



HONORS COLLEGE

**MARSHALL UNIVERSITY**  
**HONORS COLLEGE**

Policy Handbook

**NOVEMBER 2018**

## **PURPOSE**

This handbook offers basic information about the policies and practices of the Honors College at Marshall University. The information here is subject to periodic revision. Because all students in the Honors College are students of the University, the Honors College operates under policies and guidelines as set for all undergraduate students at Marshall University. Students are strongly advised to consult regularly with the Honors Advisor and the College website ([www.marshall.edu/honors](http://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.

## **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

## **ADMINISTRATION**

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

## **POLICIES**

Implementation of policies contained in this document assists the Honors College in achieving its stated mission.

The Honors College Curriculum and Policies Committee [HCCAP] serves as a governing 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 Deans 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 as follows:

- enrollment in a bachelor's degree program at Marshall University
- an ACT composite score of 26 or higher (SAT total score 1230 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 by invitation 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 to the Honors College.

## **BENEFITS TO STUDENTS**

Students admitted to the Honors College are extended the following benefits:

- enhanced, honors-only courses
- eligibility for on-campus honors housing
- access to Priority Registration (first year students must attend a First-Year Check-In appointment with an Honors Advisor to be made eligible)
- 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, in addition to completing the Honors Curriculum, all Honors College students must fulfill general University requirements as well as the specific requirements of their academic colleges and majors. Many General Education requirements of the University can be fulfilled while earning General Honors credits

at the same time. A list of available honors courses is posted to the Honors College website in advance of each semester as soon as the schedule is prepared by the Registrar.

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

Honors students are required to complete a total of **24** credit hours in Honors as follows:

***Honors Seminars*** [12 credit hours]

These interdisciplinary seminars are a mandatory part of the curriculum.

- **FYS 100H** (3 credit hours) – First-Year Seminar
- **HON 200** (3 credit hours) – Second-Year Seminar
- **HON 480** (3 credit hours each, 2 seminars required) – Upper-Division Seminars

***General Honors*** [12 credit hours]

This part of the curriculum may be fulfilled through some combination of the following:

- **HON 480** – Taking additional Upper-Division Seminars
- **Honors-designated (“H”) departmental courses** – Taking courses offered by various departments to Honors students (e.g., ANT 201H, CMM 104H, ENG 200H)
- **HON 484** – Serving on the Honors Oracle (Honors College newsletter)
- **HON 488** – Serving on the Honors College Student Association (HCSA) Steering Committee (an MU SGA recognized organization)
- **H-option** – Arranging a contract with a Faculty Mentor to enhance a non-Honors course. All proposals for h-option must be approved by Honors College. No more than one h-option may be arranged per semester and no more than two may be completed with the same professor. Online and summer school courses are not eligible for h-options.
- Completing ***Approved Honors Experiences*** as outlined below

No more than 6 credit hours in administrative honors courses (i.e., the HON 488 or HON 484) may be applied toward fulfilling the General Honors credit requirement.

Honors credit waivers for dual credit, AP, or IB courses (college credit earned prior to high school graduation) may be available as outlined under *Approved Honors Experiences* below.

To graduate in University Honors through the Honors College, students must complete a minimum of 15 of the required 24 credits in courses listed in the schedule as HON or in Honors-designated, departmental courses listed with the “H” designation.

**No more than 6 of the required 12 credits of General Honors within the Honors Curriculum may be waived.**

## **HONORS SEMINARS**

As specified in a proposal submission process available on the Honors College website, the College receives seminar proposals through the Associate Dean from tenured, tenure-track, and adjunct faculty with terminal degrees in their fields. HCCAP approved seminars are offered to Honors students as Special Topics sections of HON 480 in an agreed upon semester.

- Proposals from faculty 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 at least 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 the Honors College Curriculum and Policy Committee (HCCAP), a faculty member may teach successive honors seminars (within prescribed limits, as noted in the item below) by submitting the Application for Repeat Honors Seminar form available through the Honors College website.
- Faculty may teach the same Honors Seminar for a total of 3 times or 3 years, whichever comes first. Upon approval, faculty may continue to teach an Honors Seminar by either submitting a New Honors Seminar Proposal form (for an entirely new proposed seminar) or by significantly updating a time-limited, existing seminar and then submitting an Updated Honors Seminar Proposal form. These forms can be found on the Honors College website.

