



**The Honors College at
Eastern Michigan University**

Student Handbook

2019-2020

Note: Students may choose to follow a newer version of the Handbook but are allowed to graduate under the requirements in the annual Handbook from the year in which they joined The Honors College.

A WORD FROM THE HONORS COLLEGE

We are pleased to welcome you to the Eastern Michigan University Honors College! Our College takes pride in offering a high-quality educational experience within an affordable, comprehensive university. The Honors College is comprised of an extremely accomplished group of students and faculty, and it is designed to foster an Honors ethos that comprises intellectual curiosity, academic achievement, and the bond between the individual and the larger community. Success in Honors requires creativity, persistence, and dedication as students develop their skills and talents to achieve their academic, personal, and professional goals.

Each semester students may choose from an array of outstanding classes meeting General Education, major, and minor requirements. Honors classes are taught by talented, passionate professors who are recognized experts in their disciplines. Traditionally, Honors sections are limited to 25 students to encourage collaboration and rich interactions, in which students help guide discussion, challenge their peers, and take the lead on projects. In addition, the Honors College provides additional opportunities for students to engage with professors, participate in research and creative work, and share their work through the Undergraduate Symposium and conferences in their fields. Our expectations for performance are high, but we have no doubt that you are capable of meeting the challenges ahead, and we will provide you with opportunities and support to help you reach your goals.

As important as academics are, a true Honors College experience includes far more than earning high grades. The Honors College encourages Honors students to challenge themselves in myriad ways beyond the classroom by becoming student leaders, volunteering in the community, engaging in athletics and the arts, and exploring the intellectual, cultural, and social diversity of the university and community. Students are encouraged to push themselves both academically and culturally: attend a theater production, listen to a lecture series, study abroad, learn a language, start a campus organization. We live in a diverse and exciting world; as students and citizens, we are responsible for understanding its richness and contributing to its well being and that of our fellows. Such challenges require us to learn, to imagine, to reflect, to collaborate, and to work toward the future we seek.

This handbook explains what is expected of Honors College students. Read it carefully and refer to it often. Other information will be announced via my.emich email, The Honors College website, and social media; at Honors College gatherings and events; and via print communications. The Honors College staff is available and eager to help answer questions and assist you in solving problems, so be sure to stop by The Honors College building at 511 W. Forest Avenue regularly.

Welcome to The Honors College!

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The Eastern Michigan University Honors College provides the intimacy of a small liberal arts education within the context of a large comprehensive university. To this end, we offer educational and cultural experiences for EMU's intellectually talented and motivated students through challenging Honors courses and co-curricular activities that encourage scholarly curiosity, leadership, civic engagement, and cultural awareness.

Office: 734.487.0341
Web Site: <http://www.emich.edu/honors/>
Facebook: EMU Honors College
Twitter: EMUHonors
Instagram: EMUHonors

Benefits of Honors College Membership

An Honors College student in good standing receives many benefits:

Relationships with Faculty

Being a member of The Honors College allows students to develop close working relationships with faculty, often during their first semesters at EMU. These relationships lead to myriad opportunities for mentorship, research, networking, and involvement on and beyond campus.

Dedicated Honors Sections and Contracts

Honors students can enroll in Honors-only sections of many General Education courses, which often allow for greater engagement with course material. Similarly, Honors students may take upper division courses under contract with faculty; this agreement between student and faculty member outlines projects or other course work deemed appropriate for Honors credit upon successful completion.

Class Size

Honors sections cap at a maximum of 25 students, allowing students the opportunity to work more closely with faculty and peers.

Enhanced Honors Advising

Honors students are offered access to close advising and support from the staff of The Honors College and the faculty fellows. Honors College staff members strive to assist students in numerous ways, including helping them to select courses, develop research plans, and interact with various offices on campus.

Priority Registration

Honors College members in good standing enjoy priority/early registration. This benefit allows Honors students to build schedules around Honors courses while space is still available; unlike many other sections, Honors classes are typically capped at 25 students, making early registration a must. While students can expect to obtain a favorable course schedule, keep in mind that the aim is to *ensure that you can take Honors sections* whenever possible.

Four-Week Library Loan Period

Honors students receive a four-week (28-day) loan period, seven days longer than usual for undergraduate students. If you are not receiving this benefit, please notify The Honors College office.

Housing

The official Honors College residences are Downing Hall and Best Hall. This community of scholars offers students the opportunity to reside with peers committed to academic achievement.

Complimentary Main Stage Membership

Honors students are entitled to free membership in MAINSTAGE, an organization of EMU Theater patrons. MAINSTAGE members get EMU theatre tickets at reduced prices, invitations to members-only opening-night receptions, and reduced prices for the annual Theater Tour.

