To: Rensselaer Faculty

From: Linda S. Schadler
Vice Provost and
Dean of Undergraduate Education

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