



HONORS COLLEGE

Honors College
Marshall University

Policy Handbook

May 2022

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 of the Honors College, who will be known as Honors Scholars, 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 provides an environment for innovative teaching and learning within an interdisciplinary curriculum motivated by creative, critical inquiry and respect for a multiplicity of thoughts, experiences, and identities. The Honors College collaborates with university and public partners to foster inclusive academic excellence in a diverse and supportive community of scholars dedicated to becoming socially conscious, responsible leaders and lifelong learners engaged in the acquisition and application of knowledge for a greater good.

LEARNING OUTCOMES

Upon successful completion of the Honors College curriculum, Honors Scholars will:

- make connections while adapting and applying skills and learning among varied disciplines, domains of thinking, experiences, and situations.
- outline divergent solutions to a problem, develop and explore potentially controversial proposals, and synthesize ideas or expertise to generate original plans and approaches.
- evaluate the effectiveness of their own work, reflect on strengths and weakness of their knowledge and skills in defined areas, and devise ways to make improvements.
- produce cohesive oral, written, and visual communications capable of connecting effectively with specific audiences.
- appraise how cultural beliefs and practices affect inter-group communication, how specific approaches to global issues may affect communities differently, and how varying economic, religious, social, or geographical interests can result in conflict.
- demonstrate principles of ethical citizenship and socially responsible leadership through collaborative partnerships.
- evaluate how academic theories and public policy inform one another to support civic well-being.

POLICIES

The Honors College Curriculum and Policies Committee [HCCAP] serves as an advisory body for the college on all policies as well as a review board for applications to the college (e.g., from faculty for proposed seminars). Voting membership consists of:

- seven faculty representatives, ideally representing each of the seven University colleges, who serve two-year 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, who serves as Chair
- the Honors Advisor, who serves as a non-voting member of the committee

The college will maintain this Policy Handbook for public access on the Honors College website.

ADMISSION

Incoming First-Year Students

Incoming first-year students who have been accepted to Marshall University have two pathways to admission in the Honors College.

Admission by Invitation

Incoming first-year students who have been accepted to Marshall University and have a composite ACT score at least 26 (1230 SAT composite or higher) and a high school GPA of at least 3.5 are invited to join the Honors College. There is no separate application for admission to the college via this pathway to admission. The stated test scores and GPA must be achieved and reported to the university before the college's stated deadline, typically 01 May.

Admission by Holistic Review

Students admitted to Marshall who do not meet the minimum test score that would lead an automatic invitation to be admitted to the Honors College but do have at least a 3.5 high school GPA may still apply for admission to the Honors College. Students may request and be provided with a separate application for admission to the Honors College. Requests for admission in the Fall semester will be reviewed on a rolling basis through 15 April each year.

Current, Transfer and Late-Admitted (Spring Semester) Students

Current, transfer, and first-year, incoming students admitted to start at Marshall University in the Spring semester have two pathways for admission. The pathway available to them

will depend on their particular situation. All requests for admission (Admission by Invitation pathway) or applications for admission (Admission by Holistic Review pathway) must be made before the end of the 7th week of the semester.

Fall Semester

Admission by Invitation

Current students admitted to Marshall to begin their degree requirements in the Fall semester who are **NOT classified as transfer students** (students who began their Baccalaureate degree elsewhere before coming to Marshall) and who have not yet earned a GPA at Marshall but have at least a 3.5 high school GPA and at least a 26 ACT or 1230 SAT composite score, can request to be considered for a late “Admission by Invitation,” which does not require an application. This pathway to admission is only available in the Fall semester for current students.

Admission by Holistic Review

Current students (continuing at Marshall from an earlier semester) and qualified **transfer** students (*students who began their Baccalaureate degree elsewhere before coming to Marshall*) with at least a 3.5 college GPA (earned at Marshall for current students) in at least 12 completed credit hours, who will have **no more than 30 earned credit-hours** at the end of the Fall semester, may petition for admission by requesting to submit an application to the college. At the time of application, both current and transfer students may request a waiver of up to 6 hours of General Honors credits toward completion of the required Honors Curriculum.