## **APPROVED HONORS EXPERIENCES**

### ***DUAL CREDIT, AP, AND IB CREDITS***

For students matriculating in the Fall 2018 semester or later, a portion of General Honors credit hours may be waived by college credit earned through dual-credit, Advanced Placement, International Baccalaureate, or college classes completed while in high school. A grade of A or B is required in order for either dual-credit or college hours to apply and AP and IB test scores must qualify for credit at Marshall. General Honors credits may be waived according to the following scale:

- 15-30 credits: 3 credit General Honors waiver
- 31+ credits: 6 credit General Honors waiver

To receive Honors credit, students must petition the Dean by the end of their first semester using the Waiver Appeal for College Credit Earned Prior to High School Graduation form found on the Honors College website. Students are normally notified of the opportunity for this waiver during their mandatory First-Year Check-In advising

appointment to which they will be invited to set-up by university email during their first semester at Marshall University.

### ***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 credit hours for study abroad experiences for which the student receives academic credit through Marshall. To receive a waiver of 3 honors credits, students must earn a minimum of 3 transfer credits and the study abroad experience must have a duration of *at least* 3 weeks. A total of 6 credits of waived honors credit can be awarded for a semester abroad with full time enrollment of 12 credits or more. Students must request the waiver by submitting the Study Abroad Honors Credit Waiver Petition form available on the Honors College website. In order to receive waiver of General Honors credits, students must submit the form to describe enhanced academic experiences that they expect to have *before* they leave and re-submit the form to provide justification for why these credits deserve an honors credit waiver *after* they return.

### ***GRADUATE COURSES***

Honors students may request an exception to take one graduate-for the equivalent number of General Honors credits. Only one graduate-only course may be counted for Honors credit and for no more than 6 total hours. Please see the policy on Undergraduate Students in Graduate Courses in the Undergraduate Catalog for enrollment information. The Honors College Exception Request form for requesting such a substitution is on the Honors College website. This form must be submitted to the Honors College for approval before the graduate class begins.

### ***DEPARTMENTAL HONORS***

Departmental Honors is a designation not controlled by the Honors College but by individual departments (e.g., Sociology and Anthropology). 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 Curriculum, but up to 6 departmental honors hours may be applied toward General Honors credits in the Honors College. The Honors College Exception Request form for requesting such a substitution is on the Honors College website. This form must be submitted to the Honors College for approval before Departmental Honors are pursued.

### **ADVISING, RETENTION and PROGRESS**

In their first semester at Marshall, students are required to participate in an individual First-Year Check-In advising appointment with an Honors College advisor. This meeting qualifies students for Priority Registration. Failure to attend a First-Year Check-In will result in dismissal from the Honors College and forfeiture of any future Honors College benefits.

Ongoing Honors Advising for all students is offered in the College each semester. It is during these meetings that students arrange to enroll in sections of the Honors Seminar (HON 480) as well as the Honors Oracle newsletter (HON 484) and the Steering Committee of the Honors College Student Association (HON 488). The College will notify students by university email of the advising dates and the process for scheduling appointments.

In some circumstances, students will be required to attend an advising meeting on an ad hoc basis. These students will be notified by university 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 a request with the Seminar Enrollment Petition form located on the Honors College website.

## **ACADEMIC STANDING IN THE HONORS COLLEGE**

A student whose overall GPA falls below 3.30, after their first semester, will be placed on Academic Probation in the Honors College and notified by university 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 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 at Marshall University
- maintain a cumulative GPA of 3.30 or higher (see above 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.

Students who fail to meet these standards will be dismissed from the Honors College and forfeit any future Honors College benefits. Exceptions to any of these standards must be approved by the Dean upon submission of the Honors College Exception Request form by a student.

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 and are final.

### **HONORS STUDENTS IN 3+2 PROGRAMS**

Honors College students participating in 3+2 programs must file an Honors Plan of Study for Students in 3+2 Programs form with the Honors Advisor no later than the first semester in which the student enrolls in graduate hours. This 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.