

**MARSHALL UNIVERSITY
HONORS COLLEGE**

Policy Handbook

March 2018

PURPOSE

This handbook offers basic information about the procedures and practices of the Honors College at Marshall University. The information presented here is subject to periodic revision. Because all students in the Honors College are students of the University, both this handbook and the Honors College operate under the policies and guidelines for undergraduate students at Marshall University. Students are strongly advised to consult regularly with the Honors Advisor and the College website (www.marshall.edu/honors) in order to remain informed of any changes in College policies.

MISSION

The Honors College at Marshall University fosters academic excellence in a community of learners whose undergraduate education is enhanced through innovative teaching and learning, an engaging interdisciplinary curriculum, creative and critical inquiry with talented faculty, and diverse leadership and service opportunities.

ADMINISTRATION

The College is led by a Dean and an Associate Dean. The staff includes a full-time Honors Advisor and administrative support.

POLICIES

The Honors College achieves its mission through the implementation of policies contained in this document.

The Honors College Curriculum and Policies Committee [HCCAP] serves as the governance body for the College and approves all policies and any changes to them. Voting membership consists of:

- ⇒ seven faculty representatives, ideally representing each of the seven University colleges, who serve two-year staggered terms at the invitation of the Dean of the Honors College
- ⇒ two student representatives who serve one-year terms at the invitation of the Dean of the Honors College
- ⇒ the Dean of the College
- ⇒ the Associate Dean who serves as chair

The Honors Advisor serves as a non-voting member of the committee.

The Honors College Deans ensure the maintenance of policies in a document showing the date of HCCAP action.

The College will create and maintain the Policy Handbook in an easily updatable form available for public access on the Honors College website.

ADMISSION

Honors College admission criteria for entering freshmen are these:

- ⇒ enrollment in a bachelor's degree program
- ⇒ an ACT composite score of 26 or higher (SAT total score 1240 or higher) on a single attempt
- ⇒ a minimum 3.50 high school grade point average

Following their acceptance to Marshall University, qualified students are offered admission to the Honors College on a rolling basis. The deadline for accepting the Honors College offer of admission is stated in the offer letter.

Qualified transfer students from other four-year honors colleges or programs with no more than 30 credits may petition the Dean for admission.

BENEFITS TO STUDENTS

Students admitted to the Honors College are extended the following:

- ⇒ enhanced, honors-only courses
- ⇒ eligibility for on-campus honors housing
- ⇒ access to priority registration (first year students must attend First-Year Check-In)
- ⇒ honors advising
- ⇒ access to Honors College academic amenities
- ⇒ extended borrowing privileges from the University libraries
- ⇒ competitive scholarship and travel opportunities

CURRICULUM

In order to graduate in university honors through the Honors College, all Honors College students must fulfill general University requirements as well as the specific requirements of their academic colleges and majors.

The HCCAP Committee approves the Honors College curriculum and any changes or revisions.

The curriculum consists of:

- ⇒ honors seminars
- ⇒ honors sections of courses
- ⇒ any HON course

- ⇒ honors-option contracts (no more than one per semester; no more than two with the same professor). Online and summer school courses are not eligible for h-options.
- ⇒ participation on the honors student newsletter, *The Honors Oracle*
- ⇒ service on the Honors College Student Association (HCSA) Steering Committee (see HCSA bylaws on the Honors College website)
- ⇒ Approved Honors Experiences as outlined below

A list of available honors courses is posted to the Honors College website each semester.

Students in the Honors College must complete the following:

FYS100H	First-year seminar	3 credits
HON200	Second-year seminar	3 credits
HON480 (2)	Special topics seminars	6 credits
General honors credits		<u>12 credits</u>
	Total	24 credits

No more than 6 credits in administrative honors courses (newsletter and/or HCSA steering committee) or independent studies may be applied toward fulfilling the general honors credit requirement.

Honors credit waivers for dual credit, AP, or IB courses may be available as outlined in Approved Honors Experiences.

To graduate in University Honors through the Honors College, students must complete a minimum of 15 of the required 24 hours in HON courses or department-designated honors courses, such as FYS 100H, PSY 201H, ENG 200H. No more than 9 of the 24 hours may be a combination of dual-credit, AP, or IB waivers; h-options; study abroad waivers; or graduate-only courses. Students may enroll in more than 2 HON 480 seminars to complete the honors curriculum.

HONORS SEMINARS

The College through its Associate Dean receives seminar proposals (as specified in a proposal submission process available on the College website) from tenure-track and adjunct faculty with terminal degrees in their fields.

- ⇒ Proposals must be interdisciplinary in focus and methods and must meet the criteria outlined on the submission form, including a course description, learning outcomes, pedagogies, assignments and relevant attributes.
- ⇒ Seminars must offer discussion and/or fieldwork and/or group work as well as lecture and reading and must involve writing. Attention to oral communication skills is encouraged.
- ⇒ Seminars carry 3 credit hours each.

- ⇒ Enrollment is capped at 15 students. With the instructor's approval, up to 3 additional seats may be added. Seminars whose enrollment does not meet minimums set by Academic Affairs may be cancelled.
- ⇒ Upon application to and approval by HCCAP, a faculty member may teach an honors seminar 3 times within 3 years by submitting the Application for Repeat Seminar form available on the Honors College website. Successive offerings after the third require an updated proposal.