Honors Awards and Scholarships

- ✓ **Undergraduate Research Fellowships:** The Honors College, in cooperation with the Office of Financial Aid, offers competitive fellowships to Honors College students in good standing who are completing research and creative projects. Awards vary in amount depending on the type of research award being requested. Students who receive Undergraduate Research Fellowships or Senior Project Support Awards work closely with faculty mentors, so students must apply jointly with a faculty member. Guidelines and application forms are available in The Honors College and on The Honors College website.
- ✓ **Study Abroad Scholarships:** The Honors Study Abroad Scholarships are awarded to students in The Honors College who plan to study abroad in the upcoming year to help defray the cost involved the study abroad experience. The value of the award varies by applicant and the number of awards given out per year varies depending on available funding.
- ✓ **Travel Grants:** The Honors College Travel Grants are awarded to students who are participating in an EMU domestic travel course or who are presenting their research at an academic or professional conference within their field. Students must provide documentation showing that their work has been accepted to a conference at the time that they request funding for the conference.
- ✓ **Student Fellowships:** The Honors Student Fellowships provide Honors students the opportunity to work with our staff on various projects and initiatives in The Honors College. The objective of this involvement is to provide Honors students experience working in higher education, help our office meet its goals, and enrich current students' professional and leadership skills. Specifically, these students assist The Honors College in recruitment, communication, programming events, and peer advising.
- ✓ **Founder's Award:** The Founder's Award was instituted in 1994 by former director and founder of the Honors Program, Dr. Robert Holkeboer. Its purpose is to aid students who are interested in pursuing an experiential learning opportunity. Information is available in The Honors College and on The Honors College website.
- ✓ **Susan and John Ullrich Endowed Scholarship:** The Ullrich Scholarship was created to honor an Eastern Michigan University student for leadership outside of the student's course of study (e.g., athletics, clubs, student government, community volunteerism, or social initiatives). Students must have obtained junior or senior level class standing at EMU and maintain a minimum GPA of 3.0. Specific criteria for demonstrating outstanding leadership skills shall be defined by the selection committee. The Honors College staff selects the recipient, though eligibility is not limited to members of the College.
- ✓ **Brown-Chappell Endowed Scholarship:** The Brown-Chappell Scholarship was established in 2012 to provide an annual \$1,000 award for a high achieving (3.4 or above GPA) student who represents low socio-economic and first generation college status and/or low socio-economic and underrepresented population status. First priority is given to students in Social Work and/or McNair Scholars and second priority to students in the College of Health & Human Services.
- ✓ **Gene Helms Scholarship:** The Gene Helms scholarship provides funding for one or more students in The Honors College at EMU to participate in the Rome and Florence Academic Study Abroad Program held over winter break. The award varies but is typically \$1,000; it may be used to help pay for any expenses associated with the program.

Major External Scholarships

The Honors College coordinates student applications for several major external scholarships, including the Boren Scholarship, the Harry S. Truman Scholarship, the Barry M. Goldwater Scholarship, and the Rhodes Scholarship. These scholarships are highly competitive and in some cases students must be sponsored by their university in order to be considered. Even in cases where formal sponsorship is not required, we strongly recommend that students work with The Honors College on their applications. Students should plan well in advance to apply, as these scholarship applications often require multiple steps; beginning early will allow students to assemble the strongest application possible. Contact the director or associate director of The Honors College for more information.

N.B. The Graduate School administers the Fulbright Scholarship.

Publications and Conference Presentations

Here are a few of the opportunities available for Honors students to disseminate original research and creative work.

- ✓ *The Undergraduate Symposium*. The Undergraduate Symposium takes place annually at the end of March or beginning of April and showcases undergraduate research. Many Honors students present their senior project or the results of their fellowship awards at this event.
- ✓ Professional conferences in nearly every discipline and field are held at the state, regional, national, and international levels. Honors students have been privileged to present at such conferences, sometimes on their own and sometimes collaboratively with faculty members.
- ✓ Honors conferences, such as *The Mid-East Honors Association (MEHA)* and *The National Collegiate Honors Council (NCHC)*, also offer opportunities for students to share their work with Honors students and faculty members from other colleges and universities.
- ✓ Partial financial support for presenting at conferences may be obtained through departmental scholarships, college scholarships, and/or Honors travel grants.

Overview of Honors College Types

Academics are the core of The Honors College. You have been admitted to the College because of your academic achievements. Our expectations as you enter The Honors College are straightforward: continue the high level of performance that led to your admission and regularly earn Honors credit in your coursework, either by taking Honors classes or by completing Honors contracts. We encourage you to pursue the type(s) of Honors - University Honors, Departmental Honors, and/or Highest Honors - that will best help you to achieve your professional and personal ambitions, but one of your goals should be graduation from The Honors College. As you pursue this goal, we hope that you will take full advantage of the many opportunities provided by The Honors College.

The following pages explain the “nuts and bolts” of membership in The Honors College. You will learn details about each type of Honors and about Honors courses, contracts, membership expectations, and resources.

It is important that Honors students take an active role in tracking their Honors work as they progress toward their degrees. To that end, Honors students are encouraged to stop by The Honors College office for assistance or for advising appointments. To schedule an appointment with an academic advisor, go to the

Honors website (www.emich.edu/honors/advising). Please remember that all first year students must see an advisor to sign up for winter classes.

Graduating with Honors

There are three types of Honors certification available for our students: University Honors, Departmental Honors, and Highest Honors. Transfer students who enter under an articulation agreement may draw upon transferred Honors classes as specified in the agreement.

