To: Rensselaer Faculty

From: Michael H. Hanna
Associate Dean of Undergraduate Education
and Director of Advising & Learning Assistance Center

Subject: Academic Citation Nomination for Undergraduates

A system of Academic Citations was established in response to a recommendation of the Faculty Senate to recognize that occasionally a student is so outstanding that an "A" is simply not sufficient reward. A citation is intended to provide special recognition for that rare situation in which a student singularly distinguishes her/himself in a course and may be recommended by the instructor to the Dean of Undergraduate Education.

Citations should be relatively rare and are intended to be a singular honor to be used sparingly; therefore a student should not be nominated if the course grade is adequate recognition. There may be more than one student deserving a citation in a course and a citation can be recommended even though the student's grade is not an "A".

When an undergraduate student has been nominated for a citation for a 2000 thru 4000 level course, a congratulatory letter and certificate will be issued to the student by the Dean. As indicated below, each citation should include a brief statement of the student's special accomplishment(s) written by the instructor. It should also include the name of the course for which the citation is to be issued, the semester, and the name of the instructor.

Student's Name: ____________________________ RIN

Course Number & Title: ____________________________

Semester: __________________ Course Grade: __________________

Instructor: __________________

Statement of Accomplishment(s):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Instructor's Signature: ____________________________ Date: ____________

Please email the completed nomination to: Kim Ellenwood, smithka@rpi.edu
Office of Undergraduate Education