APPROVED HONORS EXPERIENCES

DUAL CREDIT, AP, AND IB CREDITS

For students matriculating fall 2018 or later, general honors credit may be waived by college credit with a grade of A or B, AP credit, or IB credit earned in high school according to the following scale:

15 – 30 credits: 3 credit honors waiver

31+ credits: 6 credit honors waiver

To receive honors credit, students must petition the Dean by the end of their first semester using the form found on the Honors College website.

STUDY ABROAD

The Honors College strongly encourages students to consider studying abroad as undergraduates. To that end, the College will waive up to 6 of the required general honors hours for study abroad experiences for which the student receives academic credit through Marshall. Students must request the waiver by submitting the Study Abroad Substitution form available on the Honors College website.

INDEPENDENT STUDY IN HONORS

Students may complete independent studies in honors under the direction of the Dean or Associate Dean and in collaboration with a faculty advisor. Interested students should consult the Dean or Associate Dean with their plans well in advance of the semester for which the independent study is sought.

GRADUATE COURSES

Honors students may request an exception to take one graduate-only course in place of one HON 480 seminar OR the equivalent number of general honors credits. Only one graduate-only course may be counted for honors credit. Please see the policy on Undergraduate Students in Graduate Courses in the Undergraduate Catalog for enrollment information. The form for requesting an exception is on the Honor College website. This form must be submitted to the Honors College for approval before the graduate class begins.

LEARNING OUTCOMES

Upon successful completion of the Honors College curriculum, students will

- ⇒ utilize the flexible thinking required in integrative learning environments
- ⇒ negotiate the challenges and rewards of interdisciplinary learning
- ⇒ operate both independently and collaboratively in academic contexts
- ⇒ demonstrate leadership in a variety of settings
- ⇒ practice giving back to the communities to which they belong
- ⇒ develop strong critical thinking skills
- ⇒ articulate ideas clearly and effectively in both speech and writing

DEPARTMENTAL HONORS COURSES

Departmental honors is a designation not controlled by the Honors College but by individual departments. Opportunities for participating in a particular departmental honors program are within the purview of the sponsoring department.

Departmental honors programs are distinct from the Honors College curriculum, but departmental honors hours may be applied toward general honors credits in the Honors College.

RETENTION and PROGRESS

In their first semester at Marshall, students are required to participate in an individual first-year check-in meeting with an Honors College staff member. This meeting qualifies students for Priority Registration. Honors advising for all students is offered in the College each semester. The College will notify students of the advising dates and the process for scheduling appointments in advance.

In some circumstances, students will be required to attend an advising meeting. These students will be notified by email.

Students must earn a C or better in a course to receive honors credit.

Because seats in HON 480 seminars are limited, students who withdraw from two seminars after the add/drop period has ended may enroll in a subsequent seminar only with permission of the Dean. A student initiates the request with the Petition to Enroll form located on the Honors College website.

ACADEMIC STANDING IN THE HONORS COLLEGE

A student whose overall GPA falls below 3.30 in any semester is placed on Academic Probation in the Honors College and notified by email. If the overall GPA is 3.30 or above at the end of the probation semester, the student will return to Good Standing in the Honors College. If the overall GPA is not 3.30 or higher at the end of the probation semester, the student will be dismissed from the college and forfeit any future Honors College benefits.

Students on Academic Probation in the Honors College must meet with the Honors Advisor to discuss plans for returning to Good Standing in the College. Failure to do so within the specified time will result in loss of Priority Registration privileges.

Honors College students on probation who do not register for classes for the following term will be dismissed from the Honors College. If such students return to Marshall and desire to return to the Honors College, they must complete the Appeal for Reinstatement to the Honors College form found on the Honors College website. All decisions about reinstatement are made by the Dean and are final.

Students who receive an overall GPA below 3.00 in their first semester at Marshall will be dismissed from the Honors College. Students who have an overall GPA between 2.70 and 2.99 in their first semester courses may appeal to the Dean for a maximum of two probationary semesters for returning to a cumulative GPA of 3.30 or higher. Approval will be at the Dean's discretion.

To remain in good standing in the Honors College a student must:

- ⇒ be enrolled in a bachelor's degree program
- ⇒ maintain a cumulative GPA of 3.30 or higher (see **Academic Standing** for further information)
- ⇒ complete 6 honors credits within the first 2 semesters in the Honors College
- ⇒ register for HON 200 in the Spring of their second year at Marshall
- ⇒ complete a minimum of 3 honors credit hours per academic year until the curriculum has been completed.

Exceptions to any of these standards must be approved by the Dean. Students who fail to meet these standards will be dismissed from the Honors College.

The Honors Advisor will review all honors students' academic records after grades are posted each semester. Students on probation and students who are being dismissed from the Honors College will be notified about their status by university e-mail after the records review is complete.

A student who is dismissed from the Honors College may appeal the dismissal. The appeals process begins with a letter to the Dean of the Honors College outlining the basis for requesting reinstatement. Decisions regarding reinstatement will be made at the Dean's discretion.

HONORS STUDENTS IN 3+2 PROGRAMS

Honors College students participating in 3+2 programs must file a **Honors Plan of Study for Students in 3+2 Programs** with the Honors Advisor no later than the first semester in which the student enrolls in graduate hours. The form is available on the Honors College website.

GRADUATION

Students satisfying all honors requirements receive recognition on their transcripts. To receive this recognition, students must apply for graduation from the Honors College early in the semester in which they intend to graduate. Information for applying will be e-mailed from the Honors Advisor and posted on the Honors College website.