Though Honors students are subject to all EMU academic policies, various types of Honors distinction include additional expectations that set our students' experiences apart from those of their peers.

- **University Honors** is earned by successful completion of 24 Honors credits. Students graduating with University Honors must maintain a Grade Point Average (GPA) of at least 3.3.
- **Departmental Honors** is earned by successful completion of at least 12 hours of Honors credit in your major or minor, including a senior Honors project that must be approved by your faculty mentor, departmental Honors advisor, department head, and The Honors College. Up to 6 credits earned in the major or minor as a part of University Honors may count toward Departmental Honors so that a student who finishes with both types of Honors will have a minimum of 30 Honors credits. In addition to University Honors, many Honors students pursue Departmental Honors in more than one major/minor. Students graduating with Departmental Honors must maintain a Grade Point Average (GPA) of at least 3.3.
- **Highest Honors** is earned by successful completion of 30 Honors credits and the completion of a senior Honors project that must be approved by your faculty mentor, departmental Honors advisor, department head, and The Honors College. Completion of Highest Honors demonstrates an increased commitment to community service, international awareness, research, and dissemination of your research. Students must apply for Highest Honors after they complete 56 credits, maintain a 3.7 or higher cumulative GPA, and complete specific requirements. To apply for Highest Honors, students must have completed or be in the process of completing University Honors and/or Departmental Honors.

N.B. The three types of Honors distinction earned through The Honors College are different from the institutional honors categories: cum laude, magna cum laude, and summa cum laude. Institutional honors are based solely on a student's cumulative Grade Point Average.

University Honors

A. Coursework: 24 Honors credit hours required

- These credit hours can be achieved through General Education courses or courses in your major/minor.
- These credit hours can be earned through Honors courses or Honors contracts.

B. Honor Experiences: both experiences must be satisfied (see page 11 for details)

- Intellectual and Cultural Experience
- Leadership and Civic Engagement Experience

C. Community Service: 40 hours required

- Students should avoid waiting until the end of their degree program to begin their community service.

D. Star Lecture Series

- Attend at least three of the six Star Lectures presented during a single academic year and submit a reflection paper about the lectures to The Honors College.

E. Undergraduate Research Workshop

- This workshop prepares students to begin undergraduate research (e.g., completing an UG Research Proposal, writing abstracts, utilizing common research tools, etc.). Students should plan to attend this workshop by the end of their second semester in The Honors College.

Details about University Honors

As noted above, University Honors requires 24 Honors credits, though there is no limit on how many Honors credits can be earned. Each fall and winter term, The Honors College offers approximately 40 or more Honors sections across the different General Education categories. All of these Honors classes count toward University Honors, as well as toward your General Education requirements. You can also earn Honors credits by contracting courses, though the College discourages contracting General Education courses that are offered as Honors sections. Contracting General Education courses requires pre-approval from The Honors College.

Honors Experiences

An Honors Experience is an event or activity that achieves one or more of the following goals:

- Enrich the intellectual lives of Honors students
- Develop the leadership skills of Honors students
- Enhance the community engagement of Honors students
- Deepen the cultural understandings of Honors students

University Honors students are required to complete two Honors Experiences, one from each category as follows:

I. Intellectual and Cultural activities

Examples

- Attending three (3) lectures within one series (e.g. Bathhouse Reading Series, the Porter Series, or other) and writing a reflection paper. NOTE: Attending three (3) additional Star Lectures beyond the required three will satisfy this requirement.
- Participating in the Honors trip to the Stratford Festival or other similar trips
- Attending six (6) unrelated intellectual/cultural events or activities
- Presenting at the Undergraduate Symposium or other professional conference
- Participating in an approved academic study abroad course/program
- These activities must be community-based.

II. Leadership and Civic Engagements activities

Examples

- Serving as a student representative on an official university committee for at least one (1) semester
- Serving as an elected officer in a student organization for at least one (1) semester
- Serving as an elected officer in a civic organization for at least one (1) semester (obtain pre-approval for this experience)
- Participating in LeaderShape
- Serving as a New Student Orientation Assistant (NSOA) or a member of the Orientation Team of Eastern's Advisors and Mentors (O-TEAM)

Activities for Honors Experiences must be approved in advance. It is the responsibility of the Honors student to obtain this approval by first filling out an Honors Experience form and then having it signed by one of the Honors directors before beginning the experience. Honors Experience forms are available in The Honors College office and can also be found on our web page. While a student need not have completed both of their Honors Experiences before scheduling an exit interview, they must have the activities for their Honors Experiences approved before they attend their exit interview. Remember, *all Honors requirements, including service hours, must be completed prior to Honors Commencement in order to graduate with Honors.*

You have 60 calendar days following the end of your Honors Experience to submit the completed form and the reflection paper. We do not expect students to submit requirements between May 1 and August 31, however, so if the 60 days expire during that period, then the completed form and the reflection paper for that Honors Experience must be submitted by the Friday of the second week of the fall semester. Otherwise, Honors Experience forms and reflections submitted after 60 days following the end of the experience will not be accepted. N.B If the deadline for submitting all your materials in order to graduate precedes the end of the 60 days, you must abide by the deadline for submitting materials for graduation in order for them to be processed, even though the turn around may be short.