Spring Semester

Admission by Invitation for Late-Admitted, Spring Semester Students

Students admitted to Marshall to begin their degree requirements in the Spring semester who are **NOT classified as transfer students** (students who began their Baccalaureate degree elsewhere before coming to Marshall) and who have not yet earned a GPA at Marshall but have at least a 3.5 high school GPA and at least a 26 ACT or 1230 SAT composite score, can request to be considered for late “Admission by Invitation,” which does not require an application. This pathway to admission is only available in the Spring semester for late-admitted students.

Admission by Holistic Review

Current students (continuing at Marshall from an earlier semester), incoming students admitted late (after the Fall semester), and qualified **transfer** students (*students who began their Baccalaureate degree elsewhere*

before coming to Marshall) with at least a 3.5 college GPA (earned at Marshall for current students) in at least 12 completed credit hours, who will have **no more than 30 earned credit-hours** at the end of the Spring semester, may petition for admission by requesting to submit an application to the college. At the time of application, both current and transfer students may request a waiver of up to 6 hours of General Honors credits toward completion of the required Honors Curriculum.

NOTE: *Due to a policy of the Office of Student Financial Assistance, the Honors College Scholarship (which is a partial tuition-waiver) can only be awarded to incoming, first-year students at Marshall (i.e., students who have not yet begun their coursework at Marshall as fully admitted students pursuing an undergraduate degree). Incoming, first-year students beginning in the Spring semester would be eligible to receive 1/2 of the scholarship for that academic year but could begin receiving the full scholarship award in their first full year—as long as they maintain good standing in the Honors College.*

BENEFITS TO STUDENTS

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

- Merit-based scholarships
- Experiential learning opportunities
- Honors House living in the First Year Residence Halls & Willis Hall (For questions regarding housing please go to Housing and Residence Life)
- Early course registration privileges
- Opportunities for travel support to present at conferences or study abroad
- Smaller class sizes for HON and most H-designated courses
- Interesting interdisciplinary, upper-level Honors seminars
- Membership in the Honors College Student Association (HCSA)
- Extended library borrowing
- A computer lab with printing in Old Main
- A study lounge in Old Main
- Graduating with University Honors through the Honors College, which is recognized on a student's transcript, at the Elizabeth Gibson Drinko Honors Convocation, and with an awarded Honors Medallion that can be worn at graduation

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]

- **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 Seminar

General Honors [12 credit hours]

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

- **Honors-designated (“H”) departmental courses** – Taking courses offered by various departments to Honors students (e.g., ANT 201H, CMM 104H, ENG 200H)
- **HON 300** – Being an Honors Peer Mentor through enrollment in this course
- **HON 480** – Additional Upper-Division seminars
- **HON 484** – Serving on the *Honors Oracle*
- **HON 488** – Serving on the Honors College Student Association (HCSA) Steering Committee
- **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 (HON 488 or HON 484) may be applied toward fulfilling the General Honors credit requirement.

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.

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.

No more than 6 hours of the Honors Curriculum may be waived for any reason.

HONORS 480 SEMINARS

As specified in a proposal submission process available on the Honors College website, the College receives seminar proposals from tenured, tenure-track, and adjunct faculty. HCCAP approved, upper-division 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 generally 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

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 college 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.

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 a form to describe enhanced academic experiences that they expect to have *before* they leave and submit an additional 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 course 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 experiential and collaborative learning course such as the Honors Peer Mentoring (HON 300), 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.

Because seats in HON 300 and HON 480 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 Enrollment Petition form located on the Honors College website.

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

ACADEMIC STANDING IN THE HONORS COLLEGE

To remain in good academic 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 (with the exception of their first semester at Marshall, as seen below)
- 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 required 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.

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.

A student whose overall GPA falls below 3.30, *after* their first semester, will be placed on Academic Probation in the Honors College. 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.

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.