grades.</p>	<p>Acceptance: Criteria are strictly observed</p> <p>Output: Timely announcement; Correct list of awardees and honorees</p>
Department		<p>To recognize the students who excelled academically in their program of studies, all awardees/honorees shall be awarded with certificates in the Recognition Rites for Academic Honors.</p>	<p>Output: Recognition Rites; Program of Activities; Certificates</p>

7. Monitoring and Evaluation

Implementation of this guideline shall be monitored by the Office of the Vice President for Academic Affairs and Registrar's Office and shall be reviewed every two years or as the need arises.


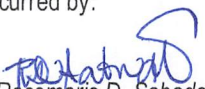
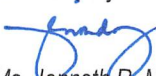

8. Dissemination

This guideline shall be uploaded to and viewable through Laguna University Quality Document Management System (LU-QDMS).

9. Related Documents

None

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