Community Service

The Honors College is strongly committed to the value of community service. In order to graduate with University Honors, our students must perform a minimum of 40 hours of approved community service – about 10 hours annually. This requirement can be fulfilled in a number of ways, including:

- *Service related to, but distinct from, coursework.* EMU is fortunate in the variety of courses we offer with service components and The Honors College encourages students to connect meaningfully with these opportunities. For this reason, service hours completed above and beyond the requirements for an Honors class/contract or an Academic Service-Learning course may be counted as community service with the approval of The Honors College.
- *Service arranged through a recognized campus office.* The Campus Life VISION project has a large list of community service activities, some of which it organizes and actively promotes (e.g., Alternative Spring Break). Likewise, other groups on campus offer community service opportunities. Such activities must be approved by the director of the office by which it is sponsored, as well as The Honors College.
- *Service that is a part of an ongoing on- or off-campus project.* Many residence halls and student organizations sponsor service activities. Again, students may fulfill all or part of this requirement by participating in some of these activities, which must be supervised and have approval from The Honors College.

Community service activities must be approved in advance. It is the responsibility of the Honors student to obtain this approval by first filling out a community service agreement and then having it signed by one of the Honors directors before beginning the community service. Community service agreements are available in The Honors College office and can also be found on our web page. While a student need not have completed all of their community service hours before scheduling an exit interview, they must have the service hours approved before they attend their exit interview. Remember, *all Honors requirements, including service hours, must be completed prior to Honors Commencement in order to graduate with Honors.*

You have 60 calendar days following the end of your community service project to submit the completed form. We do not expect students to submit requirements between May 1 and August 31, however, so if the 60 days expire during that period, then the form for those community service hours must be submitted by the Friday of the second week of the fall semester. Otherwise, community service forms submitted after 60 days following the end of the community service project will not be accepted. N.B If the deadline for submitting all your materials in order to graduate precedes the end of the 60 days, you must abide by the deadline for submitting materials for graduation in order for them to be processed, even though the turn around may be short.

Star Lecture Series

The Star Lecture Series invites faculty and staff representing different disciplines and experiences to address a common topic or theme in six lectures throughout the academic year, typically three in the fall semester and three in the winter semester. To satisfy the Star Lecture requirement for University Honors, students will attend at least three of the six Star Lectures presented during a single academic year and submit a reflection paper about the lectures to The Honors College. You will have 60 calendar days following the end of the academic year in which you attend these Star Lectures to submit the Star Lecture form and reflection paper. We do not expect students to submit these reflections between May 1 and August 31, so if the 60 days expire during that period, you will be allowed to submit your form and reflection by the Friday of the second week of the fall semester. We strongly encourage you to write the reflection as soon after you have attended the three lectures as possible to ensure that the material is fresh in your mind and you can meaningfully make connections between the lectures. N.B If the deadline for submitting all your materials in order to graduate precedes the end of the 60 days, you must abide by the deadline for submitting materials for graduation in order for them to be processed, even though the turn around may be short.

Departmental Honors

A. Coursework: 12 credit hours required

- A minimum of 12 credit hours must be completed in the major or minor field of study. Be sure to check with your departmental Honors advisor about any department-specific requirements.

B. Workshops

- Honors Undergraduate Research workshop
The UG Research workshop covers essentials about preparing and conducting a first research study and should be taken before the end of the student's second semester in The Honors College and must be taken **before** attending an Honors Senior Project workshop.
- Honors Senior Project workshop
This workshop discusses the process of completing a senior project. Students are encouraged to

attend the workshop before they begin their Honors senior project proposal.

C. Senior Project

➤ Senior Project Proposal

In most cases, this proposal should be submitted to and approved by The Honors College no later than the semester before beginning the senior project; it must be submitted and approved by the end of the semester prior to the semester in which the student intends to graduate. The proposal must be signed by the faculty mentor and departmental Honors advisor signifying approval of the project before it is submitted to The Honors College. All proposals must include a clear and complete overview of the project or thesis.

➤ Senior Project

A senior project must be completed to qualify for Departmental Honors in the major or minor field of study. While completing the project, a student may complete an independent study course, usually one (1) to three (3) credit hours. Be sure to check with your departmental Honors advisor to see whether this independent study or a thesis course is required by your department.

Details about Departmental Honors

Departmental Honors is available in all academic departments and programs and provides the opportunity for close interaction between a student and instructor. As a rule, Honors students should expect to do most of their Departmental Honors work during their final four semesters; however, a student can begin earlier, especially in majors that require sequential coursework (e.g., music performance, art, theater, world languages) where they may start as early as the first year.

For some majors and minors, additional and discipline-specific requirements are set by the academic departments or programs (e.g., the Psychology and Biology departments, among others, have specific guidelines to follow). Some departments also refer to the Honors Senior Project as a senior thesis because they expect their students to produce a formal, academic thesis in keeping with the style of their discipline. However, all programs require a minimum of 12 hours of Honors credit and an Honors Senior Project. As soon as students decides to pursue Departmental Honors, they should complete the Intent to Pursue Departmental Honors form, which is available on The Honors College website and in the college office.

