



THE UNIVERSITY OF THE WEST INDIES FACULTY OF HUMANITIES AND EDUCATION, MONA CAMPUS

DEAN'S HONOUR ROLL

The Dean's Honour Roll represents one of the ways in which the Faculty recognizes undergraduate students who have excelled academically in each of the regular semesters of the academic year. Students are deemed eligible for inclusion on the Dean's Honour Roll if they satisfy the following criteria:

- i. Students must have earned a (semester) GPA of 3.6 and above for the applicable semester.
- ii. Courses taken during the summer period (Summer School) shall **not** be considered.
- iii. Students must have completed a minimum of three courses (i.e. nine credit hours) for the applicable semester. Preliminary and co-curricular courses shall **not** be taken into consideration in the calculation of courses taken or credit hours earned.
- iv. Students must have completed in a satisfactory manner all courses for which they were registered during the applicable semester.
- v. Repeat courses shall **not** be included in the calculation of credits for the Dean's Honour Roll.

GUIDELINES FOR PUBLICATION

- ⦿ Students who have met the above criteria shall be notified by the Faculty via email (UWI-assigned email addresses only).
- ⦿ The Dean's Honour Roll shall be posted on the Faculty's website as well as on designated notice boards within the Faculty at least four (4) weeks after the University's deadline for the posting of final grades for the applicable semester. Once posted, the published Dean's List shall **not** be updated based on late changes to any student's academic record except in instances where a student's name was inadvertently placed on the published List.

OMISSION FROM LIST

The Faculty makes every effort to ensure that the names of all eligible students are included on the Dean's List. Occasionally, a student's name may be omitted for reasons that do not relate to a failure to meet the criteria. Two (2) such reasons are:

- Access to grades were restricted
- Late submission of grades

Students who feel that they have been omitted from the List in error may send a request for consideration to fhe@uwimona.edu.jm

If a student was left off the published Dean's List, the Faculty's records will be amended accordingly. However, the student's name shall **not** be added to the published (printed) Dean's List (see Guidelines for Publication).