Acceptance to second-admissions programs such as education, nursing, and occupational therapy, among others, is not automatic. Honors advisors can assist in determining whether a program requires a second level of admission to enter and what the specific requirements are. Some departments require a separate application and have their own admission and retention standards. Thus, before beginning Departmental Honors work, students should make an appointment with the appropriate departmental Honors advisor. Names and contact information for departmental Honors advisors are available on The Honors College website (www.emich.edu/honors).

The departmental Honors advisor will be the main source of information and advice for Departmental Honors. All departments and many program areas have Honors advisors. Usually, they do not provide general advising or scheduling assistance. Rather, their job is to help Honors students prepare for and pursue Departmental Honors. In addition, their signature is required on all of their department's Honors contracts, as well as on the Honors Senior Project.

The Honors Senior Project

The Honors Senior Project is the culminating experience for students graduating with Departmental Honors. All Departmental Honors students **must** complete an Honors Senior Project. Some departments require that students complete a specific Honors thesis seminar, a research course, or an independent study in association with the Honors Senior Project, so be sure to check with the departmental Honors advisor about the requirements in your field.

The project may take various forms: a lengthy research paper, a public performance, a documented lab experiment, a computer program, a work of art, or a mathematical proof with appropriate documentation. Whatever form it takes, it should be a demanding exercise of approximately 150 hours of work, and the result should demonstrate exceptional skill and understanding.

For non-traditional projects, the work should provide sufficient prefatory information to help contextualize the project for the reader. In addition, a substantial section should be included that helps the reader understand the value of the work and its significance to the student's field.

As students prepare for their Honors Senior Project, there are a number of things to keep in mind.

- Successful projects must be carefully planned in advance. As soon as students decide to pursue Departmental Honors, they should meet with the departmental Honors advisor in their field of study to discuss the project and consider a faculty mentor for the project. The mentor should be a full-time faculty member who is knowledgeable in the subject and available to provide direction and criticism. The mentor will also evaluate the final product and conduct any oral or written defense that may be required. Once a faculty member has agreed to direct a project, a meeting should be scheduled to refine the scope of the project, agree on a project description, and negotiate such matters as format, methodology, and deadlines. *Remember, do not wait until the semester you intend to graduate before beginning your thesis work. It will be exceptionally difficult, if not impossible, to complete a high-quality project in that time frame.*
- Once the nature of the project has been established, an Honors Senior Project Proposal must be completed and forwarded to The Honors College. This application includes the anticipated graduation date, a tentative topic and description of the project, and signatures from the faculty mentor, departmental Honors advisor, and the director or associate director of The Honors College signifying approval.
- As with any long-term project, students may run into unexpected delays along the way. For that reason, as noted above, as much of the work as possible should be completed prior to the final semester. Since the thesis must be completed and submitted to both the academic department and The Honors College before one can graduate, students should be careful not to jeopardize graduation with Departmental Honors by waiting until the last minute.
- Remember that any research that involves humans will require Human Subjects Approval from the university's Internal Review Board. Details about how to apply for this approval will be covered in the Honors Senior Project workshop. Also, obtaining permission from the Internal Review Board is not automatic and may take time and negotiation, so plan ahead.
- Although many projects will be extended research papers, some will involve public performances, works of art, lab experiments, and the like. All projects must include written components. The written product must carefully document the research or creative activity. Controlled scientific

experiments, for example, may be accompanied by a detailed lab report, charts, graphs, and tables; creative projects may be documented by a journal, thorough explanations of performance decisions, photographs, annotated scripts and scores; or other mutually agreed upon components. As noted above, non-traditional projects should include sufficient prefatory information to help contextualize the work for the reader and a substantial section that helps the reader understand the value of the project and its significance to the student's field. If you or your mentor are unsure whether the format or content of your project satisfies The Honors College requirements, please contact the director or associate director of The Honors College for guidance.

- When working on the Honors project, students are eligible to apply for Undergraduate Research funding to support this work. Applications for this very competitive funding are available on The Honors College website (www.emich.edu/honors). Applications are due by October 15th of each academic year for winter term and April 1st for summer and fall term. All proposals are reviewed and judged by a faculty committee, and selection is competitive.
- The project must meet certain formal guidelines. The written portion must be word processed using a 12 point Arial font, double-spaced on 8 1/2" x 11" paper, leaving a 1 1/2" left-side margin and 1" at top, bottom, and right sides. It must begin with a title page (see Senior Project Manual for an example), followed by a table of contents. Charts, graphs, tables, and illustrations may be incorporated into the main body of the text or as appendices. Students should follow the style manual most commonly used in their discipline.
- The project may be made available via Digital Commons, so it is essential to ensure that the manuscript is free of grammatical, mechanical, and stylistic errors. In addition to electronic publication, the original manuscript will be copied and bound, so it should not be stapled or 3-hole punched.
- As always, if you are using materials that you did not create, sources must be properly cited according to the conventions outlined in the style manual you are following. This includes any information or images taken from the internet. If you are planning to make your project available on Digital Commons, you must have signed media release forms from anyone appearing in original photographs, videos, or audio recordings. Please contact The Honors College if you anticipate needing these forms.
- The completed thesis must be approved and the signature page must be signed by the faculty mentor, departmental Honors advisor, department head, and the director or associate director of The Honors College. As the writer, you are responsible for obtaining the first three of these signatures.

Once these signatures have been attained, deliver to The Honors College office:

- three (3) copies of the completed project
- three (3) signed signature pages
- required Library Release forms

The Honors director and associate director will review and, if approved, sign the project before sending it for publishing and binding. Bound copies will be sent to the student and the faculty mentor. One print copy will be retained in The Honors College, and an electronic version of the

thesis will be sent to Halle Library for posting to Digital Commons (<http://commons.emich.edu/honors>) if students choose to publish their work in this venue.

- If students choose to enroll in thesis hours or an independent study to complete the project, they must submit an Honors contract to earn Honors credit for these hours. Check with your departmental Honors advisor to see if there is a specific course needed for thesis credit.
- The completed project is due in The Honors College office by the following dates: all projects for fall semester graduation should be in by December 1, for winter graduation by April 1, and for summer graduation by August 1. Because it may take some time to obtain the required approval signatures, especially during the summer when faculty are not under contract and may not be readily available, students should try to have the thesis completed two weeks before the due date.

Highest Honors

Requirements for Highest Honors are inclusive of academic work completed for University Honors and/or Departmental Honors. Students may apply for Highest Honors only after the completion of 56 credit hours, including transfer credits. Applications are available on The Honors College website or in the office.

Category I: Academic excellence (all must be fulfilled)

- Completion of University Honors and/or Departmental Honors
- Letter of recommendation from an Honors faculty member or departmental Honors advisor
- Minimum GPA of 3.7
- Honors Senior Project
- Successful completion of 30 Honors credits (across total program; inclusive of contract courses)

Category II: Global awareness (1 of 3 must be fulfilled and reflection paper approved)

- Study abroad (If your study abroad program is not through EMU, you must have the program pre-approved by The Honors College.)
- Demonstrate competency of a world language other than English at the second year, second semester level as demonstrated by one of several language competency or placement exams at EMU (contact The Honors College or Department of World Languages for additional information). Be aware that scheduling these exams may take time, so please plan well in advance.
- Honors-approved international internship or work abroad

You have 60 calendar days following the end of your completed Global Awareness experience to submit the completed form or language test results and the reflection paper. We do not expect students to submit requirements between May 1 and August 31, however, so if the 60 days expire during that period, then the completed form and the reflection paper for your Global Awareness experience must be submitted by the Friday of the second week of the fall semester. Otherwise, Global Awareness forms and reflections submitted after 60 days following the end of the experience will not be accepted. N.B If the deadline for submitting all your materials in order to graduate precedes the end of the 60 days, you must abide by the deadline for submitting materials for graduation in order for them to be processed, even though the turn around may be short.

Category III: Community service (60 hours inclusive of other Honors community service).

Examples include

- Local community projects (e.g. Habitat for Humanity, Meals on Wheels, Big Brother/Big Sister, projects that address a local social issue or need)
- Campus-sponsored service activities (e.g. Alternative Spring Break, VISION-sponsored programs)

Community Service

The Honors College is strongly committed to the value of community service. In order to graduate with Highest Honors, our students must perform a minimum of 60 hours of approved community service – about 15 hours annually. This requirement can be fulfilled in a number of ways, including:

- *Service related to, but distinct from, coursework.* EMU is fortunate in the variety of courses we offer with service components and The Honors College encourages students to connect meaningfully with these opportunities. For this reason, service hours completed above and beyond the requirements for an Honors class/contract or an Academic Service-Learning course may be counted as community service with the approval of The Honors College.
- *Service arranged through a recognized campus office.* The Campus Life VISION project has a large list of community service activities, some of which it organizes and actively promotes (e.g., Alternative Spring Break). Likewise, other groups on campus offer community service opportunities. Such activities must be approved by the director of the office by which it is sponsored, as well as The Honors College.
- *Service that is a part of an ongoing on- or off-campus project.* Many residence halls and student organizations sponsor service activities. Again, students may fulfill all or part of this requirement by participating in some of these activities, which must be supervised and have approval from The Honors College.

Community service activities must be approved in advance. It is the responsibility of the Honors student to obtain this approval by first filling out a community service agreement and then having it signed by one of the Honors directors before beginning the community service. Community service agreements are available in The Honors College office and can also be found on our web page. While a student need not have completed all of their community service hours before scheduling an exit interview, they must have the service hours approved before they attend their exit interview. Remember, *all Honors requirements, including service hours, must be completed prior to Honors Commencement in order to graduate with Honors.*

You have 60 calendar days following the end of your community service project to submit the completed form. We do not expect students to submit requirements between May 1 and August 31, however, so if the 60 days expire during that period, then the form for those community service hours must be submitted by the Friday of the second week of the fall semester. Otherwise, community service forms submitted after 60 days following the end of the community service project will not be accepted. N.B If the deadline for submitting all your materials in order to graduate precedes the end of the 60 days, you must abide by the deadline for submitting materials for graduation in order for them to be processed, even though the turn around may be short.

Category IV: Exemplary contribution in scholarship, leadership, or creative activity (1 of 2 must be completed and reflection paper approved)

- Collaborating with a faculty member on a scholarly publication
- Presenting at the Undergraduate Symposium or at another local/state/regional/national professional conference

You have 60 calendar days following the end of your completed Exemplary Contribution to submit the completed form and the reflection paper. We do not expect students to submit requirements between May 1 and August 31, however, so if the 60 days expire during that period, then the completed form and the reflection paper for your Exemplary Contribution must be submitted by the Friday of the second week of the fall semester. Otherwise, Exemplary Contribution forms and reflections submitted after 60 days following the end of the experience will not be accepted. N.B If the deadline for submitting all your materials in order to graduate precedes the end of the 60 days, you must abide by the deadline for submitting materials for graduation in order for them to be processed, even though the turn around may be short.

Earning Honors Credit

Honors credit can be earned through either a designated Honors course or a contract. A course grade of B- or higher must be achieved to receive Honors credit; however, university academic credit (but not Honors credit) will be earned for any Honors course in which a passing grade is earned. A course for Honors credit cannot be taken as “pass/fail.”

Honors Courses

Honors courses are available only to Honors College students, and enrollment has traditionally been restricted to 25 or fewer students. Most students take one or more Honors courses per semester, but the number depends on their schedule, interests, abilities, and ambitions. There is no maximum number of Honors sections that can be taken, and we encourage Honors students to fulfill as many of their requirements through Honors sections as possible. Prior to the beginning of each semester, a list of Honors courses will be posted on The Honors College website and distributed to all Honors College students through the Honors listserv.

Honors Contracts

Honors contracts provide an opportunity to earn Honors credit in non-Honors courses. Honors contracts can be used for the following purposes:

- *Honors credit for a regular non-Honors course.* Students can earn Honors credit in a regular non-Honors class through an Honors contract. Usually, this involves performing some additional challenging class work designed to enrich the experience in the course. The Honors contract project may be a research paper, class presentation, lecture, lab experiment, special set of readings, or even a series of discussions with the instructor—anything that will enable a student to examine an aspect of the course in greater depth. While the contract is arranged with the instructor in the course, it must be approved by the departmental Honors advisor and The Honors College. When interested in contracting a class, keep the following things in mind:
 - ✓ In general, *you can earn contracted Honors credit only in non-General Education courses.* Students cannot contract General Education courses for Honors credit except with the **prior** permission of The Honors College director or associate director. Permission for these

contracts is not given automatically, so please contact the director or associate director at least two (2) weeks before contracts are due with this request. The request should state your reason(s) for contracting this General Education course rather than taking an Honors class from within the same General Education category.

- ✓ The instructor asked to supervise your work should be a full-time faculty member (see your departmental Honors advisor for guidance). Sometimes this may not be possible, and the departmental Honors advisor will need to approve another instructor.
 - ✓ Students must take the initiative to develop a realistic, academically sound contract proposal. Be creative. The best Honors projects are those that enhance classroom experience, not simply add more work. When approaching the instructor, do so with concrete objectives in mind and include realistic, specific deadlines in the proposal.
 - ✓ Plan ahead. Contracts need to be approved by the supervising instructor and the departmental Honors advisor from the department in which the course is offered. They must be turned in to The Honors College by the appropriate deadline: **October 15th for fall semester, February 15th for winter semester, and June 15th for classes for summer A and B terms.** Students who fail to obtain the necessary signatures or turn in the contract by the deadline jeopardize their ability to earn Honors credit.
 - ✓ Faculty members who agree to work with Honors contracts are under no obligation to do so. Because their supervision requires an expenditure of additional time and effort, be sure to let them know how much you appreciate their help.
- *Independent Studies* allow students to explore topics not covered in a regularly scheduled course and can be taken for one, two, or three credit hours. Independent studies are arranged through an academic department. Usually, departmental permission is necessary for registration. Departmental requirements for independent studies vary by department, so inquire about the procedures prior to registration. **Once registered, an Honors contract must be arranged with the professor in order to receive Honors credit for the independent study.** The contract is subject to the approval of the departmental Honors advisor and The Honors College.
- *Graduate Courses for Undergraduate Honors Credit* can fulfill Honors requirements. If you are a junior (56 completed credit hours) or senior (85 completed credit hours), you may enroll in a graduate course (500-level only) with permission from the instructor, The Honors College, and the Registrar. Use the appropriate form found on the Registrar's website (www.emich.edu/registrar/formslibrary/index.php) to seek permission to register. Once permission is granted, you may enroll online. The course may be used to fulfill Honors College requirements when you receive a B- or higher grade. No special project is required; **however, a contract form must be completed and submitted to The Honors College office to receive Honors credit for the class.** Honors credit will be designated on the transcript for the contract with a notation that the course was completed for Honors.

Please note that **(1) the tuition rate for a graduate class will be higher than the undergraduate rate, and (2) the credit can only be used for undergraduate credit (i.e., will not apply for future graduate programs).**

Nonstandard Curricular Variations. Subject to departmental restrictions, students can also use Honors contracts to earn Honors credit for a number of non-standard curricular variations, such as:

- ✓ *Undergraduate Research:* Honors credit can be earned through an independent study with a completed Honors contract.
- ✓ *Study Abroad:* A maximum of 6 Honors credits may be earned through study abroad with appropriate contract and project completed.
- ✓ *Internships, fieldwork, clinical work, and co-operative education:* With the approval of the departmental Honors advisor, the supervising instructor, and The Honors College, internships, fieldwork, clinical work, and co-operative education may be contracted for Honors credit. See the appropriate departmental Honors advisor or the Honors director or associate director for guidance.

Setting up a Contract

A completed Honors contract form must be submitted to The Honors College office. Such forms can be downloaded from The Honors College website or obtained from The Honors College office. The form requires a brief description of your project and needs approval signatures from the project supervisor and the departmental Honors advisor; pre-approvals require signatures from The Honors College director or associate director. It is the student's responsibility to fill out the form completely, to obtain all the appropriate signatures, and to turn the form in to The Honors College office.

Be aware of the deadlines for completed contract paperwork to be submitted to The Honors College:

<u>Semester of Contract</u>	<u>Date Due</u>
Fall Semester	October 15
Winter Semester	February 15
Summer Semester (A or B)	June 15

Maintaining Honors Membership

Honors Credit

If no Honors credit is earned for two consecutive semesters, you will be placed on Honors probation in the third semester. If you complete an Honors course or contract in that semester, you will be returned to good standing in The Honors College; if you do not complete an Honors course or contract in the third semester, you will forfeit membership in The Honors College. N. B. For the purposes of this calculation, the summer semester counts if students complete Honors contracts during the summer semester, but the summer semester does not factor into the determination of consecutive semesters and Honors credits earned if students do not take classes during the summer. Similarly, The Honors College does also not count semesters in which students are not enrolled at EMU as part of the determination of consecutive semesters. Be sure to work with The Honors College advising staff to develop your academic plan.

Grade Point Average

To remain in good standing, students must maintain a cumulative Grade Point Average of at least 3.30. If a student's GPA falls between 3.00 and 3.30, they will be placed on probation and strongly encouraged to meet with The Honors College to develop an academic plan. If their GPA continues to drop, they will be required to meet with The Honors College. If at any time a student's GPA falls below 3.00, they will be placed on probation and required to meet with The Honors College to develop an academic plan. If they fail to do so, they will forfeit membership in The Honors College.

Honors Dismissal

Membership in The Honors College reflects academic success and commitment to leadership, service, and integrity. Students forfeit membership in The Honors College under the following circumstances:

- ✓ Failure to meet the terms of academic probation
- ✓ Failure to earn Honors credit within the allotted time frame
- ✓ Being found guilty of academic misconduct or a serious violation of the University Student Conduct Code
- ✓ Cumulative Completion Rate is below 67%

Appeal and Readmission

The Honors College sends probationary and dismissal letters shortly after the end of each semester. If a student wishes to appeal a dismissal, it must be done in writing and addressed to the Honors director and associate director within two weeks of receiving notification. Following dismissal, the student can apply for readmission after an additional 15 hours of credit have been completed and their cumulative GPA is at least 3.30.

Honors students are encouraged to speak with the director or associate director of The Honors College regarding any questions about specific requirements.

Dates and Deadlines

Please check The Honors College calendar (<https://www.emich.edu/honors/student-life/calendar.php>) regularly to learn about important deadlines and dates. You will also receive weekly updates through the Honors listserv about academic opportunities, as well as service and social events, so please read these emails.

Graduating with Honors

The Exit Interview

The exit interview must be scheduled at least two months prior to the expected graduation date. This interview takes about 30 minutes, and it is important for several reasons: to review transcripts and verify completion of requirements; to make sure the student's name, degree, and Honors graduation status appear correctly on the Honors graduation certificate; to complete needed biographical information for the commencement program; and to fill out an Honors College evaluation.

Exit Interview deadlines are as follows:

If Graduating in...

Exit Interview by...

April
December
August

March 15
November 15
July 15

Recognition and Certification

Students must be in good standing with The Honors College to graduate with University, Departmental, and/or Highest Honors. Graduation with Honors will be recognized in a number of ways. The transcript will include an Honors designation (“With University Honors” and/or “With Honors in [Major/Program]” and/or “With Highest Honors”), with all coursework in Honors sections identified with an “H” and Honors contracted courses identified with a note designating Honors credit. All Honors contracted classes taken before Fall 2016 are identified with an “H.” Honors graduates will receive an Honors certificate along with the distinctive Honors medallion which they should wear at university and Honors commencement ceremonies. The actual Honors certificate will be available after all Honors requirements have been certified as completed and the student has been approved to graduate from the university.

Students must apply for graduation through Records and Registration for the term in which they anticipate receiving their degree.